



Grievance Procedure for the Countryside YMCA Torpedoes

Purpose:

Your safety is paramount to the Countryside YMCA Torpedoes 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 the appropriate coaching staff about it. This document outlines the process 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 either the Head Coach or Head Age Group Coach. Coaches who wish to file a complaint against another coach should contact their supervisor and/or the Executive Director, Aquatics & Gymnastics, Risk Management, as outlined in the Countryside YMCA Torpedoes Code of Conduct for Coaches.

Please report the incident immediately to SafeSport 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 non-related 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)

You can reach out to Ohio Swimming's SafeSport coordinator, at safesport@swimohio.com or USA Swimming SafeSport Director. Anonymous reporting can be completed [here](#).

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 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 SafeSport Coordinator.

Recruiting:

Any concerns dealing with deception or recruiting should be directed to the Central Zone Board of Review at oksswimofficial@gmail.com. Information on the Central Zone Board of Review can be found [here](#).

Outline of 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 Countryside YMCA Torpedoes should know how to file a grievance:

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact the Head Coach and Head Age Group Coach in writing within two weeks of the date of occurrence. The Head Coach and Head Age Group Coach will discuss the problem in a timely and confidential manner. A thorough and complete examination will be conducted to gather as much information and context as possible. This may involve but is not limited to sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Violations that may require disciplinary action are explained in more detail in section 1.4 of the [CY Parent Manual](#). For bullying concerns, please also see the [Countryside YMCA Torpedoes Action Plan to Address Bullying](#).
- It is the coach's right to use their best discretion to assign disciplinary actions as warranted by the situation. Listed below are some possible disciplinary actions that the Countryside Torpedoes may deem as necessary if an athlete has been found in violation of the Athlete Code of Conduct.
 - Meeting between an athlete, their lead coach and/or the Head Coach and Head Age Group Coach
 - Meeting between an athlete, their parents, their lead coach and/or the Head Coach and Head Age Group Coach
 - Dismissal from practice
 - Suspension from all team activities for a specified period of time
 - Suspension from all team activities for the remainder of the season
 - Dismissal from the team
 - Contacting local police, USA Swimming, or the US Center for Safe Sport
- If you are not satisfied with the decision reached by the Head Coach and Head Age Group Coach (or if a decision is not rendered in the time frame discussed above), you should bring the matter to the Executive Director, Aquatics & Gymnastics, Risk Management, within three working days of the Head Coach and Head Age Group Coach's notification of decision or notification deadline. The Executive Director, Aquatics & Gymnastics, Risk Management will consult with the Head Coach and Head Age Group Coach, and you will be notified of their decision.
- Any complaints about the Head Coach and Head Age Group Coach should be brought to the Booster Board President of the Countryside YMCA Torpedoes and the Executive Director, Aquatics & Gymnastics, Risk Management, within two weeks of the date of occurrence. The Booster Board President and the Executive Director, Aquatics &

Gymnastics, Risk Management 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.

- If you are not satisfied with any decisions reached by the Booster Board President and the Executive Director, Aquatics & Gymnastics, Risk Management, you must bring the matter to the CEO of Countryside YMCA within three working days of notification of the Booster Board President's and the Executive Director, Aquatics & Gymnastics, Risk Management's decision (or at the end of the time frame discussed in paragraph three). The CEO 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 CEO of the Countryside YMCA are final.