

Grievance Procedure for Wind N Sea Swim Team

Purpose:

Your safety is paramount to Wind N Sea Swim Team and USA Swimming. If you experience or witness actions or events that concern you or make you feel uncomfortable, it is important to talk to someone about it. This document outlines the processes where a swimmer, parent, or coach can bring forward a complaint or concern.

Who to Contact:

If you have a concern relating to bullying, parent issues, unfair treatment, or violations of the Swimmer, Parent, or Coach Code of Conduct, please reach out to Coach Paton (paton@windnseaswimteam.com). Coaches who wish to file a complaint against another coach should follow the Grievance and Review Procedure outlined in the Wind N Sea Swim Team Employee Handbook.

If your concern relates to inappropriate behavior or activity that includes, but is not limited to, the following:

- Criminal Activity
- Use, sale, or distribution of illegal drugs
- Physical abuse
- Inappropriate touching
- Coaches sharing hotel rooms with athletes
- Rubdowns or massages performed by coaches
- Pictures and/or videos taken in locker rooms or changing areas
- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

Please report the incident immediately to SafeSport. You can reach out to San Diego - Imperial Swimming's SafeSport coordinator, Sean Redmond (seanmary@aol.com) or USA Swimming SafeSport Director Abigail Howard (ahoward@usaswimming.org). Anonymous reporting can be completed here. (<https://fs22.formsite.com/usaswimming/form10/index.html>)

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for SafeSport to make a report immediately. You can report your concern online (<https://safesport.i-sight.com/portal>) or call 720-524-5640. More information can be found at www.safesport.org. Certain people are REQUIRED to report misconduct, and information on mandatory reporting requirements can be found here. If you need guidance, please contact our SafeSport Coordinator, Coach Paton.

Wind N Sea Swim Team Grievance Procedure Revised June 2020

Procedures:

Coaches, swimmers, and parents are encouraged to talk with each other to resolve their issues.

However, if this is not possible, members of Wind N Sea Swim Team should know how to file a grievance:

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact Coach Paton in writing within two weeks of the date of occurrence. Coach Paton will discuss the problem in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is explained in more detail in the Swimmer, Parent, and Coach Codes of Conduct.
 - For bullying concerns, please also see Wind N Sea Swim Team's Action Plan to Address Bullying.
- If you are not satisfied with the decision reached by Coach Paton (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the San Diego Imperial Swimming's Safe Sport Coordinator, Sean Redmond (seanmary@aol.com) within three working days of notification of Coach Paton's decision (or the end of the time frame discussed above). The San Diego Imperial Safe Sport Coordinator will meet with Coach Paton, and you will be notified of their decision.
- Any complaints about Coach Paton should be referred to the San Diego Imperial Safe Sport Coordinator, Sean Redmond, within two weeks of the date of occurrence. The San Diego Imperial Safe Sport Coordinator will discuss the problem with you in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is outlined in the Wind N Sea Swim Team Employee Handbook.
- If you are not satisfied with any decisions reached by the San Diego Imperial Safe Sport Coordinator, you must refer the matter to USA Swimming SafeSport Director Abigail Howard (ahoward@usaswimming.org) within three working days of notification of the San Diego Imperial Safe Sport Coordinator's decision (or at the end of the time frame discussed in paragraph three). The Director will review and evaluate the complaint and will notify you of the decision, as well as notify all persons deemed relevant to the situation. Decisions made by the Director are final.