



NARRAGANSETT
BOAT CLUB

BOG Meeting Agenda

Date:	Wednesday, April 12, 2023	
Time:	6:15 PM	
Place:	Walter Hall; Zoom -	
Chair:	Kristi Wharton	
Secretary	Q Kellogg	
Advance Materials:	Agenda Provisional Minutes of meeting on March 8, 2023 Secretary's report Captain's/Rowing Committee report Safety Committee report Youth Program report Governance Committee report Membership Committee report SafeSport Policy docs: USRowing Membership SafeSport Reporting requirements, SDRC Safety Policy, Greenwich Crew policy, USRowing SafeSport Policy (MAAPP)	
Agenda:	<p>Approval of Minutes – Kristi Wharton</p> <ul style="list-style-type: none"> March 8, 2023 <p>Announcements – Kristi Wharton</p> <ul style="list-style-type: none"> NBC Spring Invitational May 6 – HereNow timing app trial <p>Committee Reports</p> <ul style="list-style-type: none"> Secretary's report – Q Kellogg Captain's report – Eric Watne Safety Committee report – Jonathan Haisman Adult Rowing Program report– Eric Watne Youth Rowing Program report – John Ryan Governance Committee report – Chanika Phornphutkul Membership Committee report – Susan Burgoyne Communications Committee report – John Mulligan Treasurer's/Finance Committee report – Pete Evans Facilities Report – Pete Evans <p>Old Business</p> <ul style="list-style-type: none"> Committee Charters <p>New Business</p> <ul style="list-style-type: none"> NBC SafeSport Policy <p>Remarks for the Good of the Club</p> <p>Executive Session</p>	
Next Meeting:	Date:	May 10, 2023
	Time:	7:00 PM
	Place:	NBC



Narragansett Boat Club
Board of Governors Meeting
March 8, 2023 6:15 pm
Hybrid

PROVISIONAL

Board of Governors members present in person: Andrea Arena, Susan Burgoyne, Matt Eriksen, Pete Evans, Jonathan Haisman, Q Kellogg, John Ryan, Eric Watne, Kristi Wharton

Present via Zoom: Michael Hamilton, Bradley Werntz

Board of Governors members absent: Meaghan Delaney, John Mulligan, Chanika Phornphutkul

Other members present in person: Kiana Anderson

Other members present via zoom: Anne Fleet, Chris Rogers, Pam Vogel

Meeting called to order at 6:22 pm by Kristi Wharton, President.

Approval of February Minutes (Kristi Wharton):

No suggested changes.

Kristi moves, John seconds, all in favor.

Secretary's Report (Q Kellogg):

See attached Secretary's Report.

- There is one proposed member: Payton de la Cruz. Q moves to approve, Kristi seconds, all in favor.

Captain's report (Eric Watne):

See attached Captain's Report.

- Included are some amendments/revisions to Policies & Procedures sculler ratings.
- New: rating criteria for bows and coxswains.
- Eric says changes are minor.
- Eric moves to adopt changes to P & P, Pete seconds, no vote taken.
- Discussion re: cold water single sculler requirements
 - Comments include:
 - Suggestion of inflatable PFD in 40 to 50 degree water for cold-water single sculling, or coast guard throw raft. Maybe do it by date. Put current water temp on reservation form. Risks are not fully appreciated.
 - Shouldn't single scull in less than 80 degrees combined.
 - Make this be in effect whenever we have the four-oar rule, which is based on combined temp.
 - You might not be safe even with all the safety gear.
 - There are only a few people who would want to or should row a single in March.
- Vote: modify language that if you're rowing single in cold water conditions [when the four oar rule is in effect] it's required that you pass the flip test, permission of the Captain's Safety Committee, and have some form of Coast Guard approved floatation device with you. Proposed by Eric, second by Kristi, one against, all others in favor, Passes.

- There will be an Open House for RISD rowing program this Saturday. They're trying to recruit more students.

Adult Rowing Programs (Eric Watne):

- Indoor Adult programs end this Saturday. Partnership with CrossFit gym has been successful; discussion with them about extending this. Possible: members can buy book of tix, punch card system. We'd like to leave our ergs (10 or 11) there; they have another 7 or 8; allow members to go over to use our ergs and other equipment.
- Propose the club pay \$300/month with unlimited use of the facility without paying a per use fee (i.e., no classes). Punch card would be for taking classes. How many months? It could be indefinite. Now we pay \$2500/month to use the space for classes and unlimited use when it's open. But when winter classes end, then we shift to the \$300/month deal. No need to vote on this. Pete will take care of it. We'll send out an e-mail to let membership know about this.

Youth Rowing Program (John Ryan):

- Working on getting coaches; Stem to Stern is up and running. Caleb Tansey might be available to coach. We start competing in a few weeks.
- Kristi brings up the Rowing Strong Rowing Together Program for young parents.
 - Charter School Noelle academy (men and women, age 14 to 18). They have approx. 160 kids in the school; 80+ are pregnant or parents now. They're interested in doing this. They know of 6 to 8 people who might "fit the bill." They provide transportation and Tu and Th they provide childcare for parents until 6:30 pm. Maybe double youth sessions on Tu and Th to accommodate this. Students at Nowell are native speakers of 8 different languages, but most speak Spanish. This program is also at Riverfront Recapture, Holyoke, etc. and they will all come together to race in August. Could start later, e.g., April. If we send 4 kids to the regatta, we get \$2500 back. Coaching commitment would be two days/week through spring, then possibly more flexible in summer.
 - There are two ex-Brown rowers who are also interested in coaching.
 - How well does this integrate with what we do? It might cost us about \$4000 to \$4500, so if we get the \$2500 back, it's not a big commitment financially from the club. We're interested in promoting rowing community wide. Interesting demographic. School is in downtown PVD.
 - Not sure how we can best fit this in while we're still getting up and running. Have to get past barge commitments, get to warmer weather, etc. Maybe start them on an erg, maybe CrossFit? Rowing is great for life skills, discipline, teamwork, etc.
 - Reception is favorable but we have details to work out.

Treasurer's Report (Pete Evans):

See attached Treasurer's Report.

- We're doing pretty well with people paying dues.
- Working with Joan to get Treasury Direct account transferred. Money still needs to be re-invested. Need to figure out long term savings plan.

Buildings & Facilities (Pete Evans):

See attached Report.

- Getting IP camera up and running, should be up in April. Internet is currently down, but Pete will get Verizon to fix it.

- There's a broken cross-brace below boathouse. Atlantic Marine is giving us a discounted rate to do an assessment. Maybe raise boathouse by 8 inches. Might have bids by April meeting.
- Working on key fob with Eric.

Membership Committee (Susan Burgoyne):

See attached Membership Committee report.

- Will start monthly meeting on Thursday evenings
- App TeamSnap – possible thing for the club to use. Has all club activities on the app and can contact members through the app. Program Committee has used a couple of different apps. They've used TeamSnap. They've asked different boat clubs about their experience. It could help the membership know when different things are happening. We should engage the Communication Committee on this. May help us put the different pieces all in one place.

Safety Committee (Jonathan Haisman):

- Committee members: Jonathan H., Francesca Beaudoin, Bjorn Sandstede
- Working to finish off emergency action plan (EAP).
- Had a meeting with Brown Men's team to come up with guidelines for happy medium regarding navigation.
- Check AED is working, First Aid is now above where the computer used to be. Francesca will help review the first aid kits and restock.

Other business (Kristi Wharton):

- Communication Committee: John Mulligan is putting together a newsletter about the awards party and January challenge. Pulling together people who are overseeing different social media to coordinate.
- Governance Committee: Chanika talked with Kristi on process and past challenges. Kristi sent her docs and the comments so she understands where things got stuck. Encouraged to bring things to the BoG for feedback. Goal is to amend documents to reflect what we do in practice.
- Regattas
 - Kristi & Scott Whitney met with Brian Reynolds (Here and Now) to discuss NBC changing to Here and Now for timing at future regattas. Sounds pretty easy. Decide whether to buy our own iPads and use their software or rent theirs. Charged by regatta participant. We need to try this out before Sweeps & Sculls. Do we do this with Mayors Cup? Or just do this within the club? We don't know the cost yet. They'll have a rep come and go through it with us. They have 24-7 technical help.
- Reminder about retreat on April 1. We need to talk about long-term planning. Physical structure, finances, programs and various relationships with other entities. We're getting more requests to have programs for groups (J & W, RISD, MB). Do some brainstorming ahead of time. Start with a Google Doc that we can all add to and build agenda from there. Location: Scott Whitney's loft.

Remarks for the Good of the Club: none

Meeting adjourned at 7:48 pm. [Pete moves to adjourn, Kristi seconds.]

Respectfully submitted,
Q Kellogg, Secretary

Secretary's Report

Membership as of April 8, 2023

(Prepared by Membership Coordinator)

Membership Category	4/8/2022	3/5/2023	4/8/2023
	(Last Year)	(Last Meeting)	(CURRENT YTD)
Regular	120	110	116
Spouse	12	11	11
72+	23	23	23
U23	5	2	9
Life	10	10	10
NonResident	8	4	4
Clubhouse	1	0	0
Total Members	179	160	173

Applicant Members to Vote on (included in numbers above)

Type	Last_Name	First_Name	Comments
Regular	Collins	John	Last class was Team boat rowing, August 2022. Took other classes before that.
Regular	Curren	Meredith	Took Prvt classes w/Rick Richards in Sept 2022
U23	KlecZ	Ernestine	RISD/Brown "team". Has 6 years of rowing experience
U23	Mayer	Elizabeth (Libby)	Moved to Providence this past summer after graduating from Lafayette College in may. Rowed competitively at Lafayette and it was the best decision I made in college! Over the summer, filled in as a sub for the women's 8 one morning! It was a super fun experience to be able to row again and get a taste of NBC. I am really excited about the opportunity to connect with the rowing community in Providence. Hope to row a 2x w/grandfather (a rower and her inspiration) in the 2023 HOCR to celebrate his 80th B-day.

Notes:

123 of 176 paid members have signed their 2023 Member waivers



April 2023 Captain's Report

Acquisitions -

The new trailer has been registered, inspected, old decals removed and NBC logo/decals installed. Also new tires, and some connection hardware. It will be stored at Rob English's house (Rob was a previous member in good standing) temporarily as he makes a few minor upgrades.

The following boats are now in the logbook and ready for member use:

1. **Tiff Hogan** – Wintech light 1X (White hull) This was previously in the logbook at “Fusun Fly” This is available to B rated scullers and is currently stored inside
2. **Wes Kerns** – Hudson light 2X (rated for average crew weight 115-140 lbs)
3. **Joan Martin** – Hudson Light/mid 2X (rated for average crew weight 145-175 lbs)
4. **Dave Rand** – Hudson Mid/Hvy 2X (rated for average crew weight 165-195 lbs) This was previously in the logbook as “Fish & Chips”
5. **Anders Weiss** – Resolute 4+ (This was previously in the log book as the Ursa Major)
6. **Kristi Wharton** – Hudson Mid 4X (rated for average crew weight 165-195 lbs)
7. **Dan Gorriaran** – Hudson light 4x (rated for average crew weight 145-175 lbs)
8. **Jamie Reavis** – Fluid HW 1X hull currently stored inside
9. **TBD** – No, that's not the name. It does not have one as far as I know. Eric Jones purchased a Maas 1X that he has allowed the club to use when he isn't. More later on where to find it.

Boat Repairs –

Fulcrum was only able to complete refurbishment of 4 Zephyrs out of the 6 we brought over, and nothing to the 4's. We put the 2 unfinished Zephyrs back in service as they were in the best shape of all of them and took the 4's (Sandstede & Watne) to Resolute.

Emma Powers has been doing a great job keeping the shop organized, and now that Van (Richard Van Voris) is contributing we should be able to handle many more repairs in-house.

On Water Rowing

We have initiated installation of a marine radio network at NBC and purchased hand held radios for coaches and regatta officials/volunteer use. Some members already use these to communicate while on the water in the event of trouble requiring assistance. This move by NBC to adopt a marine radio network will increase safety and efficiency by being able to communicate to all coaches at once, as well as Brown (potentially.) Further communication/announcements forthcoming as the system becomes up and running.

Boat house is active with on-water rowing. Temperatures in the Seekonk are in the mid 40's so four oar rule remains in effect as does the restriction on 1X rowing to members who have demonstrated an ability to re-enter a flipped shell in cold water.

Mark Wilson's "All American Rowing Camp" is coming to NBC the weekend of April 21-23

MISCELLANY

Rowing Committee Charter has been reviewed by the Rowing Committee and submits same for approval. (Copy attached)

Respectfully submitted;

Eric Watne – NBC Captain

APPENDIX D

The Narragansett Boat Club Rowing Committee

The Rowing Committee is a standing committee of The Narragansett Boat Club (NBC) reporting to the Board of Governors (BOG) directly and through its Executive Committee.

Committee Purpose and Responsibilities

The Rowing Committee assists the BOG in fulfilling its mission of acquiring and maintaining an appropriate mix of rowing equipment, disposing equipment when appropriate and insuring the rules pertaining to the use of that equipment are reasonable, appropriate and enforceable. As a standing committee of the BOG, the Rowing Committee:

1. Approves and recommends to the BOG for approval policies and policy modifications involving the use of on-water rowing equipment, rules and standards for safety of both equipment and members and their guests;
2. Approves and recommends to the BOG for approval the purchase and disposition of rowing equipment.
3. Reviews and evaluates rules around rowing to ensure the safety of members and equipment;
4. Regularly monitors and evaluates the condition of NBC rowing assets;
5. Ensures that NBC has sufficient operational equipment to meet the needs of members and classes;
6. Ensures that the BOG is appropriately and timely apprised of the committee's work;
7. Reviews and determines member sculling ratings and criteria for same;
8. Engages in any other activities necessary to effectively oversee the on-water activities of NBC.

