

Foxjets Grievance Procedure

The **Foxjets Grievance Procedure** gives swimmers, parents, coaches, club leaders, and employees a clear system to raise concerns and have them addressed in a consistent, fair way. Following this process allows Foxjets to investigate, intervene, and take disciplinary action when needed.

Where to Report

Some issues **must** go directly to national or legal authorities:

Sexual misconduct, sexual harassment, or sexually explicit / inappropriate communication (including social media):

- **U.S. Center for SafeSport**
 - Phone: **833-5US-SAFE (587-7233)**
 - Online: <https://uscenterforsafesport.org/>

Physical abuse, emotional abuse, criminal charges, or use/sale/distribution of illegal drugs involving members:

- **USA Swimming Safe Sport**
 - Email: safesport@usaswimming.org
 - Online: via USA Swimming Safe Sport reporting (linked from <https://www.usaswimming.org/safe-sport>)

Known or suspected child abuse:

- **Call 911 or local law enforcement immediately.**
- Follow state/local child protection reporting laws as applicable.

For **club-level issues**, including:

- Peer-to-peer bullying
- Coach–athlete bullying
- Parent behavior
- Violations of the Foxjets Codes of Conduct
- Violations of the Foxjets MAAPP policy

Foxjets handles these internally using the grievance chain of command below.

Who to Contact (Chain of Command – Foxjets)

1. Concerns about a swimmer's behavior

Contact the swimmer's **lead coach**.

If you feel a swimmer's conduct is inappropriate or violates the **Foxjets Code of Conduct**, please speak with or email the coach responsible for that group. Coaches will notify the **Foxjets Board of Directors** and help assess the behavior.

2. Concerns about an assistant / group coach

Contact the **Head Coach, Lloyd Larsen** (lloyd@swimfoxjets.com).

If you believe an assistant or age group coach's conduct is inappropriate or violates club policies, notify the Head Coach in person or in writing. The Head Coach will inform the Board of Directors and participate in assessing the situation.

3. Concerns about the Head Coach

Contact the **Board President, Tom Masters** (president@swimfoxjets.com).

If you believe the Head Coach's conduct is inappropriate or violates club policies, notify the Board President in person or in writing. If the President is not available, you may contact any Board member, and they will ensure the President is informed in writing. The full Board will review and discuss the complaint.

4. Concerns about a Board member

Contact the **Board President, Tom Masters.**

If the concern involves the President, contact the **Board Vice President** instead. The Board (minus the involved member) will review and discuss the complaint.

5. Concerns about a parent or swim official

Contact **both the Head Coach and the Board President.**

Complaints about parent or official conduct will be reviewed and discussed by the Board of Directors, with input from the coaching staff as appropriate.

Important Note:

Except for issues that **immediately affect the health or safety** of swimmers, please bring concerns **before or after practice**, not during water time. Coaches are responsible for athlete safety and training while on deck and should not be pulled away to handle disputes mid-session.

How Grievances Will Be Handled

The **Foxjets Board of Directors**, in partnership with the coaching staff, has the authority to impose penalties for violations of:

- Foxjets Athlete, Parent, and Coach Codes of Conduct
- Foxjets MAAPP Policy
- Other behaviors not consistent with the best interests of the team or its swimmers

Possible consequences (at the discretion of coaches and/or the Board) include, but are not limited to:

- Verbal warnings
- Removal from practice
- Parent contact

- Temporary suspension from club activities
- Loss of meet or travel privileges
- Expulsion from the club

Involved parties will be informed of the process and potential range of consequences.

The **U.S. Center for SafeSport, USA Swimming, and law enforcement** (if applicable) will be contacted within 24 hours if any coach, parent, or swimmer is believed to have violated:

- The SafeSport Code for the U.S. Olympic and Paralympic Movement
- The USA Swimming Code of Conduct
- The Athlete Protection Policy
- Local, state, or federal law

Steps We Take When a Grievance Is Filed

1. Gathering Information

- The appropriate person (coach, Board member, or small committee) will contact:
 - The person who filed the grievance
 - The person the grievance is about
- They may also speak with witnesses or others who have relevant information.
- Information will be documented in a Foxjets grievance record for internal use.

2. Assessing Behavior

The behavior will be reviewed using:

- Foxjets policies and facility rules
- USA Swimming Code of Conduct

- USA Swimming Safe Sport policies
- Applicable laws

3. Determining Consequences

Consequences and disciplinary action will be based on:

- Nature of the misconduct
- Severity of the misconduct
- Prior disciplinary history
- Impact on athletes, team environment, and operations
- The applicable Code of Conduct and policies