



Athlete and Parent Grievance Procedure and Appeal Process Sooner Swim Club Updated: 12/15/25

The Sooner Swim Club (SSC) Grievance Procedure provides swimmers, parents, club leaders, and employees a system to address and report grievances in a productive and systematic manner. 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: US Center for SafeSport (888-5US-SAFE/888-587-7233) 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: USA Swimming SafeSport safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>
- For issues dealing with known or suspected child abuse: Norman Police Department (405-321-100) or Oklahoma Child Abuse Hotline (1-800-522-3511), or 911 in cases of immediate danger
- For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the SSC Code of Conduct and violations of the Minor Athletes Abuse Prevention Policy (MAAPP): these issues are handled at the club level following the procedures outlined below.

Whom to Notify of a Grievance (Chain of Command)

- **Regarding the Conduct of a Swimmer** - Contact the swimmer's coach. Should a swimmer or parent of a swimmer feel another swimmer's conduct is inappropriate or violates SSC's Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the President of the Board of Directors is notified of the complaint and will participate in assessing behavior.
- **Regarding the Conduct of an Assistant or Age-Group Coach** - Contact the Head Coach. Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the President of the Board of Directors is notified of the complaint and will participate in assessing behavior.
- **Regarding the Conduct of the Head Coach** - Notify the Board President. Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, 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 Board President or the Board Vice President. Should a parent or swimmer feel a Board Member'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, the 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 of Swim Official** - Notify the Head Coach and the Board President. Should a parent or swimmer feel another SSC parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Grievance Handling Process

The Board of Directors have the authority to impose penalties for infractions of the SSC Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers.

Consequences are at the sole discretion of the coaches and/or SSC Board of Directors and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

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 SSC Grievance Report 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. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines and considerations: Nature of the Misconduct, Severity of the Misconduct, Prior Disciplinary Actions, Adverse Effect of the Misconduct, Application of the Code of Conduct.

Appeals Process

Parents and/or swimmers can request appeal/review of discipline or grievance decisions through the President of the Board of Directors. This should be done within 7 calendar days of the conveyance of the discipline or grievance decision. Upon request for an appeal, the President of the Board of Directors convenes the other members of the Board of Directors. Appeal/review meetings will be held as soon as reasonably possible to ensure participation from all Board members. If appropriate, the Head Coach will brief the review committee on the situation prior to the review meeting. The parent and/or swimmer may be asked to attend the review meeting to allow them to provide their request for an appeal directly to the Board. The Board of Directors will meet independently immediately following the meeting to make a final decision on upholding or changing the discipline decision. If a majority decision cannot be reached, then the original discipline or grievance decision will be automatically affirmed. The decision or determined outcome of this review is final and not subject to further review.

*Appropriate recusals will be implemented to guarantee impartiality and fairness if the grievance or code of conduct violation involves a person who would otherwise be required to take part in the Grievance Handling Process and/or the Appeal Process.

Swimmer's Signature

Date

Parent's Signature

Date