



WESTCHESTER AQUATIC CLUB

GRIEVANCE POLICY

Westchester Aquatic Club Grievance Policy outlines guidance and procedures to give swimmers, parents, coaches, Club leadership, and employees a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene, and take disciplinary action when needed.

There are occasions when a problem arises in a club, for example fighting or bullying, where immediate action is required. A temporary suspension or exclusion from a single training session can be given by the coaches. A report should then be made, within 24 hours, to the Head Coach.

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.

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 the Westchester Aquatic Club Safe Sport Coordinator, Carle Fierro, at 914-299-9964 or carleswim@aol.com. Metro Swimming Safe Sport Chairperson, Brian Hansbury, at brian.hansbury@metroswimming.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.

Any concerns dealing with deception or recruiting should be directed to the Eastern Zone Board of Review at ZBORchair@easternzoneswimming.org.

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

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. Coaches will ensure that the SDSC Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of a 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 Parent or Swim Official Conduct - Notify the Head Coach and Board President

Should a parent or swimmer feel another SDSC parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

HOW GRIEVANCES WILL BE HANDLED

Implementation for Athletes

All athletes, parents, and staff are apprised in writing of this policy. Annual signature of the Waiver, Release, Authorization and Agreement Form constitutes unconditional agreement to comply with the Code of Conduct as set forth by Westchester Aquatic Club. Failure to comply with the Code of Conduct may result in disciplinary actions, which may include but are not limited to:

Removal from pool, training facility, or event venue to sit all or part of out the activity.

Removal from training facility and dismissal from team for a period of days or weeks.

Dismissal from the team and immediate return home from an event at the expense of the parent.

Disqualification from one or more events, or all events of competitions.

Suspension from further team activities for a specified duration.

Disqualification from future meets.

Termination of membership.

Formal follow-up actions will be taken if an athlete is involved in any disciplinary action more severe than a single day suspension. If an athlete is involved in disciplinary actions #2-7 above, the following sequence of events will occur:

The athlete will be required to attend a meeting that will occur within seven days of the incident and will include the following: athlete, parent or guardian, head coach, and additional coaching staff involved in incident.

The athlete will be allowed to present any information or evidence at that time and a decision will be rendered as to any further course of disciplinary action.

Athletes and their parents or guardians must indicate their willingness to comply with this Code of Conduct by signing the appropriate section of the Waiver, Release, Authorization and Agreement Form.

Implementation for Parents

All athletes, parents, and staff are apprised in writing of this policy. Annual signature of the Waiver, Release, Authorization and Agreement Form constitutes unconditional agreement to comply with the Code of Conduct as set forth by Westchester Aquatic Club. Failure to comply with the Code of Conduct may result in disciplinary actions, which may include but are not limited to:

Removal from the practice, meet, or event where the misbehavior occurs.

Suspension of membership.

Termination of membership.

Westchester Aquatic Club is not liable for refund or prorate of membership fees due to suspension or termination.

If a parent or member family is involved in conduct resulting in disciplinary action, the following sequence of events will occur:

It is the responsibility of the individual (coach, member, volunteer, parent) recognizing an infraction to contact the Westchester Aquatic Club Head Coach.

The parent member charged with an infraction will be required to attend a meeting that will occur within seven days of the incident and will include the following: parent member(s) and any individual(s) involved in incident and Head Coach.

The parent(s) involved in the incident will be allowed to present any information or evidence at that time and a decision will be rendered as to any course of disciplinary action.

Athletes and their parents or guardians must indicate their willingness to comply with this Code of Conduct by signing the appropriate section of the Waiver, Release, Authorization and Agreement Form.