**Tigard Tualatin Swim Club**
 **Grievance Policy**

**Policy Goals**

The Tigard Tualatin Swim Club is committed to providing a safe and supportive environment for its coaches and swimmers. As part of this commitment, TTSC has established a procedure to resolve grievances regarding the conduct of swimmers and coaches. This procedure is intended to (1) place primary responsibility with the TTSC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and (2) provide a timely and equitable procedure for the review of the coaches’ disciplinary decisions, and for addressing issues regarding coaches’ conduct.

**Coaches Responsibilities**The TTSC coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the swimmer, (3) the adverse effect of the conduct on other swimmers, and (4) the application of the Code of Conduct.

Examples of disciplinary action include verbal warning, temporary *time out* from a practice, notification to the swimmer’s parents, temporary suspension from some or all TTSC

activities, and expulsion from TTSC. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of swimmers.

 **Grievance Procedure**

1. If a parent or swimmer feels it is necessary to raise the issue of inappropriate conduct by a member of TTSC, the person should relay his or her concerns to a coach as soon as is reasonable under the circumstances. If the issue concerns a swimmer, it is expected that, if available, the report would be made to the coach for the swimmer who is the subject of the report. The report may be made orally or in writing.

If the report concerns the conduct of a coach, the report should be made to the coach who is the immediate supervisor of the coach who is the subject of the report. If the issue concerns the Head Coach, the report should be made to the President of the TTSC Board of Directors. If the President is not reasonably available, the report should be made to the First Vice President, if reasonably available. Otherwise, the report may be made to any member of the Board of Directors.

2. If a swimmer, or the parent of a swimmer, is not satisfied with the disciplinary decision of a coach directed at the swimmer, the person may request the review of the decision as specified in No. 1 above.

The following procedure applies to (1) a person making a report, as specified in No. 1 above, or (2) a swimmer or parent dissatisfied with a coaches’ disciplinary action, as specified in No. 2 above. Collectively, the dissatisfied person is referred to as “the person”.

3. If the person is not satisfied with the action of the coach, the person may request that the coach’s decision be reviewed by the immediate supervisor of the coach. Once that decision is made, the person may ask that the decision of the supervising coach in turn be reviewed by that coach’s immediate supervisor. As an example, decisions of the Assistant Coaches will be reviewed by the Head Age Group Coach. Decisions of the Head Age Group Coach will be reviewed by the Head Coach. Absent circumstances beyond the control of the person, any requests for review must be made within 7 days of the date the coach relays his or her decision to the person.

It is expected that the coach will convey his or her decision as soon as reasonably possible considering the circumstances. The failure of a coach to timely make a decision is a basis for requesting review.

The TTSC Board of Directors is solely responsible for taking appropriate disciplinary action, at its discretion, regarding the Head Coach.

4. If the person is not satisfied with the decision of the Head Coach, the person may request that the decision be reviewed by the TTSC Grievance Committee.

a. The Grievance Committee will be appointed by the President of TTSC at the beginning of each swim season. The Committee will consist of three members and one alternate: (1) one parent of a TTSC swimmer from the Tigard pool; (2) one parent of a TTSC swimmer from the Tualatin pool; (3) the Immediate Past President, who shall also be the Chair of the Committee.   The alternate shall be selected at the discretion of the President. Other than the Chair of the Committee, a member may not be a current member of the Board of Directors. If a swimmer whose parent is a member of the Committee switches pools, the President shall appoint a replacement member to ensure that each pool has a representative on the Committee, provided that the Committee is not then considering a grievance.

b. Absent circumstances beyond the control of the person, any request for review  must be made in writing (including email), to the Chair of the TTSC Board of Directors Grievance Subcommittee within 7 days of the date the Head Coach notifies the person of his or her decision.

c. Upon receipt of the request for review, the Grievance Subcommittee will conduct an investigation which is reasonable in regard to the nature of the issue, to obtain the necessary facts. It is expected that this investigation would normally include personal interviews with the parties involved, and may include written testimony.

d. Except in unusual circumstances, the Grievance Subcommittee should complete its investigation ithin10 days of the date of receipt of the request for review.

e. Upon completion of the investigation, the Grievance Subcommittee will hold a meeting and decide upon an appropriate response. The response may include affirming the decision of the Head Coach or revising the decision as the Committee deems appropriate. Except in unusual circumstances, the Grievance Subcommittee will hold its meeting within 7 days of completing its investigation.

f. Any decision of the Grievance Subcommittee must be agreed to by a majority of the members of the Subcommittee. If a majority decision cannot be reached, the decision of the Head Coach will be automatically affirmed.

g. The decision of the Grievance Subcommittee will be conveyed in writing to the Head Coach and the person requesting the review. All of the proceedings of the Grievance Subcommittee, including the ultimate decision, will be kept confidential.

