

Grievance Procedure for Waterloo Swimming

Purpose:

Your safety is paramount to Waterloo Swimming 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 either your swimmer's coach or Coach Mike at mike@waterlooswimming.com. Coaches who wish to file a complaint against another coach should follow the Grievance and Review Procedure outlined in the Waterloo Employee Handbook.

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 South Texas Swimming's SafeSport coordinator, Rachel Woodard, at coachrachelwoodard@yahoo.com or USA Swimming SafeSport Director Abigail Howard at ahoward@usaswimming.org. 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 720-524-5640. 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, Coach Alek Rakoff.

Any concerns dealing with deception or recruiting should be directed to the Southern Zone Board of Review at cvswimteam@aol.com.

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 JCC Bridgewater Tide 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 David or Coach Kellyanne in writing within two weeks of the date of occurrence. Coach David and Coach Kellyanne 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 JCC Bridgewater Tide's [Action Plan to Address Bullying](#).
- If you are not satisfied with the decision reached by Coach David and Coach Kellyanne (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the Assistant Executive Director of the JCC, Paige Silberfein, at psilberfein@ssbjcc.org within three working days of notification of Coach David or Coach Kellyanne's decision (or the end of the time frame discussed above). The Assistant Executive Director will meet with Coach David and/or Coach Kellyanne, and you will be notified of their decision.
- Any complaints about Coach David or Coach Kellyanne should be referred to the Assistant Director of the JCC, Paige Silberfein, within two weeks of the date of occurrence. The Assistant Director 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 JCC Employee Handbook.
- If you are not satisfied with any decisions reached by the Assistant Executive Director, you must refer the matter to the JCC Executive Director, Laura Friedman, at lfriedman@ssbjcc.org within three working days of notification of the Assistant Executive Director's decision (or at the end of the time frame discussed in paragraph three). The Executive Director 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 Executive Director are final.