

SUNN SWIMMING

Grievance Procedure

Purpose:

Sunnyvale Swim Club (SUNN) values integrity and responsibility in its employees, coaches, club leaders, parents and athletes. Your safety is paramount to SUNN and to USA Swimming. If you experience or witness actions or events that concern you or make you feel uncomfortable, it is important that you talk to someone about it. This document outlines the processes where an athlete, parent, or coach can address a complaint or concern in a productive and systematic manner.

Who to Contact:

If you have a concern relating to bullying, unfair treatment, parent issues, or violations of the Athlete, Parent, or Coach Code of Conduct, please reach out to the following:

- Conduct of an Athlete – Should a parent/athlete feel another athlete's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/athlete should discuss these concerns with the coach responsible for the athlete in concern. This complaint should be made in writing within two weeks of the date of the occurrence.
- Conduct of an Assistant Coach – Should a parent/athlete feel an Assistant Coach's conduct is inappropriate or in violation of any team policies or procedures, the parent/athlete should notify the Head Coach of this violation. This complaint should be made in writing within two weeks of the date of the occurrence.
- Conduct of the Head Coach – Should a parent/athlete or Assistant Coach feel the Head Coach's conduct is inappropriate or violates any team policies or procedures, the parent/athlete or Assistant Coach should notify the President of the Board of Directors. This complaint should be made in writing within two weeks of the date of the occurrence.
- Conduct of a Parent – Should any person feel a parent is acting in an inappropriate way or violates the Parent Code of Conduct, the person should notify the Head Coach of this violation. The complaint should be made in writing within two weeks of the date of the occurrence.

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 or recreational drugs, or alcohol
- 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 Pacific Swimming's SafeSport

coordinator, Kelly Schott at Safesport@pacswim.org, [USA Swimming SafeSport](#) or the [U.S. Center for Safe Sport](#).

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for Safe Sport to make a report **IMMEDIATELY**. You can [report your concern online](#) or call 833-5US-SAFE (587-7233). 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 SUNN SafeSport Coordinator at vice.president@sunn.org.

Any concerns dealing with recruiting should be directed to the Pacific Swimming Board of Review at BOR@pacswim.org.

Procedures:

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

However, if this isn't possible, members of SUNN may file a grievance in the following manner:

- Once a complaint has been filed with a Coach or the SafeSport Coordinator (SSC), the Coach or SSC will conduct an initial review and disciplinary action will be the responsibility of the applicable Coach or SSC. The Coach, Head Coach and/or SafeSport Coordinator 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 more in detail in the Athlete, Parent, and Coach Codes of Conduct.
 - For bullying concerns, please also see the [SUNN Bullying Policy](#).
- Any complaints about the Head Coach or SafeSport Coordinator should be referred to the Board President, within two weeks of the date of occurrence. The President 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.

Appeals Procedure:

After an initial grievance has been addressed, if you are not satisfied with the decision reached, or if a decision is not rendered in the time frame discussed above, you may appeal the decision.

- If a Parent/Athlete who registers the complaint is with an Assistant Coach the parent/athlete may appeal the decision to the Head Coach, in writing, within one week of the initial decision. A decision and/or disciplinary action will be issued by the Head Coach as soon as reasonably and responsibly possible.
- For a matter regarding the Head Coach or SafeSport Coordinator, you must refer the grievance to the SUNN Board President at president@sunn.org within three working days of notification of the Coach or SafeSport Coordinator's decision. The President will meet with the Coach and/or Safety Coordinator, and you will be notified of their decision within one week of the initial decision.