5. If the person requesting the review is not satisfied with the decision of the Grievance Subcommittee, the person may request in writing review by the full TTSC Board of Directors. Any request for review must be made to the President of the Board of Directors. Except in circumstances beyond the control of the person, the request must be made within 10 days of the date the decision of the Grievance Committee is conveyed to the person.

a. Upon receipt of the request for review, the President will notify the Chairperson of the Grievance Subcommittee of the request for review, and request the Chairperson to report the findings and decision of the Subcommittee at the appropriate meeting of the Board of Directors.

b. The President will schedule appropriate time to consider the request for review at the Board meeting schedule to occur immediately following receipt of the request for review, provided that adequate time is available for the Grievance Subcommittee to prepare its presentation, the President determines that a quorum will be present and that adequate time to consider the request is available. If the review does not occur at the Board meeting, it must be considered at the next scheduled Board meeting.

c. The President will notify the person requesting review of the date and time that the request for review will be considered and invite the person to attend the meeting. The President will allow appropriate time, in the President’s discretion, for the person to advise the Board of the nature and reasons for disagreement with the decision of the Grievance Committee. No testimony will be heard by the Board.

d. All proceedings regarding the request for review will be in Executive Session, and TTSC swimmers, coaches, and parents, may not attend. Immediately after the presentations by the person requesting review and the Chair of the Grievance Subcommittee, the Board of Directors will determine whether to affirm or modify the decision of the Head Coach. Neither the person requesting review, nor the members of the Grievance Subcommittee may be present during this determination.

e. The decision of the Board of Directors must be agreed to by a majority of those members present and participating in the review (excluding the Grievance Subcommittee). If a majority decision cannot be reached, the decision of the Grievance Subcommittee will be automatically affirmed.

Within 3 days of its determination, the President will relay in writing the decision of the Board of Directors to the person requesting review and the Chair of the Grievance Subcommittee. The decision of the Board of Directors is final and not subject to further review.

6. The coach making the disciplinary decision will determine the beginning time and date for the imposition of the disciplinary action (*i.e.*, a verbal warning is effective immediately; a suspension may occur in the future).

a. Any disciplinary action will be stayed while the action is being reviewed pursuant to the provisions of the Grievance Policy.

b. Any disciplinary action which will result in a swimmer’s exclusion from participation in an Oregon Swimming, Inc. sanctioned swim meet will be subject to the review process as set forth in the Bylaws of Oregon Swimming, Inc.
 **Effect on Oregon Swimming, Inc. Bylaws**
These grievance procedures are intended to supplement, and not supersede, the bylaws of Oregon Swimming, Inc.

If any family feels the need to report a Safe Sport concern, you can reach USA Swimming and the Center for Safe Sport:

USA Swimming (719) 866-4578  [Deal with a Safe Sport Concern](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Flinkprotect.cudasvc.com%2Furl%3Fa%3Dhttps%253a%252f%252fwww.usaswimming.org%252farticles-landing-page%252f2017%252f05%252f08%252fsafe-sport-report%26c%3DE%2C1%2CE96rELEuHc5_gzpcw1FndQOQoXeKz0-lxaVLcdh7OoYm9TqTpXTCK79iQg1AllJvpQD7Ub4TTvnVzzOIs5Ubaynqr3F37OKC7Yf650e2CzvsAUpumA%2C%2C%26typo%3D1&data=02%7C01%7C%7C8fbef72d61c447eedd4b08d79e9fba06%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637152281519434123&sdata=6o%2FLbwwY77%2B1%2Fg6PEj3rZCIC1ZWEb62uVUDuGErGPbc%3D&reserved=0)

U.S. Center for Safe Sport to make a report.  Use the [online reporting form](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsafesport.i-sight.com%2Fportal&data=02%7C01%7C%7C8fbef72d61c447eedd4b08d79e9fba06%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637152281519434123&sdata=G7XlbRMjCDbe7qzrqMX2uQiXvp5FRWGICuMNpIn83Es%3D&reserved=0), call (720) 524-5640, or find more information at [www.uscenterforsafesport.org](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscenterforsafesport.org%2F&data=02%7C01%7C%7C8fbef72d61c447eedd4b08d79e9fba06%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637152281519444133&sdata=wbKNPZfP3mk%2BFte0OpbZeyYiW5rWeleKvP3W%2FtXpf%2Bs%3D&reserved=0)