



Policy: WST-BOD003 Grievance Policy

October 25th 2019

Please email all inquiries to policy@winchesterswimteam.com



WST-BOD003 Grievance Policy

Unless otherwise stated in the policy document, policy revisions are effective on the date they are approved by the Board of Directors member, whose initials appear in the approval column.

DOCUMENT CHANGE and REVIEW HISTORY **(Policies will be reviewed annually)**

Revision	Release Date	Summary of Changes	Section Number	Approved
1.0	10/25/2019	Initial Version		Paul Warnagiris



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PURPOSE

The purpose of this policy is to provide the framework for submitting a grievance to the proper Winchester Swim Team ("WST") members. The grievance may be filed for any coach, swimmer, trainer, contractor or board member. This policy will describe severity, the category, and the procedures for filing such a grievance.

SCOPE

This policy applies to any employee of WST, any volunteer or athlete of WST as well as athlete's family members to the extent that they are involved with WST.

DEFINITIONS

Employee: Any person receiving a paycheck from WST

Volunteer: Any person who represents WST in any capacity, who is approved by the board and does not receive a paycheck from WST

Responsible Coach: The coach of the athlete with a grievance

COACHES RESPONSIBILITIES

1. Assessing behavior of swimmers as dictated by our Code of Conduct and all published policies and procedures,
2. Issuing disciplinary action for any swimmer that is determined to have violated that Code of Conduct or any published policy/procedure
 - a.{will include items from Board approved Athlete Code of Conduct}
3. All disciplinary action is at the coach's reasonable discretion, and will be issued with regard to:
 - 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
4. Coaches are authorized to take immediate disciplinary action, if appropriate and necessary under the circumstances, to ensure the safety of all swimmers.



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CATEGORIES OF COMPLAINTS

1. Regarding Conduct of Swimmer
2. Regarding Conduct of an Assistant or Age Group Coach
3. Regarding Conduct of Head Coach
4. Regarding Conduct of any Contract Instructor (fitness trainer, team building activity facilitator, etc)
5. Regarding Conduct of any Board of Director officer

REGISTERING A GRIEVANCE

CONDUCT OF A SWIMMER

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 and followed up in writing.

CONDUCT OF A ASSISTAND OR AGE GROUP 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 and followed up in writing.

CONDUCT OF A HEAD COACH

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 Board of Directors of this violation. This complaint should be made in person and followed up in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

CONDUCT OF A CONTRACT INSTRUCTOR

Should a parent or swimmer feel the Contract Instructor's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. The complaint should be made in person and followed up in writing. This complaint will be subject to review and discussion by the full Board of Directors.

CONDUCT OF A MEMBER OF THE BOARD

Should a parent or swimmer feel a Board Member's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the full Board of Directors and Head Coach of this violation. The complaint may be registered by:

- a. Presenting a detailed account of the violation at a regularly scheduled Board of Directors meeting;
- b. Requesting a special meeting of the Board of Directors by providing notice of this request to the full Board of Directors and Head Coach;
- c. Providing a detailed, written account of the violation to all sitting Board Members and the Head Coach.

This complaint will be subject to review and discussion by the full Board of Directors and Head Coach.



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GRIEVANCE PROCEDURE

1. Any initial conduct review and disciplinary action will be the responsibility of the Responsible Coach, Head Coach or President to whom the complaint was required to be made. A decision, and/or disciplinary action, will be issued as soon as reasonably possible.

a. If the parent/swimmer registering the complaint feels the Coach's disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal the decision of the Responsible Coach, in writing, with the Head Coach 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. Failure of the Responsible Coach to address the parent/swimmer concerns in a timely manner is a basis for requesting an appeal.

b. If the parent/swimmer registering the complaint appeals the Responsible Coach's conduct review and/or disciplinary action **and** feels the Head Coach's decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may request a review of all disciplinary actions and any appeals to the Head Coach by the full Board of Directors. The parent/swimmer must request this review by:

i. Presenting a detailed account of the violation at a regularly scheduled Board of Directors meeting;

ii. Requesting a special meeting of the Board of Directors by providing notice of this request to the full Board of Directors and Head Coach understanding that the Board of Directors will put good faith effort into scheduling such an emergency meeting in a timely fashion;

iii. Providing a detailed, written account of the violation to all sitting Board Members and the Head Coach.

2. The decision of the Board of Directors in regard to any complaint, and any resulting disciplinary action, is final.