Authority of the Committee

The Committee has such authority as is set forth in the Constitution of the NBC or by the BOG. The Committee is authorized to make recommendations to the BOG for action by the BOG. Unless empowered by the Constitution or by specific action of the BOG, the Committee is not empowered to act on behalf of the BOG or the NBC.

Committee Meetings

The Committee shall meet not less than quarterly on the call of the Chair of the Committee at times and locations established by the Chair, and shall maintain minutes of all meetings, which shall be regularly approved by the Committee and made available for distribution to the BOG.

Actions of the Committee

A quorum of the Committee members shall exist at any properly called meeting if a majority of the members of the Committee are present. Actions or decisions of the Committee are made by majority vote of the members present at a properly called meeting at which a quorum is established.

Committee Composition

The Committee shall be chaired by a member of the BOG who shall be appointed by the President of the BOG for a one-year term. The Chair shall nominate committee members to be appointed by the President of the BOG. The Committee shall consist of at least 9 members and no more than 15 members all of whom shall be members in good standing of the NBC. In addition to the Chair, at least one other member of the Committee shall be a member of the BOG. In order to maintain stability in the composition of the committee, the Chair and the President should generally strive to avoid a change of more than 25% of the committee from one year to the next unless a compelling reason exists for a greater degree of transition.

Modifications to this Charter

This charter is to be modified as deemed appropriate by the BOG. The Committee may recommend modifications to the BOG for approval.

Approved by the Board of Governors _____, 2023

Safety Committee Report

April 2023

Completed US Rowing Safety Audit, see attached.

Opened dialogue with Brown University Athletic Compliance dept (Shoshanna Lewis) aim to meet again in June.

Immediate concern regarding communications for coaches while on the water, working on install of marine radio 4/7/23.

NBC Safety Audit April 2023 (Using US Rowing Safety Audit Checklist)

Organization

Several items that are waiting on EAP

(1) Need to distribute video from US Rowing on Safety

(2) Safety Info needs to be posted.

(3) A large number of non-compliance issues will be remedied by with the completion of the EAP (has been completed by Safety Committee awaiting review with Captain and President). There is a US Rowing Safety video that Safety Com will distribute.

Coaches and Staff

(4)*Need to formalize CPR/First Aid certification, record and track who is/is not certified.

(5)*Need to record who has boater license, who needs to take test.

(6)*Formal training and documentation of who is trained how to approach/rescue rowers in the launch.

(7)*Communication on the water, cell phones are not sufficient.

(8)*Is logbook always fully utilized ?

This is the area needing most attention, largely in regard to training and documentation. Who will take care of the admin ? Is it the coaches responsibility to get CPR/First Aid training ? How will they do that ? Who will take care of rescue training ?

We have a very user friendly logbook that is not being properly utilized. How can we have program use of club equipment logged properly without putting a burden on the coaches ? How should we handle members' lack of proper logbook use ?

(7) It seems that coaches using cell phones is not adequate in the event of an on water incident. Coaches need reliable communication between all the NBC boats on the water to allow for additional resources during a rescue. We are in the process of installing a marine radio system, thanks to Chris Fay for stepping up to take care of it.

Decks and Ramps

Compliant

For Athletes

(9)*Have all scullers passed a flip test ?

(1)*Need to distribute US Rowing video

The need for a flip test for those wishing to row a single is crucial. We have not required this in the past but should we ? If scullers cannot reliably re-enter a shell do we let them row a 1x at all ? If we allow it, what is a safe water temperature for someone waiting for rescue ? Do we need a "rescue service" ?

Rowing conditions

Compliant

Equipment

(10)*Are all heel ties and bow balls securely in place ?

Heel ties are a safety item that we must address. Should this be the members/users responsibility or part of fleet management ?

Coaching Safety Launch

Are boat drivers wearing a kill switch ?

Asked Pete Evans and he thinks this is not practical/possible, any other thoughts ?

On the Water

(1) Do single scullers carry a PFD ?

Wording in guidelines is that “unaccompanied scullers should...” should we follow suit ?

Emergency Situations

(3) On going with EAP



USRowing

SAFETY AUDIT CHECKLIST

Effective Date: December 1, 2022

CHECKLIST DATE: _____	YES	NO	? OR N/A	NOTES
Organization				
Do you have:				
Safety Committee / Safety Officer?	✓			OFFICER?
Site map with traffic patterns and hazards?	✓			
Safe havens for emergency exit from water identified?				IN PROCESS
Emergency action/response plan?				IN PROCESS
An incident reporting system?				IN PROCESS
All rowers educated on safety?			?	video US Rowing
All safety info prominently posted?		X		
Coaches and staff				
Do all coaches have current background checks, First Aid, and CPR certifications?			?	done
Do all launch drivers have current boater safety license/certificate?			?	Don't know.
Do coaches know how to rescue rowers and approach shells?			?	SO - 1/5 to Mark & Paul
Are coaches familiar with the local area?	✓			
Are all coaches, administrators, and support staff SafeSport trained?	✓			
Is your logbook always fully utilized?	✓	X		
Does damage to boats get reported?	✓			
Do incidents get reported to USRowing?				IN PROCESS
Docks and Ramps				
Are all docks and ramps kept clear and in good repair?	✓			
For Athletes				
Have all passed a swim test?	✓			
Do all non-swimmers wear a life jacket?	✓			
Are all medical conditions on file?	✓			
Have all tx scullers passed a flip test?		X	?	do we need this?
Do all athletes know the basic commands?	✓			
Does everyone know where the First Aid kits are?	✓			
Has everyone watched the USRowing Safety Video?		X		see above
Rowing Conditions				
Are weather, water, and other conditions assessed before launching?	✓			
Is there an established distance for determining fog/low visibility?	✓			
When operating in or near darkness, do all boats have lights?	✓			
Does everyone assess lightning and thunder proximity?	✓			
If tide/current is a factor, is that assessed prior to rowing?	✓			
Is heat-related risk assessed and mitigated?	✓			
Is cold weather/cold water risk assessed and mitigated?	✓			
Equipment				
Is all equipment well maintained?	✓			
Are boats checked for safety before launch?		X		
Are athletes wearing safe, visible clothing?	✓			
Are all heel ties and bow balls securely in place?			?	Need a checklist (Mered)
The Coaching/Safety Launch				
Are there enough PFDs for every rower and coxswain?	✓			
Are all PFDs easily accessible?	✓			
Is every person on the launch wearing a PFD at all times?	✓			
Are the PFDs approved styles?	✓			
Do launches have rescue and other items? (throwable PFD, anchor, line...)	✓			
Do launches have safety kits? (PFDs, Space Blankets, first aid kit...)	✓			
Do coaches have a list of emergency contacts, landing sites?			X	IN PROCESS
Is the tool kit complete?	✓			
Is the engine well-serviced?	✓			
Are boat drivers wearing a kill switch?			X	cannot be done.
Do coaches have marine radios and/or cell phones whenever on the water?	✓			
Trailer				
Has trailer been thoroughly checked before every trip?	✓			
Does the towing vehicle get checked before every trip?	✓			
Is the driver well-trained?			?	
Do drivers know State and Federal regulations for trailering?	✓			
On The Water				
Are all minors supervised?	✓			
Are there sufficient launches for all shells and athletes on the water?	✓			
Do single scullers carry a PFD?			?	only in cold water
Emergency Situations				
Do athletes know how to handle a capsizing?			?	on going
Do all athletes know to stay with the boat?			?	IN PROCESS
Are all safety boat operators taught how to rescue on water?			?	

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← need to do

} check

Program Committee Report
April 2023

The youth rowing program is well underway and going very well. We have a total of 14 coaches working with the youth rowers. It's a really great mixture of talents among the coaching staff.

Learn to Row Coaches

Fran O'Donnell
Lindsey Carlson

Intermediate Coaches

Amy Abbott
Rick Richards
Mckensie Gibson

Adv/Comp

Daniela Roop
Joan Brush
Kim Worrell
John Ryan
Michael Hamilton
Paul Demers
Ciara O'Brien
Sydney Asnis
Charlie Whitin

The program registrations are strong and here's a breakdown of the enrollments for each level.

Learn to Row Tu/Th: 6

Learn to Row Mon/Wed: 6

Intermediate Tu/Th: 21

Intermediate Mon/Wed/Fri: 20

Adv/Comp Mon-Fri: 33

RACING SEASON

Racing Season is upon us and we presently anticipate 25 NBC competitors at the Mercer Lake ISA Sculling championships on April 22nd and 23rd and 30 NBC racers at the Saratoga Invitational on April 25th and 26.

Summer Camp registrations are up and live on Mindbody. And the committee has developed a marketing plan for the next session that should begin in the upcoming weeks.

Governance Committee Report
April 2023

The Governance committee met 4/6/23 at 7 via Zoom to review the Governance Committee charter. Eric G, Matt and I joined the meeting. Rick was planning to join but did not attend.

We reviewed the document sent to me after the BOG retreat. Eric G, Matt and I thought the document clearly outlined our roles and approved the draft document. Our major task is updating the constitution.

According to the charter, we should have at least 6 members. Kristi sent out a call for interest a few weeks ago. I have not received any email. At the meeting last night, we thought we should reach out to several people (3-4) to gauge their interest and invite them to join the committee. Names that came up include Ira, Anne Fleet and Chris Fay.

We would like to quickly identify additional committee members before we start working on the constitution.

Respectfully submitted.

Chanika

Membership Committee Meeting 3/23/23

We discussed implementing a **Sunshine Fund / Committee** to send cards and maybe plant/ flowers to members who are sick or injured or who have lost family members. This idea originally came from Ann Hird and the entire committee liked it.

ACTIONS:

1. ? order stationary with NBC logo
2. Need people to be responsible for this- perhaps people on membership committee could rotate months to take charge of this.
3. Need to figure out a way for the committee to know who is in need of a note from Sunshine so nobody is missed. Perhaps we have a point person who anyone in the club can email if they are aware someone is sick, injured, etc.

Stephanie I presented idea to make a **cookbook** with recipes contributed from the club. Could we sell these as a fundraiser for the club?

Help orient, welcome, integrate **new members**.

ACTIONS:

1. Talk to the board and captain about the orientation process for new members
2. Work on standard welcome letter- talk to Ruth about what she was sending
3. Plan new member breakfasts a few times a year
4. Plan some new member rows to be led by experienced club members
5. Explore setting up a mentor program that matches up an experienced NBC member with a new member.
6. Speak with registrar about providing us with the names and contact info of new members.

Organize more events for general membership

IE: pot luck breakfasts after weekend row

More group rows that can be either fun, competitive or both

Requirements for USRowing Organization Membership:

Similarly, consider SafeSport policies that USRowing adheres to and requires any member organization to abide by. These include the following:

USRowing adheres to the SafeSport policies established by the U.S. Center for SafeSport and the U.S. Olympic and Paralympic Committee. As a condition of Organizational Membership, these policies require all USRowing Member Organizations implement proactive policies designed to prevent abuse. This includes:

- Tracking of whether Relevant Adult Participants under its jurisdiction complete the required SafeSport training;
- Offering (optional) training to Minor Athletes (subject to parental consent)
- Offering (optional) training to parents on the prevention and reporting of child abuse
- **Implementing MAAPP**
- **Having a reporting mechanism to report misconduct**
- Any Adult Participant who is in a position of authority over athletes of any age or any Adult Participant who has Regular Contact with youth athletes is required to complete a background check (NCSI or equivalent) every two years. This includes employees, coaches, referees, full-time volunteers, **board members**, staff, administrators, and any other non-athlete member.

*** As a condition of Organizational Membership with USRowing, please check the boxes to verify that your club meets the following minimum requirements. By checking the boxes, you also acknowledge that USRowing reserves the right to conduct random auditing for compliance with these requirements. You also acknowledge that your organizational membership is subject to suspension if you are not able to provide a written Safe Sport Policies and Procedures document upon request or if you don't agree to the following. If no policy has been uploaded by your organization, you are agreeing to follow USRowing's Safe Sport Policy which includes:**

- **Complaint form available to all members**
- **Identified individuals to receive complaint**
- **An internal investigation process/person**
- **An impartial and open adjudication process**
- **An appeal process**
- **Compliance monitoring and record keeping of annual SafeSport training and background checks every two years for all "Relevant Adults"**

*** Requires annual SafeSport training and background checks every two years for all "Applicable Adults"**

USRowing Safe Sport Reporting Procedures

USRowing strongly encourages the reporting of all forms of misconduct.

All reports involving sexual misconduct must be submitted directly to the U.S. Center for SafeSport at <https://uscenterforsafesport.org/report-a-concern/> or 833-5US-SAFE (587-7233), as well as to state and local enforcement agencies as required.

All other reports of misconduct may be reported to USRowing. USRowing encourages initial reporting of such matters to the relevant member organization using the member organization's internal reporting processes. If following review by the member organization, the issue remains unresolved or is not susceptible to resolution at the member organization level, it may be reported to USRowing.

Reporting issues of misconduct to USRowing may be done using the USRowing Safe Sport Reporting Form (below), USRowing Safe Sport e-mail: USRowingSafeSport@USRowing.org, or by phone at 609-751-0713.

Reporting of issues of misconduct may be made anonymously. However, USRowing encourages the complainant to provide enough detail to allow for a proper investigation, if required.

USRowing appreciates your willingness to report inappropriate behavior. Out of respect for the importance of this issue and to encourage honest and effective reporting, knowingly making a false or vindictive report will not be tolerated and is a violation of USRowing's Safe Sport Policy.

