



## **Grievance Policy and Procedures**

Park City Swimming expects excellence from its coaches, club leadership, parents, officials and swimmers. Your safety is paramount to our family and USA Swimming. Nobody is perfect however, and at times undesirable circumstances, situations, and behaviors can happen. But because of Park City Swimming's commitment to excellence and safety, individuals or groups must be held accountable for behaviors, words, and actions that do not represent the values and conduct expected from USA Swimming and Park City Swimming members.

The Park City Swimming Grievance Procedures give swimmers, parents, and coaches a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate, intervene and take disciplinary action when needed. Coaches, swimmers, and parents are encouraged to talk with each other to resolve their issues. However, if this isn't possible, members of Park City Swimming Should know how to file a grievance:

If your concern relates to inappropriate behavior or activity that includes, but is not limited to the items below, please report the incident immediately to SafeSport.

- Criminal Activity
- Use, sale, or distribution of illegal drugs
- Physical abuse
- Inappropriate touching
- Coaches sharing hotel rooms athletes
- Pictures and /or videos taken in locker rooms or changing areas
- Violations of USA Swimming MAAPP

USA Swimming link and U.S. Center for SafeSport to make a report. Use the [online reporting form](#), call 833-5US-SAFE (587-7233), or find more information at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org).

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the US Center for SafeSport to make a report immediately. You can report your concern using the [online reporting form](#), call 833-5US-SAFE (587-7233), or find more information at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org).

## **Procedures:**

### **TYPES OF GRIEVANCES**

1. Swimmer conduct
2. Assistant Coach conduct
3. Head Coach conduct
4. USA Swim Official or swim team parent conduct

### **HOW GRIEVANCES WILL BE HANDLED**

The Coaches and PCAC Aquatics Director have the authority to impose penalties for infractions of the Park City Swimming Athlete Code of Conduct listed above or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the Coaches and/or PCAC Aquatics Director and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. **Gathering Information:** The appropriate individuals will reach out to the person who filed the grievance and the person against whom the grievance is being filed to ask questions about what happened. Other witnesses may be contacted for more information, as well.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought will be assessed using Club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, and applicable local and state laws.
3. **Consequences Will be Given and Disciplinary Action Will be Taken if Appropriate.** These consequences and disciplinary actions will be decided using the following general guidelines:
  - a. Nature of the misconduct
  - b. Severity of the misconduct
  - c. Prior disciplinary actions against swimmer
  - d. Adverse effect of the misconduct on other swimmers
  - e. Application of the Code of Conduct

## **WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command)**

### **Regarding the Conduct of a Swimmer** - Contact the swimmer's coach

Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing.

### **Regarding the Conduct of an Assistant Coach** - Contact the Head Coach

Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing.

### **Regarding Conduct of Head Coach** – Notify the PCAC Aquatics Director

Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Team Owner of this violation. This complaint should be made in person or in writing.

### **Regarding Parent or Swim Official Conduct** - Contact the Head Coach

Should a parent or swimmer feel another Park City Swimming parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and PCAC Aquatics Director of this violation in person or in writing. This complaint will be reviewed and discussed by the Team Owner and Head Coach.

## **APPEALS PROCEDURE**

- Any initial conduct review and disciplinary action will be the responsibility of the initial person(s) responsible for officially receiving said grievance (see "to whom to report" above). A decision, and/or disciplinary action, will be issued as soon as reasonably possible.
- If a Parent/Swimmer who registers the complaint with an Assistant Coach feels the disciplinary action is insufficient or unsatisfactorily resolves the issue, *or* if the responsible coach fails to address the parent/swimmer's concerns in a timely manner, the parent/swimmer may appeal the decision to the Head Coach, in writing, within 7 days of the initial complaint. A decision and/or disciplinary action will be issued by the Head Coach as soon as reasonably possible.
- If the parent/swimmer who registers the complaint appeals the Responsible Coach's conduct review and/or disciplinary action to the Head Coach **and** feels the Head Coach's decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, *or* if the Head Coach fails to address the parent/swimmer's concerns in a timely manner, the parent/swimmer may request that the PCAC Aquatics Director review all disciplinary actions and any appeals.
- The decision of the PCAC Aquatics Director regarding any complaint, and any resulting disciplinary action, is final.