

SCS Metro Committee Meeting

06/14/2022

8:00PM PST

Via Zoom

1. Roll Call/ Approval of Agenda- Call to order- 8:00PM
 - a. Attendance: Kevin Larsen- Chair, Joy Lim- Vice-Chair, Lauren Skinner- Sec/Treas, Mark Faherty- Age Group, Sherri Stoddard- Senior Rep, Federico Ricketts- Planning Sr, Oliver Pena- Planning Jr, Dennis Lee- Safe Sport, Irvin Qi- Athlete Rep Sr, Jocelyn Wang- Athlete Rep, Mark Johnson- Open Water, Don Garman, Mark Barr, Mike Jafari, Alicia Orendain, Scott Watanabe, Ian Legarda
2. Approval of Minutes - Secretary to correct officers from April Minutes: Planning Senior- Federico Ricketts, Planning Junior- Oliver Pena, remove Mike Schicora.
3. Old Business
4. Report of Officers
 - a. Chair- Kevin Larsen-
 - i. Cal Lutheran JO site bid withdrawn, swimmers to be split between RAA and MVN sites
 - ii. RAA JOs site to require proof of COVID vaccination status OR negative Covid test within 48 hours for all swimmers, coaches, and spectators. Teams will be sent a form to self-verify.
 - b. Vice-Chair- Joy Lim- no report
 - c. Secretary/Treasurer- Lauren Skinner
 - i. Approximate balance ~\$3,607.34 (still waiting for #s on April/May)
 - d. Coaches Rep/ Ops Risk- George Young- see attached
 - e. Age Group- Mark Faherty
 - i. See attached proposals to be discussed in depth at planning mtg
 - ii. Metro Champs- decision made to run 7 lanes with 1 consistent warm-up lane. Tabling discussion to run 8 lanes with 10 min w/u break between events for future meetings/non-championship meets. Thank you athlete reps for your input!
 - f. Senior Rep- Sherri Stoddard
 - i. Senior meets getting back on track, although participant #s lower than historically, support your senior swimmers!
 - g. Planning Sr- Federico Ricketts
 - h. Planning Jr- Oliver Pena
 - i. Next planning mtg to be June 26th @ Warren HS. Time tbd
 - ii. Planning to include fall and start to 2023 calendar
 - i. Safe Sport- Dennis Lee- see attached
 - j. Athlete Rep Sr- Irvin Qi- no report
 - k. Athlete Rep- Open Water- vacant
 - l. Open Water- Mark Johnson- see attached
 - m. DEI Rep- George Young- see attached
5. New Business
 - a. Metro Champs- propose BB minimum times, JO Max times
 - i. Meet form already supports BB minimum times, no max time cap

- b. SCS General Chair Nominees: Felipe Delgado v Darren Inouye- voting 6/21
- c. Metro Coaches Clinic- interest level?
 - i. Lauren will send survey to Metro Coaches on possible clinic topics and availability
- d. Unanimous approval to allow 2 out of state swimmers (from HI) to participate in Metro Festival meet.

6. Resolutions and Orders

7. Announcements

- a. Next week- June 21- 8pm via Zoom- Special HOD Meeting
- b. Next Metro Committee Meeting: Tuesday, September 20th, 8pm via zoom
 - i. Adopt new calendar- open meet bids
 - ii. Officer nominations

8. Adjournment- 9:21pm

Metro Coaches & DEEI Report for June 14 Metro Meeting

Submitted By George Young

As voted on during the April Metro meeting 2022, a reminder the Metro Coach of the year is back!!!

2022 Metro Coach of the year & 2022 Metro Coach Achievement Award

Establish a Coach of the meet for the Metro Summer Festival Meet & Summer Metro Champs. During the last day of the meet, a simple vote with the individual with the most votes be honored. One vote per team. Each team entered will be on the ballot. Each team can assign a coach to represent them. Also, highlight the top two teams in total combined points for each SCS Summer JO. Again, each team can assign a coach to represent them. The winner of the coach of the meet for the Metro Summer Festival Meet, the Summer Metro Champs, and the six Metro coaches whose team placed the best at the SCS Summer JO's will be on the ballot. Voting will be done via an email ballot, and winners will be announced during the Sept. Metro meeting. Metro Committee would supply the winning coach with a custom award.