USRowing Safe Sport Incident Reporting Form: <https://form.jotform.com/230033648350145>

Report allegation of Sexual Misconduct to US Center for SafeSport:
<https://uscenterforsafesport.org/report-a-concern/>



Safe Sport Policy

Table of Contents

INTRODUCTION.....	3
Training and education.....	3
APPLICANT SCREENING	3
Education About SDRC’s Protection Policies.....	4
Written Applications	4
Personal Interview.....	4
References.....	4
Release	4
CRIMINAL BACKGROUND CHECK POLICY	5
Process.....	5
Potentially Disqualifying Factors	5
Findings	6
Option One: Appeal to Organization	6
Option Two: Appeal to Criminal Background Check Vendor.....	7
Frequency of Criminal Background Checks	7
Affirmative Duty to Disclose.....	7
Other Potentially Disqualifying Factors	7
Review of Disqualifiers	8
Records.....	8
ATHLETE PROTECTION POLICY.....	9
Commitment to Safety	9
Prohibited Conduct.....	9
Willfully Tolerating Misconduct.....	15
Reporting	15
Violations.....	15
SUPERVISION OF ATHLETES AND PARTICIPANTS	16
Appropriate One-On-One Interactions	16
Prohibited One-On-One Interactions	16
PHYSICAL CONTACT WITH ATHLETES	16
Appropriate Physical Contact	16
Prohibited Physical Contact.....	18
Violations.....	18
ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY.....	19
Facebook, Blogs, and Similar Sites	19
SnapChat, Instagram, Twitter, SMS, and Similar Media.....	19
Email and Similar Electronic Communications.....	19
Texting and Similar Electronic Communications	19
Electronic Imagery	19
Request to Discontinue All Electronic Communications or Imagery	20
Misconduct.....	20



San Diego Rowing Club

Violations.....	20
LOCKER ROOMS AND CHANGING AREAS.....	20
Facilities	20
Monitoring	20
Mixed-Gender Teams	21
Use of Cell Phones and Other Mobile Recording Devices.....	21
TRAVEL.....	22
Local and Team Travel	22
Individual Travel.....	23
Travel Notification	23
Mixed-Gender and Mixed-Age Travel.....	24
Coach and Staff Responsibilities.....	24
Chaperone Responsibilities	25
REPORTING POLICY	26
Reporting Child Physical or Sexual Abuse	26
Reporting Misconduct and Policy Violations.....	27
Confidentiality, Anonymous Reporting and Bad-Faith Allegations	28
How Reports are Handled	29
Notification	30
DISCIPLINARY RULES AND PROCEDURE	30
Application.....	30
Disciplinary Rules	30
Disciplinary Procedure	30
Disciplinary Action	31
Ongoing Employment and/or Participation.....	31
Complaint Protection.....	31
Bad-Faith Allegations	31
INVESTIGATION AND ADJUDICATION	32
Suspension Before Final Resolution	32
Investigation	33
Hearing.....	33
Appeal	35
MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES	36
Monitoring Methods.....	36
Responding to Interactions	36
Reporting	36
APPLICATION FOR EMPLOYMENT	37
AFFIDAVIT, CONSENT AND RELEASE.....	41
REFERENCE FORM	42
REFERENCE INFORMATION	44
REPORTING FORM.....	45
ADMINISTRATORS GUIDE TO INVESTIGATING BULLYING/HARASSMENT REPORTS	48
ADDITIONAL RESOURCES	52



San Diego Rowing Club

INTRODUCTION

The San Diego Rowing Club (SDRC) has affirmed its dedication to providing a safe and supportive environment for our rowers to learn, compete, and excel in the sport of rowing through our participation in the Safe Sport Campaign. This campaign, adopted in conjunction with USRowing and the United States Olympic Committee, is focused on raising awareness and stopping child abuse in all sports. These policies will govern all coaches, volunteers, and participants.

Our policies and procedures require staff members and/or volunteers to report abuse, misconduct and violations of its Safe Sport Policy. To do so, staff members (directors, coaches, support staff at boathouses), Board of Directors, and volunteers (volunteer coaches, parent chaperones, other volunteers) should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

TRAINING AND EDUCATION

Our policies and procedures require staff members and/or volunteers to report abuse, misconduct and violations of its Participant Safety Handbook. To do so, staff members (coaches, riggers, admin, support staff at boathouses) and/or volunteers (volunteer coaches, parent chaperones, referees, other volunteers) should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, staff members and/or volunteers complete an awareness training concerning misconduct in sport before performing services for SDRC. Misconduct in sport includes:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct, and
- Sexual misconduct, including child sexual abuse

Staff members and/or volunteers must successfully complete the training and the quiz after the test.

Those staff members and/or volunteers who are required to take awareness training will take athlete awareness training every two (2) years, or no more than 30 day(s) before they have contact with athletes.

APPLICANT SCREENING

Staff members, contractors and/or volunteers must consent to, and pass, a formal applicant screening process before performing services for SDRC.



Elements of our screening process include, as applicable, successful completion of an application, interview, reference check and criminal background check.

Education About SDRC's Protection Policies

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, SDRC educates its applicants about its protection policies and offers applicants an early opt-out by:

- Requiring awareness training before placement and/or before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

Written Applications

Each applicant for a position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Ask open-ended questions that encourage broad answers
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

Personal Interview

Appropriate staff will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, SDRC will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

References

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant's professional experiences, demeanor and appropriateness for involvement with minor athletes and participants.

Release

Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's



San Diego Rowing Club

qualifications without fear of reprisal and authorizing SDRC to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

See Part 2, Sample Forms and Documents, and the Appendix for additional Applicant Screening Resources.

CRIMINAL BACKGROUND CHECK POLICY

All applicants will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act **before** providing services for SDRC. Through this criminal background check, SDRC will utilize reasonable efforts to ascertain past criminal history of an applicant.

Process

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared before he or she may perform services for SDRC.

On receipt of the Criminal Background Check Consent and Waiver Release form, the SDRC will request that its vendor perform the criminal background check. As part of its criminal background check, SDRC will, at a minimum and without limitation,

1. perform a national search of state criminal repositories;
2. perform a search of state sexual offender registries; and
3. verify a person's identification against his or her social security number or other personal identifier.

Potentially Disqualifying Factors

Criminal History

SDRC will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an applicant from serving as a staff member, contractor and/or volunteer.

Information that could disqualify an applicant includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

Pending Court Cases

No decision will be made on an individual's eligibility for work as a new staff member, contractor and/or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.

Full Disclosure

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment,



volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If an applicant (1) is arrested, (2) pleads or (3) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a staff member, contractor or volunteer and (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or SDRC administrator.
- Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.

Findings

Notice of findings will be provided to:

1. The designated contact of SDRC that submitted the application;
2. The President of the SDRC Juniors;
3. The Secretary of the SDRC Board of Directors.

SDRC's criminal background check report will return a "red light" or "green light" score. A green light score means that the background check vendor located no records that would disqualify the applicant.

A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A red light finding means the criminal background check revealed criminal records which suggest the applicant "does not meet the criteria" and is not suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a "red light" finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

Option One: Appeal to Organization

Appeal to Organization

If an individual receives a red light finding and wants to contest the SDRC's decision not to accept his or her application based on the red light finding, the individual may request a hearing before SDRC'S Review Panel. The Review Panel will consist of: President of the Board, 1st Vice President of the Board, President of the Juniors program, and the Director of Operations.. The Review Panel will communicate its finding to the individual and President, 1st Vice President, Juniors President, and Director of Operations. If the individual disagrees with the



San Diego Rowing Club

finding of the Review Panel, he or she may request an appeal with the Board of Directors. A decision rendered by the Board of Directors shall be final and binding on all parties.

Discretion

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of applicants.

Option Two: Appeal to Criminal Background Check Vendor

Appeal to Criminal Background Check Vendor

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the SDRC's approved Criminal Background Check Vendor. Individuals automatically disqualified are excluded from participation in any SDRC sanctioned events and/or activities.

Frequency of Criminal Background Checks

Criminal background checks will be refreshed every 3 years or as otherwise required by law, for staff members and/or volunteers who are 18 years of age or older and perform services for SDRC.

Affirmative Duty to Disclose

If, during the course of employment or participation in SDRC's program, a staff member or volunteer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member or volunteer to notify an immediate supervisor, a SDRC administrator or a member of the SDRC's Participant Safety Committee.

Other Potentially Disqualifying Factors

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for SDRC if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in SDRC; or
- Not met the job requirements



San Diego Rowing Club

Review of Disqualifiers

SDRC will review its disqualifiers every two years or as otherwise required or modified by law.

Records

Records are secured onsite for a period indicated by applicable law or until the applicant is no longer affiliated with SDRC, whichever date is later.



San Diego Rowing Club

ATHLETE PROTECTION POLICY

Commitment to Safety

Overview

In the event that any staff member or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and volunteer to immediately report his or her observations to an immediate supervisor, administrator, or a member of SDRC's Participant Safety Committee. SDRC is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Staff members and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor, administrator, or a member of SDRC's Participant Safety Committee. Complaints and allegations will be addressed under SDRC's Disciplinary Rules and Procedure.

SDRC recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to

- Staff members and volunteers
- SDRC's athletes and participants Parents

Staff members, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct
- Sexual misconduct, including child sexual abuse.

Prohibited Conduct

Child Sexual Abuse

1. Any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Note concerning peer-to-peer child sexual abuse: Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child



sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

2. Any act or conduct described as child sexual abuse under federal or state law.

Exception

None

Examples

Sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

Emotional Misconduct

1. A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
 - a. verbal acts
 - b. physical acts
 - c. acts that deny attention or support
2. Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Exception

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples

Examples of emotional misconduct prohibited by this policy include, without limitation:

1. Verbal Acts. A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
2. Physical Acts. A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
3. Acts that Deny Attention and Support. A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.



Physical Misconduct

1. Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other sport participants; or
2. Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exceptions

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in swimming.

Examples

Examples of physical misconduct prohibited by this Policy include, without limitation:

1. Contact offenses. Behaviors that include:
 - a. punching, beating, biting, striking, choking or slapping an athlete;
 - b. intentionally hitting an athlete with objects or sporting equipment;
 - c. providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - d. providing illegal drugs or non-prescribed medications to any athlete;
 - e. encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - f. prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
2. Non-contact offenses. Behaviors that include:
 - a. isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - b. forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
 - c. withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

Note: Bullying, harassment and hazing, defined below, often involve some form of physical misconduct.

Sexual Misconduct

1. Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;
2. Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to



impair judgment or be exploitative; or

3. Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

The employee must be made aware that an imbalance of power is always assumed between athlete and coach.

1. **Authority and Trust.** Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

Imbalance of Power. Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

2. **Exception.** This section does not apply to a pre-existing relationship between two spouses or life partners.

Types of Sexual Misconduct

Types of sexual misconduct include:

1. sexual assault,
2. sexual harassment,
3. sexual abuse, or
4. any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

1. Touching offenses. Behaviors that include:
 - a. fondling an athlete's breasts or buttocks
 - b. exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors



- c. genital contact
 - d. sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.
2. Non-touching offenses. Behaviors that include:
- a. a coach discussing his or her sex life with an athlete
 - b. a coach asking an athlete about his or her sex life
 - c. coach requesting or sending a nude or partial-dress photo to athlete
 - d. exposing athletes to pornographic material
 - e. sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”)
 - f. deliberately exposing an athlete to sexual acts
 - g. deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
 - h. sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - i. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 - ii. is sufficiently severe or intense to be harassing to a reasonable person in the context.

Bullying

1. An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership
2. Any act or conduct described as bullying under federal or state law

Exceptions

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples

Examples of bullying prohibited by this Policy include, without limitation:

1. Physical behaviors. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.
2. Verbal and emotional behaviors. Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic



San Diego Rowing Club

communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

Harassment

1. A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or
2. Any act or conduct described as harassment under federal or state law

Exceptions

None

Examples

Examples of harassment prohibited by this Policy include, without limitation:

1. Physical offenses. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment.
2. Non-physical offenses. Behaviors that include (a) making negative or disparaging comments about an athlete’s sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

1. Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group’s members; or
2. Any act or conduct described as hazing under federal or state law

Exception

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

Examples

Examples of hazing prohibited by this Policy include, without limitation:

1. requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
2. tying, taping or otherwise physically restraining an athlete
3. sexual simulations or sexual acts of any nature
4. sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food



San Diego Rowing Club

5. social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
6. beating, paddling or other forms of physical assault
7. excessive training requirements focused on individuals on a team

Note: Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate

Willfully Tolerating Misconduct

It is a violation of this Athlete Protection Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer.

Reporting

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, volunteers and participants of SDRC shall follow the reporting procedures set forth in SDRC's Reporting Policy. SDRC does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

Violations

Violations of the Athlete Protection Policy shall be reported pursuant to our Reporting Policy and will be addressed under our Disciplinary Rules and Procedure.



San Diego Rowing Club

SUPERVISION OF ATHLETES AND PARTICIPANTS

During training and competition, SDRC strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

Appropriate One-On-One Interactions

Individual Meetings

An individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, coaches, staff members and/or volunteers are to observe the following guidelines:

- Any individual meeting should occur when others are present and where interactions can be easily observed
- Where possible, an individual meeting should take place in a publicly visible and open area, such as the corner of a gym or pool deck
- If an individual meeting is to take place in an office, the door should remain unlocked and open
- If a closed-door meeting is necessary, the coach, staff member and/or volunteer must inform another coach, staff member and/or volunteer and ensure the door remains unlocked

Individual Training Sessions

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and SDRC encourages parents and guardians to attend the training session.

