

Grievance Procedure for Weaverville Waves Swim Team

Purpose

Your safety is paramount to the Weaverville Waves Swim Team and USA Swimming. If you experience or witness actions or events that concern you or make you feel uncomfortable, it is important to talk to someone about it. This document outlines the processes where a swimmer, parent, or coach can bring forward a complaint or concern.

Who to Contact

If you have a concern relating to bullying, parent issues, unfair treatment, or violations of the Swimmer, Parent, or Coach Code of Conduct, please reach out to your swimmer's coach.

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 Weaverville Waves Swim Team SafeSport coordinator, Veronica Albiez, at dvatalent@aol.com or USA Swimming SafeSport Director Abigail Howard at ahoward@usaswimming.org.

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 720-531-0340. 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 SafeSport Coordinator, Veronica Albiez.

Procedures

Coaches, swimmers, and parents are encouraged to talk with each other to resolve their issues. However, if this isn't possible, members of the Weaverville Waves Swim Team should know how to file a grievance.

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact Coach Carol or Coach Greg in writing within two weeks of the date of occurrence. Coach Carol and Coach Greg 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 in more detail in the Swimmer, Parent, and Coach Codes of Conduct
 - For bullying concerns, please also see the Weaverville Waves Swim Team Action Plan to Address Bullying.
- If you are not satisfied with the decision reached by Coach Carol and Coach Greg (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the Club President, Veronica Kelley-Albiez, at dvatalent@aol.com within three working days of notification of Coach Carol's or Coach Greg's decision (or the end of the time frame discussed above). The Club President will meet with Coach Carol and/or Coach Greg, and you will be notified of their decision.
- Any complaints about Coach Carol or Coach Greg should be referred to the Coach Coordinator of WST, Marlena Listek, within two weeks of the date of occurrence. The Coach Coordinator 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. Disciplinary action that may be required is outlined in the WST Employee Handbook.
- If you are not satisfied with any decisions reached by the Coach's Coordinator, you must refer the matter to the WST Club President Veronica Kelley-Albiez, at dvatalent@aol.com or WST Club Vice President, Sheryl Milam, at wst.smilam@yahoo.com WST Club President, Veronica Kelley-Albiez, at dvatalent@aol.com within three working days of notification of the WST Club President's decision (or at the end of the time frame discussed in paragraph three). The WST Club President will review and evaluate the complaint and will notify you of the decision, as well as notify all persons deemed relevant to the situation. Decisions made by the WST Club President are final.