

Sacramento Aquatics Club GRIEVANCE POLICY



Sacramento Aquatics Club (SAC) is committed to providing a safe and supportive environment for its swimmers and coaches. As part of this commitment, this purpose of this policy is to provide guidance and outline procedures for swimmers, parents, coaches, club leadership, and employees to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate, intervene, and take disciplinary action when needed.

Types of Grievances

1. Swimmer conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. Board of Director Member Conduct
6. USA Swim Official or swim team parent conduct

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 Sierra Nevada Swimming Chairperson Alex Ongaco alex.ongaco@snswimming.org or USA Swimming SafeSport Director Abigail Howard ahoward@usaswimming.org. Anonymous reporting can be completed <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 or call 720-524-5640. More information can be found at www.uscenterforsafesport.org.

For all other issues, please contact

1. SAC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers.



2. The SAC Parent Booster to provide a review of the coaches' disciplinary decisions, and for addressing issues regarding coaches' conduct.

With the exception of issues that immediately effect the health and safety of swimmers, all matters should be discussed before or after a coaching session and coaches should not be expected to deal with issues during water time.

Coaches Responsibilities

The SAC coaches have the initial responsibility to discipline swimmers for violations of the SAC athlete code of conduct. Coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will consider the nature and severity of the conduct, as well as any prior disciplinary actions regarding the swimmer.

Disciplinary action by the SAC coach could include:

1. The swimmer will receive a warning from the coach. Two or more warnings during one practice may lead the coach to ask a swimmer to leave practice. A swimmer who has been warned for a minor violation, may be asked to sit out for a few minutes.
2. The first time a swimmer is asked to leave practice, it is a concern between the coach and the swimmer. The swimmer may return to the next practice or meet.
3. The second time a swimmer is asked to leave, the coach will notify the parents. The swimmer may be suspended from the next two practices, meets or activities.
4. The third time a swimmer is asked to leave a practice, the swimmer will be suspended from all SAC activities for one week. Prior to returning, a conference must be conducted with parents, swimmer, and coach.

These steps are not exclusive, and it is expected that the coaches will exercise their discretion for appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of swimmers. All violations past initial warnings will be documented by the coach on the Sacramento Aquatics Club Incident Report Form.

Should inappropriate behavior or activity occur that violates the Minor Athlete Abuse Prevention Policy or involves other criminal activity, the coach will contact all required authorities within 24 hours (USA Swimming Safe Sport Chair, local law enforcement, etc).

Registering a Grievance – Who Do I Report To?

1. **Regarding Safe Sport Violations** – Should a parent or swimmer feel another swimmer's or coach's conduct violates the minor athlete prevention policy or safe sport guidelines, the parent/swimmer should submit a report to the Safe Sport Coordinator. This complaint may be made in person or by using the link on the SAC website under Safe Sport Concerns & Reporting. The reporting person may include their contact information or remain anonymous.
 - a. The Safe Sport Coordinator will talk through your concern, answer questions, and help you through the reporting process. (Except for anonymous reports)



2. **Regarding Conduct of 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 or in writing.
3. **Regarding Conduct of an Assistant 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 or in writing.
4. **Regarding Conduct of 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 Parent Booster of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Parent Booster, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Parent Booster.
5. **Regarding conduct of any member of the Parent Booster** – Should a parent or swimmer feel a parent booster member’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the full Parent Booster and Head Coach of this violation. The complaint should be made in writing to the Parent Booster and Head Coach. This complaint will be subject to review and discussion by the full Parent Booster and Head Coach.

Grievance Procedure

The initial conduct review and disciplinary action will be the responsibility of the Responsible Coach, Head Coach, President or Safe Sport Coordinator to whom the complaint was required to be made. Consequences are at the sole discretion of the coaches and/or SAC Parent Booster 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 coach, parent, or swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

Steps Taken:

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. All information will be recorded on the Sacramento Aquatics Club Incident Report form.
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. Sierra



Nevada Swimming Chairperson Alex Ongaco will be notified of the incident (if applicable).

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
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

If the parent/swimmer registering the complaint feels the disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal the decision, in writing, to the Parent Booster within 7 business days of the initial complaint.