Prohibited One-On-One Interactions

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during SDRC activities and SDRC coaches, staff members and/or volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

PHYSICAL CONTACT WITH ATHLETES

Appropriate physical contact between athletes and coaches, staff members, contractors or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

Appropriate Physical Contact

SDRC adheres to the following principles and guidelines in regards to physical contact with our athletes:



San Diego Rowing Club

Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact takes place in public
- there is no potential for, or actual, physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

Safety

The safety of our athletes is paramount and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use
- releasing muscle cramps

Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment

Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down ("side hugs")
- lifting a fallen athlete off the playing surface and "dusting them off" to encourage them to continue competition



Prohibited Physical Contact

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- asking or having an athlete sit in the lap of a coach, administrator, staff member or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

Violations

Violations of this policy must be reported to a supervisor, SDRC administrator, or member of the Participant Safety Committee and violations will be addressed under our Disciplinary Rules and Procedure. Some forms of physical contact may constitute child physical or sexual abuse that must be reported to appropriate law enforcement authorities.



San Diego Rowing Club

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of SDRC's emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

As with any communication, the content of any electronic communication should be readily available to share with the athlete's family. At the request of a parent or guardian, any email, electronic text, social media or similar communication will copy or include the athlete's parents or guardians.

Facebook, Blogs, and Similar Sites

Coaches may not have athletes of SDRC's Team join a personal social media page. Athlete members and parents can friend the official SDRC's Team page and coaches can communicate to athlete members through the site. All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

SnapChat, Instagram, Twitter, SMS, and Similar Media

Coaches and athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts. All posts between coach and athlete must be for the purpose of communicating information about team activities.

Email and Similar Electronic Communications

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Where the coach is a staff member and/or volunteer, email from a coach to any athlete should come from the club website email center (the coach's return email address will contain "@sandiegrowing.org").

Texting and Similar Electronic Communications

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities.

Electronic Imagery

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of SDRC to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club. Imagery must not be contrary to any rules as outlined in SDRC's Participant Safety Handbook.



San Diego Rowing Club

Request to Discontinue All Electronic Communications or Imagery

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography).

Misconduct

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Participant Safety Handbook.

Violations

Violations of SDRC's Electronic Communications and Social Media Policy should be reported to your immediate supervisor, a SDRC administrator or a member of SDRC's Participant Safety Committee for evaluation. Complaints and allegations will be addressed under SDRC's Disciplinary Rules and Procedure.

LOCKER ROOMS AND CHANGING AREAS

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

Facilities

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: 1220 El Carmel Place, San Diego, CA 92109

This location has separate men's and women's locker rooms dedicated to our athletes and teams.

Our home competitions will be held at either SDRC at the address listed above or at other locations on Mission Bay. Locations other than the SDRC facility do not have the same facilities. When we travel for competition the facilities may differ from location to location. We will work with the host team to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

Monitoring

SDRC has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff members inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas, and men checking on male-designated areas.



San Diego Rowing Club

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

Mixed-Gender Teams

If the team consists of both male and female athlete, both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, SDRC has the male and female players dress/undress in separate locker rooms and then convene in a single dressing room before the event or team meeting. Once the event is finished, the athletes may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the athletes will take turns using the locker room to change.

Use of Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.**

Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.



TRAVEL

Travel will be a standard aspect of our competitive season and SDRC has established policies to guide our travel and therefore minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

Local and Team Travel

We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

Local Travel

Local travel occurs when SDRC does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, SDRC staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Team Travel

Team travel is overnight travel that occurs when SDRC sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

SDRC makes efforts to provide adequate supervision through coaches and other adult chaperones.



For team travel, hotels and air travel will be booked in advance by SDRC. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. SDRC will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and we will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

Individual Travel

The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete by:

1. Traveling with an additional coach or chaperone.
2. Inviting parents/guardians to travel with their athlete (for athletes under age 18)

For individual travel, we attempt to provide alternative guidelines. Depending on the nature of the travel and competition, these guidelines may include:

1. Compressing the travel schedule to reduce the number of nights athletes are away from home
2. Providing regular organizational check-in phone calls to the traveling athlete and coach
3. Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor athletes)
4. Complying with reasonable parental requests when a child is a way from home without a guardian

When only one athlete and one coach travel to a competition, the athlete must have his or her parents' or legal guardian's written permission in advance to travel alone with the coach.

Travel Notification

When possible, SDRC will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within SDRC. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

SDRC will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.



San Diego Rowing Club

Mixed-Gender and Mixed-Age Travel

SDRC is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).

Where an adult is registered both as a coach and an athlete member of SDRC, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

Coach and Staff Responsibilities

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties



San Diego Rowing Club

- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

Chaperone Responsibilities

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the SDRC's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in SDRC's Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and SDRC's awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in SDRC's Participant Safety Handbook.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a SDRC administrator or a member of SDRC's Participant Safety Committee.



REPORTING POLICY

Every SDRC staff member and/or volunteer must report:

1. violations of the Participant Safety Handbook,
2. misconduct as defined in SDRC's Athlete Protection Policy, and
3. suspicions or allegations of child physical or sexual abuse.

As a matter of policy, SDRC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.

Reporting Child Physical or Sexual Abuse

Child Physical or Sexual Abuse

Staff members and/or volunteers at SDRC are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

1. their immediate supervisor,
2. a SDRC administrator,
3. a member of SDRC's Participant Safety Committee and,
4. where applicable, appropriate law enforcement authorities.

Grooming

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to an immediate supervisor, a SDRC administrator or a member of the SDRC Participant Safety Committee.

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. **If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and a SDRC supervisor, a SDRC administrator or a member of SDRC's Participant Safety Committee immediately.**



San Diego Rowing Club

Reporting Misconduct and Policy Violations

If any staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

1. their immediate supervisor,
2. a SDRC administrator or
3. a member of SDRC's Participant Safety Committee.

SDRC also encourages member parents, athletes and other sport participants to communicate violations of SDRC's Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a SDRC administrator or member of SDRC's Participant Safety Committee. Where applicable, parents may also report to the appropriate law enforcement authorities.

Reporting Procedure

To Whom to Report

Staff members and volunteers may report to any supervisor or SDRC administrator with whom they are comfortable sharing their concerns. You may also report to any member of its Participant Safety Committee, which includes the following three designated Incident Review Officials (IROs):

Chris Callaghan, Director of Operations, chris@sandiegrowing.org
Jane Pederson, Captain, jane@sandiegrowing.org
Dan O'Neill, President, dano@sandiegrowing.org

A staff member and/or volunteer may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

How to Report

SDRC will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful to SDRC for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

Reporting Form

Individuals reporting child physical or sexual abuse or other misconduct may complete an Incident Report Form. Information on this form will include:

1. the name(s) of the complainant(s)
2. the type of misconduct alleged
3. the name(s) of the individual(s) alleged to have committed the misconduct
4. the approximate dates the misconduct was committed



5. the names of other individuals who might have information regarding the alleged misconduct
6. a summary statement of the reasons to believe that misconduct has occurred

SDRC will withhold the complainant's name on request, to the extent permitted by law. A copy of SDRC'S Reporting Form is enclosed in the Appendix.

Confidentiality, Anonymous Reporting and Bad-Faith Allegations

Confidentiality

To the extent permitted by law, and as appropriate, SDRC will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

Anonymous Reporting

SDRC recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form:

- by completing the Reporting Form without including their name
- by expressing concerns verbally to a SDRC administrator or a member of SDRC's Participant Safety Committee
- through email, texts or notes left for a SDRC administrator or a member of SDRC's Participant Safety Committee.

However, anonymous reporting may make it difficult for SDRC to investigate or properly address allegations.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

“Whistleblower” Protection

Regardless of outcome, SDRC will support the complainant(s) and his or her right to express concerns in good faith. SDRC will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of our Participant Safety Handbook and grounds for disciplinary action.

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our Participant Safety Handbook and grounds for disciplinary action. Depending on the nature of the allegation, a



person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

How Reports are Handled

Suspicious or Allegations of Child Physical or Sexual Abuse ***Reporting to Law Enforcement and/or Child Protective Services***

An independent investigation can harm youth and/or interfere with the legal investigative process. SDRC, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities.** As necessary, however, SDRC may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities.

For mandatory reporting laws, visit www.childwelfare.gov.

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, SDRC may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, SDRC may suspend or change the assignment of a staff member and/or volunteer.

In those cases where the Ted Stevens Act may apply, the accused individual will be offered a hearing. A hearing under the Ted Stevens Act will not necessarily affect SDRC's ability to immediately suspend or terminate the accused individual from employment or performing services for organization.

A staff member or volunteer's failure to report to a supervisor, a SDRC administrator or member of the Participant Safety Committee is a violation of this policy and grounds for termination of a staff member and/or dismissal of a volunteer.

Misconduct and Policy Violations

SDRC addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law. Staff members and/or volunteer must report policy violations and misconduct to an immediate supervisor, SDRC administrator or member of SDRC's Participant Safety Committee.

SDRC may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Emotional abuse
- Abuse reported outside the relevant statutes of limitation



San Diego Rowing Club

- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial

Notification

Following SDRC's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, SDRC may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In SDRC's discretion, as appropriate, and after consultation with counsel, SDRC may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that SDRC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

DISCIPLINARY RULES AND PROCEDURE

While SDRC endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for SDRC to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors, which is consistent with SDRC's Bylaws, Policies and Procedures.

Application

This Policy is used to address the following allegations against staff members, athletes, participants and/or volunteers:

- Violations of SDRC's policies; and/or
- Child abuse (emotional, physical or sexual) that does not involve an ongoing legal investigation or criminal prosecution.

SDRC will not investigate an allegation of child physical or sexual abuse if it undermines or interferes with a pending legal investigation or criminal prosecution.

Disciplinary Rules

SDRC recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a youth participant who tells a single sexually risqué joke constitutes less serious misconduct and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. In all cases, SDRC's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

Disciplinary Procedure

On receipt of an allegation, SDRC will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope, and extent of the allegations.



SDRC will address allegations against a staff member and/or volunteer under its Employment Policies and Procedures, Bylaws and Constitution.

SDRC's disciplinary response will depend on the nature and seriousness of the incident and in extreme cases, misconduct will result in immediate summary dismissal, provided that the accused individual shall be advised of their right to a hearing. If the accused individual is a minor, SDRC will contact his or her parents or guardians.

Disciplinary Action

Sanctions for violations of the Participant Safety Handbook will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, the SDRC may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or, in the case of a youth participant, the youth's parent or guardian
- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings or to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- Suspend or terminate employment or membership

Ongoing Employment and/or Participation

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our Athlete Protection Policy), SDRC may immediately suspend or terminate the accused individual to ensure participant safety.

Complaint Protection

Regardless of outcome, SDRC will support the complainant(s) and his or her right to express concerns in good faith. SDRC will not encourage or tolerate attempts to retaliate, punish or in any way harm any individual(s) who report(s) a concern in good faith. Such actions will be grounds for disciplinary action.

Bad-Faith Allegations

Any individual who alleges misconduct under the Participant Safety Handbook that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our



Participant Safety Handbook. Bad-faith allegations may also be subject to criminal or civil proceedings.

INVESTIGATION AND ADJUDICATION

SDRC utilizes this Investigation and Adjudication procedure to resolve those allegations that are governed by the Ted Stevens Act. A hearing under the Ted Stevens Act will not necessarily affect SDRC's ability to immediately suspend or terminate an accused individual.

On receipt of:

1. an allegation of misconduct, as defined in SDRC'S Athlete Protection Policy, that does not involve child physical or sexual abuse
2. an adverse employment determination by a local club for emotional, physical or sexual misconduct as set forth in SDRC'S Athlete Protection Policy

SDRC shall determine the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope and extent of the allegations. Such steps may include, without limitation:

- The collection of additional information from the individual in question, other individuals with potential knowledge or evidence of the incident or the accused individual
- Formal investigation and hearing
- Retention of legal counsel or investigation services to investigate and/or make a recommendation as to whether a violation of the relevant policy has occurred and/or a recommendation as to the appropriate sanction

Where serious allegations of misconduct are at issue (e.g., physical and sexual misconduct as defined in our Athlete Protection Policy), SDRC may elect in its discretion to undertake a full investigation and hearing before determining the appropriate disciplinary action. This investigation and/or hearing will in no way interfere with an ongoing criminal investigation or prosecution.

Suspension Before Final Resolution

If the reported complaint or employment/membership decision by a local member club indicates that an individual's continued employment, membership or participation poses a risk of ongoing physical or emotional harm, SDRC may wish to suspend the accused individual pending final resolution of the complaint to eliminate any danger to an athlete, sport participant or other individual. In such instances, SDRC will provide the individual with notice and offer her/him an opportunity to contest the suspension.

SDRC may suspend the accused individual where there is a reasonable belief that the individual has committed emotional, physical or sexual misconduct. Evidence which may be found sufficient to support a reasonable belief includes, at a minimum:



San Diego Rowing Club

- the suspension or termination of employment or membership by one of organization's member clubs
- an Incident Report Form with specific and credible information
- other legal documentation or report supporting a reasonable belief that the individual has committed emotional, physical or sexual misconduct, including abuse of a child (e.g., a criminal indictment).

For the purposes of this Policy, a suspension from sport involvement shall mean that for the duration of the period of suspension, the accused individual may not participate in any capacity or in any role in the business, events, or activities of the SDRC.

Any suspension before final resolution may be appealed to the Board of Directors at the written request of the accused individual within 10 days of the suspension.

