



## Potomac Marlins Grievance Procedure

### **Purpose:**

Your safety is paramount to the Potomac Marlins 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 Coach Barry at [PotomacMarlins@cox.net](mailto:PotomacMarlins@cox.net) or Coach Bill at [Bill.Marlin@verizon.net](mailto:Bill.Marlin@verizon.net). Coaches who wish to file a complaint against another coach should follow the Grievance and Review Procedure outlined in this Document.

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 Potomac Valley Swimming's SafeSport coordinator, Michael O'Shaughnessy at [PVSsafesport@gmail.com](mailto:PVSsafesport@gmail.com) or USA Swimming SafeSport Director Abigail Howard at [ahoward@usaswimming.org](mailto:ahoward@usaswimming.org). Your report can be anonymous if you prefer.

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](http://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 Bill.

Any concerns dealing with deception or recruiting should be directed to the USAS National Board of Review.

**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 Potomac Marlins 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 Barry or Coach Bill in writing within two weeks of the date of occurrence. Coach Barry or Coach Bill 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. o For bullying concerns, please also see the Potomac Marlins [Action Plan to Address Bullying](#).

- Any complaints about Coach Barry should be referred to Coach Bill and any complaints about Coach Bill should be referred to Coach Barry within two weeks of the date of occurrence. Barry or Bill 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.