



AIKEN-AUGUSTA SWIM LEAGUE GRIEVANCE PROCEDURE

The ASL 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: 833-587-7233 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:

- safesport@usaswimming.org or [USA SafeSport Reporting Form](#)

For issues dealing with known or suspected child abuse:

- Augusta: Georgia Department of Family and Child Services 855-422-4453
- Aiken: South Carolina Department of Social Services 888-227-3487

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the ASL Code of Conduct and violations of USA Swimming's Minor Athlete Abuse Prevention Policy 2.0.

- These issues are handled at the club level following the procedures outlined below.
- All club-level grievances must be labeled as such and submitted **in writing** and to ensure proper handling.

WHOM TO NOTIFY OF A GRIEVANCE:

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 ASL Code of Conduct for Athletes, 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 ASL Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the conduct of an Assistant Coach - Contact the Program Director

- Should a parent or swimmer feel an Assistant Coach's conduct is inappropriate or in violation of the ASL Code of Conduct for Coaches, the parent/swimmer should notify the Program Director of this violation. This complaint should be made in person or in writing. The



Program Director will ensure that the ASL Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding conduct of the Program Director – Notify the ASL Board President

- Should a parent or swimmer feel the Program Director's conduct is inappropriate or violates any the ASL Code of Conduct for Coaches, 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 the conduct of a member of the Board of Directors - Notify the ASL 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, a 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 the conduct of a Parent or Swim Official - Notify the Program Director or Board President

- Should a parent or swimmer feel the conduct of another ASL parent or swim official is inappropriate or violates the Code of Conduct for Parents, the parent/swimmer should notify the Head Coach or 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 practice times or active competition.

HOW GRIEVANCES WILL BE HANDLED:

ASL Coaches have the authority to immediately intervene in any disciplinary situation in order to stop the adverse behavior and/or separate involved parties. This may include verbal warnings, dismissal from practice and/or contacting parents. The Board of Directors has the authority to impose formal penalties for infractions of the ASL Codes of Conduct for Athletes, Parents and Coaches or any behavior(s) they deem harmful to the best interests of the Club or other swimmers. Involved parties will be informed of final findings and resulting consequences. Mandatory reporting laws will be followed if an action filed as a club-level grievance is reasonably believed to represent abuse.

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 ASL 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. Disciplinary action will be taken, if appropriate. These consequences are at the sole discretion of the ASL Board of Directors and may include, but are not limited to, formal warnings with or without probation, temporary suspension from club activities and expulsion. They 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