

Aquatic Foundation of Alaska (AFA)

Empowering Alaskans through Water Safety, Education, and Competitive Spirit

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Grievance & Reporting Policy

Effective Date: October 10, 2025

Approved By: AFA Board of Directors

Last Reviewed: October 10, 2025

1. Purpose

The Aquatic Foundation of Alaska (AFA) is committed to maintaining a safe, inclusive, and respectful environment for all members.

This policy establishes clear procedures for reporting and resolving grievances, complaints, or concerns related to behavior, safety, or conduct within AFA programs.

All reports are handled **confidentially, promptly, and respectfully**, ensuring fairness for everyone involved.

2. Scope

This policy applies to all AFA members, including:

- Athletes
- Coaches and staff
- Parents and guardians
- Officials and volunteers
- Board members and administrators

It covers all activities associated with AFA — practices, meets, travel, lessons, events, and digital communication.

3. Definition of a Grievance

A grievance is any concern or complaint related to behavior, policy violations, or interpersonal conflict that affects a member's ability to participate safely or comfortably in AFA activities.

Grievances may include, but are not limited to:

- Code of Conduct or Safe Sport violations

- Bullying or harassment
 - Unfair treatment or favoritism
 - Miscommunication or misunderstanding between members or staff
 - Safety or welfare concerns
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4. Reporting a Concern

AFA encourages open communication and early resolution of concerns.

When possible, issues should first be discussed directly and respectfully between those involved.

If that is not appropriate or does not resolve the concern, members may report through the following channels:

Reporting Chain of Communication

1. Step 1 – Athlete’s Coach:

Speak directly to your coach about your concern.

2. Step 2 – Head Coach:

If the issue involves your coach or remains unresolved, contact the Head Coach.

-  coach.grant@aquaticfoundationalaska.org

3. Step 3 – Safe Sport Coordinator:

For any concerns involving athlete safety, harassment, bullying, or abuse, contact:

-  safesport@aquaticfoundationalaska.org

4. Step 4 – AFA Board of Directors:

If the issue involves staff or remains unresolved after prior steps, contact the Board.

-  board@aquaticfoundationalaska.org

If the concern involves potential **Safe Sport violations**, you may also report directly to **USA Swimming Safe Sport** or the **U.S. Center for SafeSport**:

- www.usaswimming.org/safesport
- www.uscenterforsafesport.org

If an emergency or criminal act occurs, call **911 immediately**.

5. Confidentiality and Non-Retaliation

AFA maintains the highest possible confidentiality in all grievance and reporting processes.

Information is shared only with individuals directly involved in reviewing or resolving the concern.

Retaliation or intimidation against anyone who files or participates in a report or investigation is strictly prohibited and will result in disciplinary action.

6. Resolution Process

Upon receiving a report, AFA will:

1. **Acknowledge receipt** of the complaint promptly.
2. **Assign an appropriate reviewer** (Head Coach, Safe Sport Coordinator, or Board representative).
3. **Gather information** by speaking separately with involved parties.
4. **Evaluate findings** to determine if a policy violation occurred.
5. **Determine action steps** — which may include mediation, written warnings, behavior agreements, or referral to the Disciplinary Policy.
6. **Provide closure** by communicating outcomes to involved parties (within the limits of confidentiality).

AFA aims to resolve all grievances within **10 business days**, where possible.

7. Serious or Sensitive Concerns

Concerns involving abuse, harassment, or other Safe Sport violations must be reported **immediately** to the AFA Safe Sport Coordinator and **USA Swimming Safe Sport**.

These cases may also be referred directly to law enforcement or the **U.S. Center for SafeSport** depending on the nature of the allegation.

8. Accountability

Failure to report known misconduct, interference with investigations, or retaliation against reporters may result in disciplinary action, up to and including removal from AFA programs.

9. Policy Review

This policy will be reviewed annually by the **AFA Board of Directors, Head Coach, and Safe Sport Coordinator** to ensure continued compliance with USA Swimming and Safe Sport standards.



Footer

Aquatic Foundation of Alaska (AFA) — *Promoting safety, excellence, and inclusion through the power of water.*

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