Investigation

As appropriate, and at its discretion, SDRC may institute a formal investigation and hearing procedure to address serious allegations of misconduct (e.g., physical and sexual misconduct). However, SDRC anticipates that an investigation and hearing will be undertaken to address only the most serious allegations and patterns of behavior that warrant significant sanctions. Accordingly, SDRC anticipates that this disciplinary procedure will be used rarely.

If an investigation is conducted, the complainant, victim and accused individual shall have the right to:

- a. Receive written notice of the report or complaint, including a statement of allegations
- b. Present relevant information to the investigator(s)
- c. Legal counsel, at his or her own expense

Hearing

Procedural Safeguards

In every case where a hearing is warranted pursuant to this Policy, an adjudication shall be conducted that shall in all cases comply with SDRC'S bylaws. The adjudication shall further conform to the provisions and principles set out hereafter. However, deviations in one or more of the procedural safeguards are permitted, provided the following conditions are satisfied:

- a. The individual is informed of the allegations and evidence brought against him or her
- b. The individual is given a reasonable opportunity to respond to the allegations brought forward
- c. The individual may be represented by legal counsel at his or her expense
- d. The panel member(s) who make the determination are free of conflicts of interests and render an unbiased decision
- e. There is a right to appeal the panel's decision

Preliminary Determination



On receipt of a disclosure and/or additional information made pursuant to this Policy, if the Incident Review Official is satisfied, in the exercise of his or her discretion, that there is a sufficient reasonable, reliable and persuasive evidence to support the complaint alleging emotional, physical or sexual misconduct, he or she shall notify the Review Panel.

Notice

The accused individual will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing, provided that the counsel's participation may be subject to the reasonable hearing rules related to the conduct of the hearing.

Timing

The Review Panel shall have the authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary.

On request of the accused individual, and provided that it is necessary to expedite the proceeding to resolve a matter relating to scheduled training or competition, the Review Panel may render an expedited determination.

Evidence

At the hearing, the accused individual will be allowed to present any reasonable evidence or argument that he or she wishes the Panel to consider. The Panel may require or permit documentary evidence, such as the written report of any investigator or other fact-finder, before the hearing and that the names of any witnesses be disclosed before the hearing. The Panel may also consider a local club's employment determination as evidence to be considered.

If the complainant/alleged victim(s) is a minor, the investigator's or other fact-finder's report may substitute for the minor witness's direct testimony, provided that the accused had an opportunity to present and respond to relevant information collected during the investigation and before the report was transmitted to the Review Panel.

The Review Panel may proceed in the accused individual's absence if it cannot locate the individual or if the individual declines to attend the hearing.

Findings and Sanctions

The Panel has the discretion to impose sanctions on the individual if it finds based on a preponderance of the evidence that emotional, physical or sexual misconduct has occurred.

The Panel will communicate its finding to the individual. The Panel may impose sanctions on the individual in its findings.

Any sanctions imposed by the Panel against the individual must be proportionate and reasonable, relative to the content that is found to have occurred. The decision regarding the appropriate sanction shall be up to the panel deciding each complaint. In imposing a sanction, the Review Panel shall consider:

- a. The legitimate interest of SDRC in providing a safe environment for its participants



San Diego Rowing Club

- b. The seriousness of the offense or act
- c. The age of the accused individual and alleged victim when the offense or act occurred
- d. Any information produced by the accused individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct
- e. The effect on the SDRC's reputation
- f. Whether the individual poses an ongoing concern for the safety of SDRC's athletes and participants
- g. Any other information, which in the determination of the Panel, bears on the appropriate sanction

Sanctions may range from a warning and a reprimand to suspension from sport involvement with the SDRC for a period of time. Suspensions from sport involvement with SDRC may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from sport involvement and expulsion from the SDRC.

For the purposes of this Policy, a suspension from sport involvement shall mean that the individual may not participate in any capacity or in any role in the business, events or activities of the relevant organization or its affiliated members for the duration of the period of suspension.

Confidentiality

The conduct of the hearing WILL/WILL NOT be private. If the Panel determines that the individual has violated policy, it may publish its decision or a brief summary of its decision, unless the accused is a minor. However, if the individual appeals, the summary of the panel's decision will not be disclosed until an appellate decision has been made.

If the Panel determines the accused individual did not violate the relevant policy, the panel will publish a summary only at the individual's written request.

Appeal

If the individual disagrees with the finding or sanction of the panel and wishes to appeal, he or she may file an appeal with Board of Directors within 10 days of the SDRC finding. On appeal, the Board of Directors will address the merits of the SDRC decision de novo, and not the process that was utilized. A decision rendered by the Board of Directors shall be final and binding on all parties.



San Diego Rowing Club

MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES

SDRC monitors for compliance with its policies and procedures, including without limitation its Awareness Training, Travel, Locker Room and Changing Areas, and Physical Contact Policies.

Monitoring Methods

SDRC utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site.

Responding to Interactions

While SDRC has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

Reporting

Staff members and volunteers are required to report policy violations, misconduct and physical and sexual abuse consistent with SDRC's Reporting Policy. SDRC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to appropriate law enforcement authorities.



San Diego Rowing Club

APPLICATION FOR EMPLOYMENT

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. PLEASE PRINT, except for signature on back of this application. PLEASE USE INK.

Job Applied For: _____

Today's Date: ____/____/_____

Are you seeking (circle): Full-time Part-time Temporary Summer

When are you available to work (circle): Days Evenings Weekends On call

When are you available to start employment? ____/____/_____

Salary requested: \$_____ per _____

PERSONAL INFORMATION:

Name (Last, First, Middle)

Current Street Address

City, State, Zip

Cell phone (_____) _____

Social Security Number (Optional) _____

Are you at least 18 years of age (circle)? Yes No

E-mail address: _____

If hired, can you furnish proof you are eligible to work in the United States (circle)? Yes No

How did you learn of the position (circle)? Newspaper ad Walk-in Job Line Referral
Other _____



San Diego Rowing Club

EMPLOYMENT HISTORY: (Complete even if you have a resume to attach.)
Account for all periods of time including military service and any periods of unemployment.
List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties:



Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties:



Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties:





San Diego Rowing Club

EDUCATION:

School	Name and Complete address of School (Street, City, State, Zip)	Course Of Study	Graduated Yes or No	Grade Completed	Diploma/ Degree
High School					
College					
College					
Other: (BS, Tech, Trade, Military)					

SKILLS:

If you are an experienced operator of any business machines or equipment, please list.

If you are an experienced operator of any heavy-duty machines or equipment, please list.

What computer software do you know how to use?

What skills or additional training do you have that are related to the job for which you are applying?

GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.

1. Have you ever been convicted under any criminal law; including any plea of "guilty", "no contest" or "deferred adjudication" (excluding minor traffic violations)? Yes No
If yes, when, where, and what was the disposition?



San Diego Rowing Club

2. Do you have charges or prosecutions that are pending? Yes No
3. Have you ever been fired from a job, or asked to resign? Yes No If yes, please explain:

4. Do you have any relatives currently employed by this organization? Yes No
5. May we contact your present employer? Yes No If no, please explain:

6. For driving jobs only: Do you have a valid driver's license? Yes No
License No _____ Class _____ State _____ Expires: _____
7. Professional License: National State Both
License (specify) _____ License No: _____ By _____ Expires _____

REFERENCES:

Give three references, business or faculty, who are familiar with your qualifications

NAME	COMPLETE ADDRESS (Street, City, State, Zip)	PHONE	OCCUPATION



San Diego Rowing Club

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and, by my signature, consent to these statements.

Signature _____ Date _____

For HR use only:



REFERENCE FORM

Candidate Name:

Position:

Date:

Reference Name:

Reference
Position/Organization:

Recommended Questions	Questions to Avoid with References
When did (candidate) work for your company?	Any question that relates to race or ethnicity.
Could you confirm starting and ending employment dates? When did s/he leave the company?	Any question that tends to identify the candidate's age if it is not a job requirement. (ex: do you know when the candidate graduate from high school?)
Were you asked to be a reference by (candidate)?	Any question attempting to identify the candidate's nationality, lineage, ancestry, national origin.
What was her/his position? Can you describe the job responsibilities?	Any question related to the candidate's children, child care, ages of the candidate's children, or other subjects that are likely to be perceived by covered group members, especially women, as discriminatory.
Did (candidate) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (candidate's) management style? How would you describe her/his supervisory/management skills?	Are there any health-related reasons why (candidate) may not be able to perform on the job?
How did (candidate) handle conflict? How about pressure? Stress?	Does (candidate) have any physical or mental defects which preclude them from performing certain kinds of work?
Did you act as (candidate's) supervisor? If (candidate) did not report to you, what was your working relationship? Did you evaluate (candidate's) performance? What was noted as needing improvement during this performance review? What do you consider (candidate's) key strengths?	Has (candidate) been hospitalized in the last five years?



San Diego Rowing Club

How would you describe (candidate's) punctuality?	Has (candidate) recently had a major illness?
Could you rate (candidate's) reliability on a scale of 1-10, 10 being the best?	How many days was (candidate) absent from work because of illness last year?
What was his/her biggest accomplishment while working at your company?	Has (candidate) ever filed for workers' compensation insurance?
How would you describe (candidate's) ability to work as part of a team?	Any inquiry that is not job-related or necessary for determining and applicant's potential for employment.
(Candidate) is being considered for the following position; do you think he/she is a good fit? Why?	Is (candidate) a citizen of the U.S.?
What haven't we discussed that you feel is vital for me to know about (candidate)?	Has (candidate) ever worked for your company under a different name?
Would you re-hire this person? Why or why not?	



San Diego Rowing Club

REFERENCE INFORMATION

Candidate name: _____

Position: _____

Date: _____

Reference Name: _____

Position/Organization: _____

1. In what capacity do you know the candidate?

2. How long have you known him/her? _____
3. What are his/her strengths?

4. In which areas could he/she improve?

5. What would be the ideal role for him/her?

6. Please describe candidate's interaction in a team setting.

7. Would you rehire him/her? _____
8. Is there any other information you feel would be helpful for us to know about him/her?



REPORTING FORM

SDRC strongly encourages the reporting of misconduct. SDRC appreciates your willingness to report inappropriate behavior.

This section is about the individual you are reporting. Please provide as much information as possible.

1. Name of Individual you are reporting (First & Last):

2. Age or Approximate Age:

3. Gender: (M) or (F)

4. Address of the Individual (City, State required):

5. Position(s) this individual holds or held, circle all that apply:
 - a. Head Coach
 - b. Assistant Coach
 - c. Club Employee
 - d. Volunteer
 - e. Official
 - f. Other / Not sure

6. Club where individual works and/or volunteers or worked/volunteered previously:

This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.

7. Type of Offense (i.e., what happened?)

8. Where did the incident or incidents take place?

9. Please Describe what happened: (Including: Who, What, Where, When)

This section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and Club affiliation.



10. Name:

11. Age (or approximate age):

12. Club affiliation (if any):

13. Contact phone number (Note, if this person is under 18, please provide contact information for his/her parent or guardian):

14. Contact Email address (if this individual is under 18, please provide contact information for parent or guardian):

15. Gender: M or F

Your Information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he or she believes to be true.

16. Name:

17. Phone Number:

18. Email Address:

19. Club Affiliation (if any):

20. Relationship to victim (if any) (circle all that apply):

- a. Self
- b. Parent / Guardian
- c. Other family member
- d. Friend or acquaintance
- e. Club member, coach, or volunteer
- f. Other or prefer not to say



Other Information

21. If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please include it here:



San Diego Rowing Club

ADMINISTRATORS GUIDE TO INVESTIGATING BULLYING/HARASSMENT REPORTS

STEPS in the INTERVIEW:

1. Have the athlete tell you what happened- listen carefully. If appropriate, take notes regarding the athlete's statements and clearly explain to the athlete that he/she needs to provide any and all relevant information.
2. Have the athlete retell his/her account of the incident and stop the athlete and ask questions for clarification; take notes; record all information pertaining to the allegation(s).
3. Ask the athlete to complete the report form and sign it; review it before accepting the statement to make sure the athlete recorded all information in writing relayed during the course of the interview.
4. If the athlete is unable to provide a written statement due to age of the athlete, disability, and/or other situation preventing a written statement, read your notes to the athlete and ask him/her to confirm the accuracy of the information recorded. Both the note taker and a witness should acknowledge this step at the end of the investigation notes.

INTERVIEW QUESTIONS for the ALLEGED VICTIM (Should include, but are not limited to the following)

1. When did this incident happen? _____
2. Where did this incident happen? _____
3. Who was allegedly involved? _____
4. What happened? (Include as many details as possible - attach additional pages if needed)

5. What actual words or phrases were used by the accused? _____
6. Were there any witnesses to the incident? _____ if yes, list the names of the witnesses and explain what he/she allegedly witnessed.

7. What did you do or say to respond to the accused and/or others? _____

8. Has the police department been contacted about this incident? _____



San Diego Rowing Club

9. Did you talk to anyone about this incident before bringing it to the attention of the administrators? If yes, list the individuals that you talked to about the incident.

10. How soon after the incident did you tell someone else what had happened? _____

11. Was the conduct offensive to you? _____

12. Did you feel embarrassed, intimidated or humiliated by the other person's actions?

13. Did you tell the harasser that the conduct was unwelcome? _____

14. Did the conduct continue? _____

15. Was the victim offered benefit of sorts in exchange for sexual favor? If yes, what was it?

16. What action does the complaining victim expect as an outcome of the investigation?

INTERVIEWING the ACCUSED

1. Present the charge to the person and explain that you are conducting an investigation.
2. Tell the charged person that he/she will have the opportunity to respond to the allegation(s) made against him/her before any action is taken.
3. Have the person give his/her side of the story. If appropriate, take notes regarding the student's statements and clearly explain to the student that he/she needs to provide any and all relevant information.
4. Have the person retell his/her account of the incident and stop the person and ask questions for clarification; take notes; record all information pertaining to the allegation(s). Evaluate using questions from the interviews noted above.
5. Admonish the person charged, in writing, regarding retaliation. Make sure the person charged understands the seriousness of the situation and that if the charges are valid, the necessary consequence(s) will be administered.