DDEI NEWS----

A Camp is in the works for the 2022 DDEI in Oct with it taking place in the City of Commerce! Please watch for more information as it is released.

The USA Swimming DDEI Committee recommends all clubs, coaches and Officials to start using "Swimmers" as the term related to participants in swim meets. Young Ladies, Young Men, ladies or gentleman are not recommended.

Mark Faherty- Age Group Coordinator - Planning Committee Items for review

Proposals to be made and discussed in depth at next planning committee meeting:

Proposal #1:

Remove 11-12 age group from 13&Older sessions of Metro Committee (non-championship) meets.

Reason: Having 11-12 boys or 11-12 girls in the same session as the 13&Older swimmers puts an unnecessary burden on meet officials and the host team to ensure the 4 hour rule is not broken during those sessions.

Proposal #2:

Add the following language to Metro Committee meet forms (beginning September 1, 2022): "The Meet Director reserves the right to adjust times/sessions and separate/combine sessions after entries are received."

Reason: This language will allow the host team of a Metro Committee meet to make any necessary adjustments to the sessions, ensuring that timelines are healthy.

Proposal #3:

Adjust the entry deadline for Metro Committee meets to 11:59 PM on the Wednesday a week and a half before the start of the meet.

Reason: Current language has entry deadlines set at 5:00 PM on the Wednesday. Most LSCs have historically had this 5:00pm timestamp and a lot of clubs/coaches/team administrators scramble to meet that deadline. In recent years some LSCs in the country (including Potomac Valley and Virginia Swimming) have switched to 11:59pm deadline and it has had a positive effect--clubs feel less pressure to scramble to turn in entries by the early evening deadline and meet administrators don't feel the burden trying to chase down teams for their entries during the evening hours on the day entries are due.

Proposal #4 is two parts and pertains to the timing of sending out and receiving meet information for all Metro Committee meets (non-Championship & Championship)...

Proposal #4a:

Meet Directors/Meet Host Team shall send out preliminary psych sheets to participating teams for review no later than 48 hours after the entry deadline (by 11:59 PM on the Friday one week before the meet). Teams would have until Sunday evening to contact the host team with adjustments to entry times or correct entry errors.

Proposal #4b:

Meet Directors/Meet Host Team shall send out the following information to participating teams by 11:59 PM on the Monday before the meet: any necessary adjustments to sessions (example: creating a 3rd session each day by splitting 10&Unders from 11-

12s), updated psych sheets, tentative timelines. The following information must be sent by 11:59 PM on the Tuesday before the meet: team warm-up assignments and team timer assignments.

Reason for Proposal #4: Families need to plan. Coaches need to plan. These deadlines should be easily met in normal circumstances considering the entry deadline is 9-10 days before the meet.

Proposal #5:

Metro Committee Winter Short Course Yards Championship will be held during the month of February, no earlier than the second weekend of the month and shall conclude no later than two weeks before SCS 14&Under Junior Olympics.

Reason: It's been discussed by most teams in Metro that this is the preferred time of year for this meet. This proposal just makes the move official.

Mark Johnson- Open Water Coordinator

The location of the *2022 Western Zone Open Water Championships* has been changed from Las Vegas. We are grateful for Coronado Swim Association willing to step in and host the annual race again.

2022 WZ Open Water Championship Info

Date: Saturday, September 10, 2022

Host: Coronado Swim Association

Location: Glorietta Bay Park, Coronado, California

The WZ website has been updated. Information about race course, time standards, and hotels to come. The race will serve as a qualifier to 2023 Open Water Nationals & Junior Nationals.

Dennis Lee- Safe Sport Coordinator

Although each team strives to develop and maintain a positive, safe, and supportive culture, it is valuable to have structures in place for the worst case in order to best support yourself and your families when it possibly or actually occurs.

Attached separately is an edit friendly word document for the Safe Sport Grievance Procedure. It is extremely helpful for any conflict within a team when any may arise.

Please use this to support your team's Code of Conduct ([USAS Link to Model Codes of Conduct](#)) and in resolving conflicts. Teams are recommended to have this document, along with their required MAAPP 2.0, Photography Policy, and Bullying Policy ([Required by Safe Sport](#)) on their team website as a resource, like posting it under their Safe Sport tab. We have attached those documents for reference as well.

Current Metro Safe Sport Recognized Teams:

Beach Cities

Lakewood Aquatics

San Gabriel Sea Gulls

Trident Swim Club

In Process.... Commerce and Arcadia.

