


***Mighty Marlins Swim Club***  
**STANDARD OPERATING PROCEDURES**

	<b>PROCEDURE NO.:</b> SOP 001	<b>DATE ISSUED:</b> July 22, 2020
<b>AUTHORIZED BY:</b> Amy Bennett President, Mighty Marlins Swim Club	<b>DEPARTMENT:</b>	<b>REVISION DATE:</b>
<b>TITLE:</b> Incidents Brought to the Board		

**I. PURPOSE**

The purpose of this standard operating procedure (SOP) is to define the process that the Mighty Marlins Swim Club Board will take in the event that an incident involving the Mighty Marlins Swim Club with regards to its Coaches, Swimmers, and/or Members is brought to the attention of the Board.

**II. PROCEDURE**

- A. All incidents that wish to be reported to the Board for follow-up need to be submitted in writing, either via email or letter.
- B. Once the Board receives the formal incident concern, the Board will look into the incident and will take the following steps:
  1. The Board will acknowledge receipt of the incident within two days.
  2. All parties directly involved will be asked about the incident (this includes swimmers, coaches, and any others directly involved) individually within two weeks of the acknowledgment of the incident.
  3. Once the incident has been looked into, the Board will address the matter and make recommendations that could include possible disciplinary action in alignment with our code of conduct and/or policy changes. This process shall not take more than 30 days to complete.
  4. If applicable, the parents of the involved swimmers will be notified of the incident and the steps the Board is taking within one week of the acknowledgement.

**III. RELATED POLICIES**

Mighty Marlins Swim Club Code of Conduct

#### **IV. REVIEW AND APPROVAL**

On July 22, 2020, REVIEWED AND APPROVED BY:	Amy Bennett, President Erin Darrah, Vice President Michelle Butler, Treasurer Brenda Thompson, Secretary Beth Leary, Sponsorship Scott Lichtenberg, Marketing Laura Zurel, Board Member Lisa Giordano, Board Member
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