INTERVIEWING the WITNESSES NAMED by the COMPLAINING ATHLETE and ACCUSED

(To the extent appropriate, use the same questions for each witness) Prepare list of questions prior to interviewing witnesses. Attach further documentation if needed.

Witness #1 _____



Witness #2 _____

Witness #3 _____

FACTS to DETERMINE

1. Did the conduct constitute sexual harassment under Board Policy?
2. Did the conduct constitute bullying under Board Policy?
3. Did the conduct constitute harassment under Board Policy?
4. Did the conduct create a hostile environment under Board Policy?
5. Was the conduct unwelcome?
6. Did the conduct interfere with the complaining student's to participate in or benefit from an educational program or activity, or otherwise adversely affects the athletes opportunities?
7. Did the conduct create an intimidating, threatening, hostile, or abusive environment?
8. Did the conduct constitute written or verbal expression or physical conduct that had the effect of physically harming an athlete, damaging a athlete;s property, or placing a athlete in reasonable fear of harm to the athlete's person or of damage to the athlete's property?
9. Did the conduct constitute written or verbal expression or physical contact that was sufficiently severe, persistent, or pervasive that the action or threat created an intimidating, threatening, or abusive educational environment for an athlete?

ADMINISTRATOR'S SUMMARY of INVESTIGATION (Just the Facts)



What corrective action was taken in this case? Choose all that apply:

- a. None were required; the evidence did not support the allegation
- b. None, the incident did not warrant any corrective action
- c. Written warning
- d. Letter of apology
- e. Mediation
- f. Counseling
- g. Parent letter/phone call/conference
- h. Suspension
- i. Law enforcement referral
- j. Other (specify) _____

Administrator's Signature _____ Date ____ / ____ / ____

Time Investigation Started _____ Date ____ / ____ / ____

Time Investigation Completed _____



ADDITIONAL RESOURCES

Prevention

- Centers for Disease Control, www.cdc.gov/ViolencePrevention/childmaltreatment/index.html
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, www.childwelfare.gov

Applicant Screening

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), www.nonprofitrisk.org

Creating Policies and Procedures

- Saul J, Audage NC. *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2007.

Risk Management

- Public Entity Risk Institute (PERI), www.riskinstitute.gov
- Nonprofit Risk Management Center, www.nonprofitrisk.org
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management Guide for Youth-serving Nonprofits.”
- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

Reporting

- Child Information Gateway, www.childwelfare.gov

Effects of Child Abuse and Neglect

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf

Counseling

- Childhelp, <http://www.childhelp.org>
- Childhelp National Child Abuse Hotline: 1.800.4.A.CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention, <http://childmolestationprevention.org/pages.diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital, http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behaviors/



**PARTICIPANT SAFETY AND
RELATED POLICIES
HANDBOOK**

AUGUST 2019

TABLE of CONTENTS:

Introduction	Page 3
Section 1: Training and Education	Page 4
Section 2: Screening Staff Members And Volunteers	Page 5
Applicant Screening	Page 6
Criminal Background Checks	
Section 3: Athlete Protection Policy	Page 8
Section 4: Managing Training and Competition	Page 15
Supervision of Athletes and Participants	Page 16
Physical Contact	Page 18
Electronic Communications and Social Media	Page 19
Locker Rooms and Changing Areas	Page 20
Travel – Junior Team	
Section 5: Responding to Abuse, Misconduct and Policy Violations Reporting	Page 24 Page 28
Disciplinary Rules and Procedure	
Section 6: Monitoring GC's Strategy	Page 30
Part 2: Forms	Page 31

INTRODUCTION:

Greenwich Crew considers the safety and well-being of the youth of our teams and in our programs a top priority. In accordance to guidelines established by US Rowing and with the help of US Center for SafeSport, Greenwich Crew (GC) has adopted the following SafeSport policies as they relate specifically to GC run activities. Such activities include: GC programs; GC regattas; GC summer camps; and other rowing related activities at the Greenwich Water Club (GWC)

Rowing is a life-long activity, where our athletes engage to have fun and spend time with friends. Sport also encourages a healthy lifestyle, and builds self-confidence. Our athletes often do better off the field than those who do not participate in sport. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, sport can also be a high-risk environment for misconduct, including child physical and sexual abuse. Here, we identify six primary types of misconduct:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct, including Child Sexual Abuse (These are to be reported to the Center for SafeSport and local authorities as required).

Greenwich Crew has granted jurisdictional authority to the Center for SafeSport for all issues involving sexual misconduct and/or child abuse. Individuals should report these issues directly to the Center using the reporting form found at:

<https://uscenterforsafesport.org/report-a-concern/>

All forms of misconduct are intolerable and in direct conflict with the goals of Greenwich Crew. Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

GC is committed to improving the development and safety of athletes and participants involved in our sport. GC publishes this handbook as a resource to guide the development, implementation and internal review of effective athlete safety and misconduct prevention strategies for rowing activities run by GC.

SECTION 1: TRAINING AND EDUCATION

GC policies and procedures require mandatory reporting of abuse, misconduct and violations of its Participant Safety Handbook by the following groups in their respective roles:

- GC employed full and part time coaches
- GC/GWC administrative staff members who have contact with rowers
- GC parent chaperones

To do so, staff members should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, staff members and volunteers shall complete awareness training concerning misconduct in sport before performing services for GC. Misconduct in sport includes:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct, and
- Sexual misconduct, including child sexual abuse

Staff members and volunteers must successfully complete the training and quiz after the test. GC, along with USRowing, has partnered with SafeSport to provide training free of charge through:

1. Go to [SafeSport.org](https://www.safesport.org) and click on the “Sign In” button (upper right corner).
2. Register following the prompts and create your account.
3. Select U.S. Rowing as your “Membership” from the drop-down menu.
4. The following account code should be used for USRowing: **J5YZ-UJKV-YMFX-4ENI**

Those staff members and volunteers who are required to take awareness training will take athlete awareness training every two (2) years, the first training to commence no more than 30 day(s) before they have contact with athletes.

SECTION 2: SCREENING STAFF MEMBERS, AND VOLUNTEERS

APPLICANT SCREENING

Staff members and coaches must consent to, and pass, a formal applicant screening process before performing services for GC.

Elements of our screening process include, as applicable, successful completion of an application, interview, reference check and criminal background check.

EDUCATION ABOUT GC'S PROTECTION POLICIES

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, GC educates its applicants about its protection policies and offers applicants an early opt-out by:

- Requiring awareness training before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

WRITTEN APPLICATIONS

Each applicant for a position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Ask open-ended questions that encourage broad answers
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

PERSONAL INTERVIEW

For employee applicants, appropriate staff will interview employee applicants whose experience and credentials are considered a fit for available positions.

During this interview, GC will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

REFERENCES

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant's professional experiences, demeanor and appropriateness for involvement with minor athletes and participants.

RELEASE

Each applicant also will provide a signed release, consistent with federal and Connecticut laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing GC to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

CRIMINAL BACKGROUND CHECK POLICY

All applicants (staff and volunteer as defined in section 1) will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act **before** providing services for GC. Through this criminal background check, GC will utilize reasonable efforts to ascertain past criminal history of an applicant.

PROCESS

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared by the third party provider before he or she may perform services for GC.

GC will request that its vendor will provide the applicant with the Criminal Background Check Consent and Waiver Release form, and perform the criminal background check. As part of its criminal background check, GC will, at a minimum and without limitation,

- (1) perform a national search of state criminal repositories;
- (2) perform a search of state sexual offender registries; and
- (3) verify a person's identification against his or her social security number or other personal identifier.

POTENTIALLY DISQUALIFYING FACTORS

Criminal History

GC will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an applicant from serving as a staff member, contractor or volunteer.

Information that could disqualify an applicant includes, but is not limited to, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

Pending Court Cases

No decision will be made on an individual's eligibility for work as a new staff member, contractor or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.

Full Disclosure

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If an applicant (1) is arrested, (2) pleads or (3) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a staff member, contractor or volunteer and (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or GC administrator.
- **Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.**

FINDINGS

Notice of findings will be provided to:

- (1) The designated staff contact at the Greenwich Water Club who administers applications;

APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the GC's approved Criminal Background Check Vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to the GC. GC is required by the policy to accept the findings of the approved criminal background check vendor.

Individuals automatically disqualified are excluded from participation in any GC sanctioned events and/or activities.

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks will be refreshed every two years, or as otherwise required by law, for staff members and/or volunteers who are 18 years of age or older and perform services for GC.

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in GC's program, a staff member or volunteer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member to notify an immediate supervisor, or in the case of a volunteer, to notify the GWC VP.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for GC if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor including, but not limited to, a domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position – paid or unpaid – due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in GC; or
- Not met the job requirements

REVIEW OF DISQUALIFIERS

GC will review its disqualifiers every two years or as otherwise required or modified by law.

RECORDS

Records are secured at the Greenwich Water Club for a period indicated by applicable law or until the applicant is no longer affiliated with GC, whichever date is later.

SECTION 3: ATHLETE PROTECTION POLICY

COMMITMEN TO SAFETY

Overview

In the event that any staff member observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of each staff member to immediately report his or her observations to an immediate supervisor, or the GWC Vice President.

In the event that any volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of each volunteer to immediately report his or her observations the GWC HR Director

GC is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Staff members and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and volunteer to

immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor, GC Director or GWC Vice President.

Complaints and allegations will be addressed under GC's Disciplinary Rules and Procedure. GC recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to:

- GC's staff members and GC's volunteers as defined in Section 1

Staff members, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct
- Sexual misconduct, including child sexual abuse

PROHIBITED CONDUCT

Child Sexual Abuse

(1) Any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Note concerning peer-to-peer child sexual abuse: Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

(2) Any act or conduct described as child sexual abuse under federal or state law.

Exception

None

Examples

Sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

Emotional Misconduct

(1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:

- a. verbal acts
- b. physical acts
- c. acts that deny attention or support

(2) Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Exception

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples

Examples of emotional misconduct prohibited by this policy include, without limitation:

- (1) **Verbal Acts.** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
- (2) **Physical Acts.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
- (3) **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Note: Bullying, harassment and hazing, defined below, often involve some form of emotional misconduct.

Physical Misconduct

- (1) Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other sport participants; or
- (2) Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exceptions

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching and kicking are well-regulated forms of contact in combat sports, but have no place in rowing.

Examples

Examples of physical misconduct prohibited by this Policy include, without limitation:

- (1) **Contact offenses.** Behaviors that include:
 - (a) punching, beating, biting, striking, choking or slapping an athlete;
 - (b) intentionally hitting an athlete with objects or sporting equipment;
 - (c) providing alcohol to an athlete under the legal drinking age (under U.S. law, regardless of location of distribution);
 - (d) providing illegal drugs or non-prescribed medications to any athlete;
 - (e) encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - (f) prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
- (2) **Non-contact offenses.** Behaviors that include:
 - (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
 - (c) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

Note: Bullying, harassment and hazing, defined below, often involve some form of physical misconduct.

Sexual Misconduct

- (1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;
- (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative; or
- (3) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape).

Note: An imbalance of power is always assumed between a coach and an athlete.

Types of Sexual Misconduct

Types of sexual misconduct include:

- (1) sexual assault,
- (2) sexual harassment,
- (3) sexual abuse, or
- (4) any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

- (1) **Touching offenses.** Behaviors that include:
 - (a) fondling an athlete's breasts or buttocks
 - (b) exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors (c) genital contact
 - (d) sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

Comment

(1) Authority and Trust. Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

Imbalance of Power. Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

(2) Exception. This section does not apply to a pre-existing relationship between two spouses or life partners.

- (2) **Non-touching offenses.** Behaviors that include:
 - (a) a coach discussing his or her sex life with an athlete
 - (b) a coach asking an athlete about his or her sex life
 - (c) a coach requesting or sending a nude or partial-dress photo to athlete
 - (d) exposing athletes to pornographic material

- (e) sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”)
- (f) deliberately exposing an athlete to sexual acts
- (g) deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
- (h) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - a. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 - b. is sufficiently severe or intense to be harassing to a reasonable person in the context.

Bullying

- (1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership
- (2) Any act or conduct described as bullying under federal or state law

Exceptions

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples

Examples of bullying prohibited by this Policy include, without limitation:

- (1) **Physical behaviors.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.
- (2) **Verbal and emotional behaviors.** Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

Harassment

- (1) A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or

(2) Any act or conduct described as harassment under federal or state law

Exceptions

None

Examples

Examples of harassment prohibited by this Policy include, without limitation:

- (1) **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment.
- (2) **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, gender, disability, religion, race, skin color, national origin or ethnic traits; (b) displaying offensive materials, gestures or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

- (1) Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members; or
- (2) Any act or conduct described as hazing under federal or state law

Exception

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

Examples of hazing prohibited by this Policy include, without limitation:

- (1) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- (2) tying, taping or otherwise physically restraining an athlete
- (3) sexual simulations or sexual acts of any nature
- (4) sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
- (5) social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- (6) beating, paddling or other forms of physical assault
- (7) excessive training requirements focused on individuals on a team

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member and/or volunteer. Every staff member and/or volunteer is obligated under this policy to report known misconduct.

