



York YMCA Swim Team Grievance Procedure

The **York YMCA Swim Team** 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 with a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the York YMCA Swim Team 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.

U.S. CENTER FOR SAFESPORT	USA SWIMMING	YOUR ORGANIZATION
<u>For all issues dealing with:</u> Sexual Misconduct Sexual Harassment Sexually Explicit/Inappropriate Communication through Social Media Report your concern to the U.S. Center for Safe Sport using the following: Call 833-5US-SAFE (587-7233) Online Reporting Form U.S. Center for SafeSport	<u>For all issues dealing with:</u> Criminal Charges Use, Sale, Distribution of Illegal Drugs Physical Abuse or Emotional Abuse Report your concern to USA Swimming using the following: Call (719) 866-4578 Online Reporting Form Email USA Swimming at safesport@usaswimming.org Text anonymous tips to: 888-270-SWIM (7946)	<u>For all issues dealing with:</u> Peer to Peer Bullying Adult to Athlete Bullying Harassment Parent Issues Violations of team rules and team code of conduct Please make a report to your organization's leadership. You can use the provided letter to assist you in beginning this process. Letter of Correspondence The York YMCA Swim Team Safe Sport position is being managed by the Board. Please forward your letter to yorkysafesport@gmail.com .

Anonymous Reporting Platform

USA Swimming, the national governing body for the sport of swimming in the United States, announced their alignment with Real Response, the award-winning safe and secure feedback, monitoring and anonymous reporting platform. Starting September 1, 2022, USA Swimming members can submit anonymously or on the record through simple text messaging at 888-270-SWIM (7946). To enhance the ability of USA Swimming to gather facts while still protecting the identity of anonymous reporters, select USA Swimming staff will be able to respond through the platform for appropriate follow up.

Suspect Child Abuse?

- Contact your local law enforcement office
- Call PA ChildLine at 1-800-932-0313
- Mandated reporters: [Report electronically](#)



MANDATORY REPORTING RULE

Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, must make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

It is every USA Swimming member's responsibilities to promptly report any incident regarding sexual misconduct by a member to USA Swimming. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

No member shall retaliate against any individual who has made a good faith report. False reporting of sexual misconduct made in bad faith is prohibited, and neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

Reporting can be difficult, if you need any advice or help in making your report, please contact USA Swimming Safe Sport Staff.

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 **York YMCA Swim Team** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation. This complaint should be made in person or in writing. Coaches will ensure the **York YMCA Swim Team** 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 behavior is addressed and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the **York YMCA Swim Team**

- 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 of this violation. This complaint should be made in person or in writing to the Executive Director.

Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another **York YMCA Swim Team** 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 **York YMCA Swim***



Team 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 **York YMCA Swim Team** 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