



Implementation Date: August 4th, 2025

# THSC Grievance Procedure

Tualatin Hills Swim Club (THSC) is committed to providing a safe and supportive environment for its employees and membership by following Safe Sport and USA Swimming rules and reporting policies. The THSC Grievance Policy outlines procedures to give swimmers, parents, coaches and club leadership a path to report concerns or grievances. This allows appropriate parties to investigate, intervene and implement disciplinary action, as necessary.

## **WHERE TO REPORT:**

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (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 Safe Sport: [safesport@usaswimming.org](mailto:safesport@usaswimming.org) or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Oregon Department of Human Service 855-503-SAFE, or 911

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Tualatin Hills Swim Club (THSC) Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

## WHOM TO NOTIFY OF A GRIEVANCE

*Swimmer Conduct* - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Tualatin Hills Swim Club (THSC) 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 Tualatin Hills Swim Club (THSC) Officer, who is the Safesport Coordinator, is notified of the complaint and will participate in assessing behavior. This complaint will be reviewed and discussed following THSC's Bylaws.

*Assistant or Age Group Coach Conduct* - 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 Tualatin Hills Swim Club (THSC) President



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will be notified pending the violation. The Executive Director (Head Coach) determines performance standards, evaluates the performance of staff, and when necessary terminates the employment of staff of the Corporation. This complaint will be reviewed and discussed following THSC's Bylaws.

*Head Coach Conduct*– Notify the Tualatin Hills Swim Club (THSC) Board President [President@thunderboltswimming.org](mailto:President@thunderboltswimming.org)

- 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 the Vice President, with notification made in writing to the President. This complaint will be reviewed and discussed following THSC's Bylaws.

*Board of Director Member Conduct* - Notify the Tualatin Hills Swim Club (THSC) Board President [President@thunderboltswimming.org](mailto:President@thunderboltswimming.org)

- Should a parent or swimmer feel a Director'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 following THSC's Bylaws.

*Parent or Swim Official Conduct* - Notify the Head Coach and Board President

- Should a parent or swimmer feel another Tualatin Hills Swim Club (THSC) 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 following THSC's Bylaws.

**Note:** With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

#### HOW GRIEVANCES WILL BE HANDLED

*The Board of Directors have the authority to impose penalties for infractions of the Tualatin Hills Swim Club Athlete, Parent, and/or 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 Tualatin Hills Swim Club Board of Directors. This may include, but aren't 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.*



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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 Tualatin Hills Swim Club grievance procedure 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:
  - a. Nature of the misconduct
  - b. Severity of the misconduct
  - c. Prior disciplinary actions
  - d. Adverse effect of the misconduct
  - e. Application of the Code of Conduct

End of Document

Date Adopted by Board of Directors: August 4th, 2025

Name: Sidney McReynolds \_\_\_\_\_ Signature: \_\_\_\_\_

Title: THSC Secretary \_\_\_\_\_

Date Last Reviewed: August 4th, 2025