



USA Artistic Swimming Response & Resolution Procedure

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- Complaints filed with USA Artistic Swimming (USAAS) that contain all matters of Center for Safe Sport Code and MAAPP violations, physical, sexual, and emotional misconduct will be sent straight to The Center for review and investigation
 - Complaints filed directly with USAAS will also be sent to the ethics committee chair for review with the CEO. This review will be to determine if USAAS should take immediate action to implement temporary measures.
 - Should The Center take jurisdiction of the case, they become responsible for communication with all involved parties. USAAS is required not to intervene, but may take legal and membership action according to (clarifications to the 2023 code and 2024 code updates).
 - Should The Center not take jurisdiction of the case, the case will be sent to the Ethics Committee Chair by the CEO and/or athlete safety manager. The Ethics Committee will decide if the case should be investigated by the Ethics Committee, the Zone, the Association, or the Local Affiliated Organization (LAO).
 - At this point, participants and LAOs will be notified that their case is being investigated by the appropriate party, and the process will commence.
 - If the Ethics Committee recommends to the CEO and/or athlete safety manager that the situation does not warrant an investigation, they will notify the participants and the relevant LAO of that decision and the case will then be considered closed. USAAS will maintain all case files with the ability to reopen if new information is filed.
- Participants and LAOs will be notified of decision via electronic communication with the possibility of a follow-up phone call
- Complaints involving staff members will be immediately shared with the CEO. If the concern is with the CEO concerns are to be shared with the USAAS President by emailing president@usaartisticswim.org .
- All SafeSport sanctioned determined by the Center for SafeSport or any level of USAAS will be reported to the USAAS Board of Directors and posted on the USAAS website (<https://www.usaartisticswim.org/safe-sport-resources>).

USA Artistic Swimming National Office
1 Olympic Plaza Colorado Springs, CO
80909



Organizational Structures, Roles and Data Collection:

- Reports of emotional or physical misconduct allegations:
 - If there is a lesser severity of the allegations, USAAS will allow the appropriate zone or LAO judiciary committee to investigate the allegation
- Investigations and resolutions of emotional or physical misconduct allegations:
 - If a case is being investigated by The Center, USAAS will allow the case managers and professionals at SafeSport to communicate their processes with participants and LAO's
 - USAAS CEO and/or athlete safety manager can be contacted as a resource for participants and LAO's but all information about the investigation and details of the resolution will come as a communication from The Center
- If a case is being investigated by the Ethics Committee, the Zone, the Association or LAO, the committee will bring their resolution back to the CEO and athlete safety manager who will communicate the resolution with the participant and LAO.
- All cases that are brought to the attention of USAAS will be filed within the organizations secure system. Cases that are not accepted by the Center for SafeSport and are investigated by the organization immediately become the responsibility of the CEO and/or athlete safety manager to ensure that the Ethics Committee receives all important information and conducts the investigation and decision-making process in a timely manner.
- When a case is being handled at the Zone, Association or LAO level they to are to file internally and with the national office. After being notified of jurisdiction the Zone, the Association or the LAO is responsible for ensuring that the investigative and decision-making process is conducted in a timely manner.
- Any cases filed with the USAAS national office (CEO and/or athlete safety manager) will be delivered to the Center for SafeSport on an annual basis starting in 2024 in compliance with their guidelines.

It is the policy of USAAS that the organization and members of the organization shall not interfere in, attempt to interfere in, or attempt to influence the outcome of, any Center for SafeSport investigation.

The response and resolution policy is the responsibility of the Athlete Safety Manager with the support of the CEO. As part of those responsibilities, they will respond to the request from the Center for SafeSport within 48 hours for: The eligibility status of a Participant and/or the existence of Organization-imposed temporary measures or safety plans.