REPORTING

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, and volunteers of GC shall follow the reporting procedures set forth in GC's Reporting Policy.

GC does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

VIOLATIONS

Violations of the Athlete Protection Policy shall be reported pursuant to our Reporting Policy and will be addressed under our Disciplinary Rules and Procedure.

SECTION 4: MANAGING TRAINING AND COMPETITION

SUPERVISION OF ATHLETES AND PARTICIPANTS

During training and competition, GC strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

APPROPRIATE ONE-ON-ONE INTERACTIONS

Individual Meetings

An individual meeting may be necessary to address an athlete's concerns, training program or competition schedule. Under these circumstances, coaches, staff members and volunteers are to observe the following guidelines.

- Any individual meeting should occur when others are present and where interactions can be easily observed.
- Where possible, an individual meeting should take place in a publicly visible and open area, such as the corner of a boathouse or rowing dock.
- If an individual meeting is to take place in an office, the door should remain unlocked and open.
- If a closed-door meeting is necessary, the coach, staff member and/or volunteer must inform another coach, staff member and/or volunteer and ensure the door remains unlocked.

Individual Training Sessions

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and GC encourages parents and guardians to attend the training session.

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during GC activities, including being left alone on shore during water practice time, and GC coaches,

staff members and/or volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

EXCEPTION: ONE-ON-ONE INTERACTIONS

Minor athletes and participants may be placed in one-to-one interaction in a coaching launch during an on-the-water practice session. During this period, the launch should remain in visible and audible contact with the crews on-the-water.

On occasion, a Coach or Staff member may have to wait with an individual athlete while the athlete is waiting for transportation from a GC activity. In this case the coach or staff member will remain with the athlete in a public area. If this area is in the boathouse, the doors will remain unlocked.

PHYSICAL CONTACT WITH ATHLETES

Appropriate physical contact between athletes and coaches, staff members, contractors or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

APPROPRIATE PHYSICAL CONTACT

GC adheres to the following principles and guidelines in regards to physical contact with our athletes.

Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact takes place in public
- there is no potential for, or actual, physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

Safety

The safety of our athletes is paramount, and in many instances, we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use
- administering first aid and emergency medical care
- releasing muscle cramps

Celebration

Sports are physical by definition, and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, “jump-arounds” and pats on the back for any form of athletic or personal accomplishment

Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)
- lifting a fallen athlete off the dock

PROHIBITED PHYSICAL CONTACT

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- asking or having an athlete sit in the lap of a coach, administrator, staff member or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

VIOLATIONS

Violations of this policy must be reported to a supervisor, GC administrator or GC’s Safeguarding Officer, and violations will be addressed under our Disciplinary Rules and Procedure. Some forms of physical contact may constitute child physical or sexual abuse that **must be reported to appropriate law enforcement authorities.**

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of GC's emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

As with any communication, the content of any electronic communication should be readily available to share with the minor athlete's family. At the request of a parent or guardian, any email, electronic text, social media or similar communication will copy or include the minor athlete's parents or guardians.

FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES

Coaches may not have athletes of GC's Junior Rowing Program join a coach's personal social media page. Athlete members and parents can friend the official GC page and coaches can communicate to athlete members through the site. All posts, messages, text or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA

Coaches and athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts without permission of the athlete. Coaches should use best judgment and professionalism in the content of their public media posting.

All direct posts and messaging between coach and athlete must be for the purpose of communicating information about team activities.

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Where the coach is a staff member, email from a coach to any athlete should come from the GC email service (the coach's return email address will contain "@greenwichwaterclub.com").

TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities.

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in GC videos or publications, posted on GC or GWC associated websites or offered to the GC athlete families seasonally on disc or other electronic form. It is the default policy of GC to allow such practices, as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and GC.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

The parents or guardians of a minor athlete may request, in writing, that their child not be contacted by any form of electronic communication by coaches, including the communication of photography or videography of that athlete's imagery. Such requests will be granted by GC in writing.

MISCONDUCT

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Participant Safety Handbook.

VIOLATIONS

Violations of GC's Electronic Communications and Social Media Policy should be reported to your immediate supervisor, a GC administrator or GC's Safeguarding Officer for evaluation. Complaints and allegations will be addressed under GC's Disciplinary Rules and Procedure.

LOCKER ROOMS AND CHANGING AREAS

The following guidelines are designed to maintain personal privacy, as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

GC maintains facilities at the Greenwich Water Club. This facility has changing areas that are shared with the private club members. As such, there are likely to be people who are not associated with GC in the changing area around the time of practice.

When we travel for competition or to outside training camps, the facilities may differ from location to location. We will work with the local organizing committee to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

MONITORING

GC and the Greenwich Water Club have staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff members inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas and men checking on male-designated areas.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

MIXED-GENDER TEAMS

GC teams consists of both male and female athletes. Both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, GC has the male and female players dress/undress in separate locker rooms. If separate locker rooms are not available, then the athletes will take turns using the locker room to change.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.** Such devices should be left outside of the locker room in a secure area, vehicle or checked with a coach or adult volunteer.

Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

TRAVEL

Travel will be a standard aspect of our competitive season. GC has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

LOCAL AND TEAM TRAVEL

We distinguish between travel to training, practice and local competition ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when GC does not sponsor, coordinate or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle and compliance with all state laws.

In an effort to minimize one-on-one interactions, GC staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated minor athlete and should only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the minor athlete's local travel, a parental release is required

in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with a minor athlete or minor participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who also are an athlete's guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Team Travel

Team travel is overnight travel that occurs when GC sponsors, coordinates or arranges for travel so that our teams can train or compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

GC makes efforts to provide adequate supervision through coaches and other adult chaperones on teams with junior athletes.

For team travel, hotels and air travel will be booked in advance by GC. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. GC will notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and remove mini-bars. We may request an additional large room or suite so that our members and athletes may socialize as a group.

Please note that regardless of the location of the event, GC policies on providing alcohol and drugs to minors follows the U.S. state law of Connecticut, and parents are expected to adhere to this policy, especially when staying near or with the team. No parent should provide alcohol to minors during GC Team Travel. Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

TRAVEL NOTIFICATION

When possible, GC will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice also will include designated team hotels for overnight stays, as well as a contact person within GC. For junior teams, this individual will be the point of contact to confirm your intention to travel and to help with travel details.

For junior teams, GC will distribute specific travel itineraries when they become available. These will include a more detailed itinerary, as well as contact information for team travel chaperones.

MIXED-GENDER AND MIXED-AGE TRAVEL

GC teams are sometimes made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will be grouped by age and sex for the purposes of assigning an appropriate chaperone.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of a GC team or camp, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

COACH AND STAFF RESPONSIBILITIES

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car or a vehicle rented or owned by GC for team travel, a copy of the coach's or staff member's valid driver's license, vehicle registration and proof of insurance is required.

When not practicing, training, competing or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol or be under the influence of alcohol or drugs while on team travel performing their coaching duties

- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, staff and volunteers adhere to the GC's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in GC's Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and GC's awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in GC's Participant Safety Handbook.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license, vehicle registration and proof of insurance is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a GC Director or GWC Vice President.

SECTION 5: RESPONDING TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS

REPORTING POLICY

Every GC staff member and/or volunteer must report:

- (1) violations of the Participant Safety and Related Policy Handbook,
- (2) misconduct as defined in Participant Safety and Related Policy Handbook, and
- (3) suspicions or allegations of child physical or sexual abuse.

As a matter of policy, GC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.

Reporting Child Physical or Sexual Abuse

All reports of child physical or sexual abuse will be sent to the Center for SafeSport.

Child Physical or Sexual Abuse

Staff members and volunteers at GC are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

- (1) GWC Vice President
- (2) where applicable, **appropriate law enforcement authorities.**

Grooming

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to an immediate supervisor, GC administrator or GC’s Safeguarding Officer.

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. **If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities and a GC supervisor, GC administrator or GC’s Safeguarding Officer immediately.**

Reporting Misconduct and Policy Violations

If any staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement

authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

- (1) their immediate supervisor,
- (2) a GC administrator, or

GC also encourages member parents, athletes and other sport participants to communicate violations of GC's Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a GC administrator or GC's Safeguarding Officer. Where applicable, parents may also report to the appropriate law enforcement authorities.

REPORTING PROCEDURE

To Whom to Report

Staff members and volunteers may report issues to :

- Peggy Dahlem/Greenwich Water Club Vice President/pdahlem@greenwichwaterclub.com/203-661-4033

A staff member and/or volunteer may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

How to Report

GC will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful to GC for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

Reporting Form

Individuals reporting child physical or sexual abuse or other misconduct may complete an Incident Report Form (contained at the end of this document.) Information on this form will include:

- 1) the name(s) of the complainant(s)
- 2) the type of misconduct alleged
- 3) the name(s) of the individual(s) alleged to have committed the misconduct
- 4) the approximate dates the misconduct was committed
- 5) the names of other individuals who might have information regarding the alleged misconduct
- 6) a summary statement of the reasons to believe that misconduct has occurred

GC will withhold the complainant's name on request, to the extent permitted by law. A copy of GC's Reporting Form can be found at the end of this policy.

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, GC will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

Anonymous Reporting

GC recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible.

Anonymous reports may be made without the formality of completing an Incident Report Form:

- by completing the Reporting Form without including their name, or
- by expressing concerns verbally to a GC administrator or GWC Vice President
- through email, or letter directed to a GC administrator GWC Vice President

However, anonymous reporting may make it difficult for GC to investigate or properly address allegations.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

“Whistleblower” Protection

Regardless of outcome, GC will support the complainant(s) and his or her right to express concerns in good faith. GC will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of our Participant Safety and Related Policies Handbook and grounds for disciplinary action.

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our Participant Safety and Related Policies Handbook and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

HOW REPORTS ARE HANDLED

Suspicious or Allegations of Child Physical or Sexual Abuse

Reporting to Law Enforcement and/or Child Protective Services

An independent investigation can harm youth and/or interfere with the legal investigative process. **GC, its staff members and/or volunteers do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities.** As necessary, however, GC may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities.

Volunteer reference for mandatory reporting laws, visit: www.childwelfare.gov

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, GC may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, the GC Director or GWC Vice President may suspend or change the assignment of a staff member and/or volunteer without a hearing.

A staff member or volunteer's failure to report to a supervisor, a GC administrator or GC's Safeguarding Officer is a violation of this policy and grounds for termination of a staff member and/or dismissal of a volunteer.

Misconduct and Policy Violations

GC addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law. Staff members and volunteers must report policy violations and misconduct to an immediate supervisor, GC administrator or GC's Safeguarding Officer.

GC may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Emotional abuse
- Abuse reported outside the relevant statutes of limitation
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial

NOTIFICATION

Following GC's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, GC may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In GC's discretion, as appropriate, and after consultation with counsel, GC may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that GC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

DISCIPLINARY RULES AND PROCEDURE

APPLICATION

This Policy is used to address the following allegations against staff members, athletes, participants and/or volunteers:

- Violations of GC's policies
- Child abuse (physical or sexual), where GC's actions will not undermine an ongoing legal investigation or criminal prosecution

GC will not enter into an investigation that undermines a pending legal investigation or criminal prosecution.

DISCIPLINARY RULES

On receipt of an allegation, GC will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope and extent of the allegations.

GC will address allegations against a staff member and/or volunteer under relevant organizational policies (e.g., Employment Policies and Procedures, and Bylaws).

GC's disciplinary response will depend on the nature and seriousness of the incident, and in extreme cases, misconduct will result in summary dismissal. GC may undertake a formal investigation and hearing at its discretion. Before taking any disciplinary action, however, GC will offer the accused an opportunity to respond.

If the accused individual is a minor, GC will contact his or her parents or guardians.

DISCIPLINARY ACTION

Sanctions for violations of the Participant Safety and Related Policies Handbook will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, GC may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or in the case of a minor, the minor's parent or guardian

- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings and boathouses or to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to supervised vigilantly the accused individual in his or her interactions with the program and/or organization
- Engage in restorative practices (i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred)
- Suspend or terminating employment or membership

ONGOING EMPLOYMENT AND/OR PARTICIPATION

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our Athlete Protection Policy), GC may immediately suspend or terminate the accused individual to ensure participant safety.

COMPLAINANT PROTECTION

Regardless of outcome, GC will support the complainant(s) and his or her right to express concerns in good faith. GC will not encourage or tolerate attempts from any individual to retaliate, punish or in any way harm any individual(s) who reports a concern in good faith. Such actions themselves will be grounds for disciplinary action.

BAD-FAITH ALLEGATIONS

Any individual who alleges misconduct under the Participant Safety and Related Policies Handbook that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our Participant Safety and Related Policies Handbook. Bad-faith reports may also be subject to criminal or civil proceedings.

SECTION 6: MONITORING GC'S STRATEGY

By monitoring the interactions among staff, volunteers, athletes and others, GC works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Participant Safety Handbook, while reinforcing appropriate behaviors.

MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES

GC monitors for compliance with its policies and procedures, including without limitation, its Awareness Training, Travel, Locker Room and Changing Areas and Physical Contact Policies.

MONITORING METHODS

GC utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site.

RESPONDING TO INTERACTIONS

While GC has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors and report behaviors if necessary.

REPORTING

Staff members and volunteers are required to report policy violations, misconduct and physical and sexual abuse consistent with GC's Reporting Policy. **GC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to appropriate law enforcement authorities.**

Part 2: Sample Forms and Documents

PART 2: FORMS and DOCUMENTS



Greenwich Crew

APPLICATION FOR EMPLOYMENT

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of this application. PLEASE USE INK.