So- not listed? Let us know how we can help!

Facility Emergency Protocols-

On Site Shooter Procedures- if your pool site has not included you in their correspondence, please see what if any procedures they have established in case of a shooting emergency. In our case, the schools' protocol doesn't account for our practice, so we've had to make some adjustments- but we would like to see what other teams are doing- so we can tighten up our protocols also.

Ideas to consider- ability to immediately close/lock pool gates, corral swimmers to enclosed area if possible, how far do they need to run to get to safety, how to barricade athletes, how to determine safety to exit barricades, parent contact...



MODEL PHOTOGRAPHY POLICIES

The following is a model procedure provided to assist USA Swimming member clubs who wish to develop a club photography policy. A club photography policy is not required by the Safe Sport Program, but clubs who wish to implement one may use the following as a resource.

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

SUGGESTED POLICIES

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per the attached form.
2. A parent or guardian has a right of refusal to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.



Sample Photography Consent Form

[Club] may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____ I allow the following

Take photographs to use on the club's
secure website ☐ Consent given ☐
Consent refused

Take photographs to include with
newspaper articles ☐ Consent given
☐ Consent refused

Take photographs to use on club notice
boards ☐ Consent given ☐
Consent refused

Video for training purposes only
☐ Consent given ☐ Consent refused

Signed: _____

Dated: _____

Please return this form to: _____



MODEL POLICY: ACTION PLAN TO ADDRESS BULLYING

USA Swimming member clubs are required to establish their own anti-bullying policy. The following is a model policy as an example which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed with and agreed to by all athletes, parents, coaches, and other non-athlete members of the club. Once a customized plan is developed and approved by your club, the default plan will no longer apply. Each member club is responsible for the approval and implementation of its action plan.

Action Plan of the [insert name of the club] to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at [insert the name of the club] (the “Club”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club’s Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member’s property;



- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;
- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. **First, we get the facts.**
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.



- c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
- 2. Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
- a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully



must learn their behavior is wrong and harms others.

- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.

5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

- a. Be a friend to the person being bullied;
- b. Tell a trusted adult – your parent, coach, or club board member;
- c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- d. Set a good example by not bullying others.
- e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.



MODEL GRIEVANCE PROCEDURE

USA Swimming member clubs are expected to establish their own grievance procedure. The following is intended to serve as an example from which clubs can build a club grievance procedure.

[Name of club] Grievance Procedure

The **[insert name of club]** Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- [Provide contact for local law enforcement and/or other state required agency.]

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the [name of club] Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

For parent-owned clubs and coach-owned clubs with a governing board:

WHOM TO NOTIFY OF A 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 **[insert name of club]** 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 the **[insert name of the club]** Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group 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. The Head Coach will ensure that the **[insert name of the club]** Board of Directors is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach – Notify the **[insert name of the club]** Board President*

- 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 Board of Directors 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 Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

*Regarding Board of Director Member Conduct - Notify the **[insert name of the club]** Board President*

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

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

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official'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.

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

HOW GRIEVANCES WILL BE HANDLED

*The Board of Directors have the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or **[insert name of the club]** Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure 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, as well as applicable local and state laws.
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

For coach-owned clubs without a governing board:

WHOM TO NOTIFY OF A 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 **[insert name of club]** 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 the **[insert name of the club]** head coach is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group 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. The Head Coach will ensure that the **[insert name of the club]** club owner is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach – Notify the **[insert name of the club]** – contact [another coach or the club governing board, as applicable]*

- 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 [another coach or the club governing board, as applicable] of this violation. This complaint should be made in person or in writing.

Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

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

HOW GRIEVANCES WILL BE HANDLED

*The Head Coach has the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive*



to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure form.
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 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
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 - e. Application of the Code of Conduct

For institution owned clubs:

WHOM TO NOTIFY OF A 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 **[insert name of club]** 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 the **[insert name of the club]** head coach is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group 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. The Head Coach will ensure that the **[insert name of the club]** club owner is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach – Notify the **[insert name of the club]** – contact [appropriate institutional authority]*

- 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 [appropriate institutional authority] of this violation. This complaint should be made in person or in writing.



Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

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

HOW GRIEVANCES WILL BE HANDLED

*The Head Coach has the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure 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, as well as applicable local and state laws.
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