Job Applied For: _____ Today's Date: ____/____/____

Are you seeking (circle): Full-time Part-time Temporary Summer

When are you available to work (circle): Days Evenings Nights Weekends On call

When are you available to start employment? ____/____/____

Salary requested: \$_____ per _____

PERSONAL INFORMATION:

Name (Last, First, Middle)

Current Street Address _____

City, State, Zip _____

Telephone (_____) _____ Message Telephone (_____) _____

Social Security Number (Optional) _____

Are you at least 18 years of age (circle)? Yes No

E-mail address: _____

If hired, can you furnish proof you are eligible to work in the United States (circle)? Yes No

How did you learn of the position (circle)? Newspaper ad Walk-in Job Line Referral Other

EMPLOYMENT HISTORY: (Complete even if you have a resume to attach.)

Account for all periods of time including military service and any periods of unemployment. List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties: _____

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties: _____

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Reason for Leaving

Your title: _____ Employer telephone () _____

EDUCATION:

School	Name and Complete address of School (Street, City, State, Zip)	Course Of Study	Graduated Yes or No	Grade Completed	Diploma/ Degree
High School					
College					
College					
Other: (BS, Tech, Trade, Military)					

SKILLS:

If you are an experienced operator of any business machines or equipment, please list.

If you are an experienced operator of any heavy-duty machines or equipment, please list.

Do you transcribe dictation from a recording device (circle)? Yes No

Word Processing (specify equipment): _____

Data Entry (specify equipment): _____

What computer software do you know how to use? _____

What skills or additional training do you have that are related to the job for which you are applying?

GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.

1. Have you ever been convicted under any criminal law; including any plea of "guilty", "no contest" or "deferred adjudication" (excluding minor traffic violations)? Yes No
If yes, when, where, and what was the disposition? _____
2. Do you have charges or prosecutions that are pending? Yes No
3. Have you ever been fired from a job, or asked to resign? Yes No If yes, please explain:

4. Do you have any relatives currently employed by this organization? Yes No
5. May we contact your present employer? Yes No If no, please explain:

6. For driving jobs only: Do you have a valid driver's license? Yes No License No _____
Class _____ State _____ Expires: _____
7. Professional License: National State Both
License (specify) _____ License No: _____ By _____ Expires _____

REFERENCES:

Give three references, business or faculty, who are familiar with your qualifications

NAME	COMPLETE ADDRESS (Street, City, State, Zip)	PHONE	OCCUPATION

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOESNOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and, by my signature, consent to these statements.

Signature _____ Date _____

REFERENCEFORM

Candidate Name:	
Position:	
Date:	
Reference Name:	
Reference Position/Organization:	

Recommended Questions	Questions to Avoid with References
When did (candidate) work for your company?	Any question that relates to race or ethnicity.
Could you confirm starting and ending n did employment dates? When /he leave the company?	Any question that tends to identify the candidate's age if it is not a job requirement. (ex: do you know when the candidate graduate from high school?)
Were you asked to be a reference by (candidate)?	Any question attempting to identify the candidate's nationality, lineage, ancestry, national origin.
What was her/his position ? Can you describe the job responsibilities?	Any question related to the candidate's children, child care, ages of the candidate's children, or other subjects that are likely to be perceived by covered group members, especially women, as discriminatory.
Did (candidate) supervise other employees? e How effectively? If I spoke to those employees, how do you think they would describe (candidate's) management style? How would you describe her/his supervisory/management skills?	Are there any health-related reasons why (candidate) may not be able to perform on the job?

How did (candidate) handle conflict? How about pressure? Stress?	Does (candidate) have any physical or mental defects which preclude them from performing certain kinds of work?
Did you act as (candidate's) supervisor? If (candidate) did not report to you, what was your working relationship? Did you evaluate (candidate's) performance? What was noted as needing improvement during this performance review? What do you consider (candidate's) key strengths?	Has (candidate) been hospitalized in the last five years?
How would you describe (candidate's) punctuality?	Has (candidate) recently had a major illness?
Could you rate (candidate's) reliability on a scale of 1-10, 10 being the best?	How many days was (candidate) absent from work because of illness last year?
What was his/her biggest accomplishment while working at your company?	Has (candidate) ever filed for workers' compensation insurance?
How would you describe (candidate's) ability to work as part of a team?	Any inquiry that is not job-related or necessary for determining and applicant's potential for employment.
(Candidate) is being considered for the following position; do you think he/she is a good fit? Why?	Is (candidate) a citizen of the U.S.?
What haven't we discussed that you feel is vital for me to know about (candidate)?	Has (candidate) ever worked for your company under a different name?
Would you re-hire this person? Why or why not?	

REFERENCE INFORMATION

Candidate name: _____

Position: _____

Date: _____

Reference Name: _____

Position/Organization: _____

1. In what capacity do you know the candidate?
2. How long have you known him/her?
3. What are his/her strengths?
4. In which areas could he/she improve?
5. What would be the ideal role for him/her?
6. Please describe candidate's interaction in a team setting.
7. Would you rehire him/her?
8. Is there any other information you feel would be helpful for us to know about him/her?

—

REPORTING FORM

GC strongly encourages the reporting of misconduct. GC appreciates your willingness to report inappropriate behavior.

This section is about the individual you are reporting. Please provide as much information as possible.

1. Name of Individual you are reporting (First & Last):

Comments:

2. Age or Approximate Age:

3. Gender

Male

Female

4. Address (City, State required):

5. Position(s) this individual holds or held:

Head Coach

Assistant Coach

Club Employee

Volunteer

Other / Not sure

6. Club where individual works and/or volunteers or worked/volunteered previously:

Comments:

This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.

7. Type of Offense (i.e. what happened?)

8. Where did the incident or incidents take place? (City, State and any other available location information)

9. Please Describe what happened: (Including... Who, What, When, Where)

This section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and Club affiliation.

10. Name:

11. Age (or approximate age):

12. Club affiliation (if any):

13. Contact phone number (Note, if this person is under 18, please provide contact information for his/her parent or guardian):

14. Contact Email address (if this individual is under 18, please provide contact information for parent or guardian):

15. Gender

Male

Female

Your Information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he or she believes to be true.

16. Name:

17. Phone Number:

18. Email Address:

19. Club Affiliation (if any):

20. Relationship to victim (if any):

- Self
- Parent/Guardian
- Other family member
- Friend or acquaintance
- Club member, coach or volunteer
- Other or prefer not to say

Other Information

21. If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please enter it here:

INCIDENT REPORT FORM

Incident:	
Reported By:	
Date:	
Individuals (s) Involved:	

Investigated By:	
-------------------------	--

Location of Incident:	
------------------------------	--

Summary of Complaint:	
------------------------------	--

INCIDENT INVESTIGATION REPORT FORM

Statements Provided By:	
------------------------------------	--

Conclusion:	
--------------------	--

Recommendation:	
------------------------	--

ACTION TAKEN:



USROWING SAFE SPORT POLICY MANUAL

Effective Date: January 1, 2022

TABLE OF CONTENTS

Introduction and Use of the Policy

- I.** Definitions
- II.** Minor Athlete Abuse Prevention Policy (MAAPP)
 - A. Authority: Prevention and Training Policies
 - B. Reporting Violations
 - C. MAAPP Provisions
 - Part One: Education and Training Policy
 - Part Two: Required Prevention Policies
 - Part Three: Required Policies for One-on-One Interactions
 - Part Four: Organizational Requirements for Education & Training and Prevention Policies
- III.** Jurisdiction
 - A. Exclusive Jurisdiction
 - B. Discretionary Jurisdiction
- IV.** Prohibited Conduct
 - A. Criminal Charge or Disposition
 - B. Sexual Misconduct and Child Abuse
 - C. Emotional and Physical Misconduct
 - D. Aiding and Abetting
 - E. Intentionally Filing a False Allegation
 - F. Minor Athlete Abuse Prevention Policies / Proactive Policies
 - G. Willful Tolerance
- V.** Reporting
 - A. Retaliation
 - B. Reporting Sexual Misconduct
 - C. Reporting Non-Sexual Misconduct
 - D. Confidentiality and Anonymous Reporting
 - E. How Reports are Handled

VI. Responding to Abuse or Misconduct

- A. Disciplinary Rules
- B. Disciplinary Action
- C. Ongoing Employment and/or Participation
- D. Complainant Protection
- E. Bad-Faith Allegations

VII. Investigation and Adjudication of Reports of Abuse or Misconduct

- A. Investigations
- B. Hearing

VIII. Background Checks

- A. Process
- B. Criminal History
- C. Full Disclosure
- D. Findings
- E. Appeals to Background Check Vendor
- F. Exemption Requests to USRowing
- G. Frequency
- H. Other Potentially Disqualifying Factors
- I. Review of Disqualifiers

IX. Enforcement

INTRODUCTION AND USE OF THIS POLICY

USRowing's mission is to champion participation and the passionate pursuit of excellence in the sport of rowing. The organization seeks to achieve these goals with a commitment to integrity, teamwork, and—above all—safety.

Rowing is a lifelong activity, where athletes engage to have fun, compete and spend time with friends. In particular, rowing encourages a healthy lifestyle and builds self-confidence by teaching goal setting, teamwork and time management skills. Rowers are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, sport can be a high-risk environment for misconduct, including child physical and sexual abuse. **All forms of misconduct are intolerable and in direct conflict with the Olympic/Paralympic Ideals and those of USRowing.** Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

USRowing is committed to improving the development and safety of athletes and participants involved in rowing. USRowing publishes this USRowing Safe Sport Policy Manual (the "**Policy**") as a resource to guide the development, implementation and internal review of effective athlete safety and misconduct prevention strategies for rowing activities run by USRowing.

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (Public Law 115-126) took effect in February 2018 ("**SafeSport Act**"). The SafeSport Act designated the United States Center for SafeSport (the "**Center**") as the official safe sport organization for all Olympic, Paralympic, Pan American, and Para Pan American sports in the United States. In an effort to prevent the emotional, physical and sexual abuse of amateur athletes, the SafeSport Act requires national governing bodies and Paralympic sports organizations to implement both prevention training and prevention policies.

As a member organization of the U.S. Olympic & Paralympic Committee ("**USOPC**"), USRowing, its employees, contractors, volunteers, officials, board members, committee members and other designees, members and organizational members (collectively, "**Participants**") are required to comply with the U.S. Center for SafeSport Code of the U.S. and Paralympic Movement (the "**Code**"), including its reporting requirements, available here:

<https://uscenterforsafesport.org/wp-content/uploads/2020/03/2020-SafeSport-Code-04.01.20.pdf>

The Code serves as benchmark by which the Center or USRowing evaluates whether a Code violation has occurred. For violations that fall within the Center's jurisdiction, the Center will determine resolutions and sanctions in connection with the violation. USRowing will process Code violations that occur outside the Center's jurisdiction pursuant to the procedures outlined in the sections below.

The Code outlines prohibited conduct relating to the following categories for all Participants (hereinafter defined):

- Criminal Charges or Dispositions
- Child Abuse
- Bullying
- Harassment
- Hazing
- Sexual Misconduct
- Emotional Misconduct
- Physical Misconduct
- Aiding and Abetting
- Misconduct Related to Reporting
- Misconduct Related to the Center's Process
- Other Inappropriate Conduct

- Violation of the Minor Athlete Abuse Prevention Policies (“**MAAPP**”)

Participants in regular contact with Minor Athletes (hereinafter defined) must abide by USRowing’s MAAPP contained below.

Pursuant to the SafeSport Act as implemented by the Code, and USRowing’s Bylaws, the Center has exclusive jurisdiction over all issues involving Sexual Misconduct and Child Abuse (hereinafter defined). Such issues are to be reported directly to the Center *and* appropriate local authorities. Such reports to the Center should be made through the reporting form found here: <https://uscenterforsafesport.org/report-a-concern/>

While non-sexual misconduct issues may be reported directly to the Center, USRowing encourages initial reporting of such matters to the relevant Member Organization (hereinafter defined) using the Member Organization’s internal reporting processes. If, following review by the Member Organization, the issue remains unresolved or is not susceptible to resolution at the Member Organization level, it may be reported to USRowing using the USRowing reporting form found here: https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx

Many individuals who are identified as reporters under this policy may also be involved with their grassroots rowing organizations. The policies contained herein are internal and meant as a guide for activities run directly by USRowing. Member Organizations should have their own individual Safe Sport policies to govern individuals’ responsibilities and may include additional or different policies that relate to that specific organization, subject to the minimum requirements of the Code and the Minor Athlete Abuse Prevention Policies. Therefore, individuals should adhere to the set of policies relevant to the role they are acting in at a given time. If the Member Organization does not have its own policy, this Policy will be automatically in force.

I. DEFINITIONS

The definitions below apply to all sections of this Policy. Where definitions are not included herein, but are contained in the SafeSport Code, the SafeSport Code definitions are adopted as if they are fully set forth herein:

- **Adult or adult** – Any individual 18 years of age or older.
- **Adult Participant** – Any adult (18 years or older) who is:
 - A member or license holder of USRowing or its Member Organizations
 - An employee or board member of USRowing or its Member Organizations
 - Within the governance or disciplinary jurisdiction of USRowing or its Member Organizations
 - Authorized, approved, or appointed by USRowing or its Member Organizations to have regular contact with or authority over Minor Athletes. This may include volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, officials, adult athletes, staff, board members, and any other individual who meets the Adult Participant definition.
 - An adult athlete
- **Adult Participant Personal Care Assistant (PCA)**– An Adult Participant who assists an athlete requiring help with activities of daily living (**ADL**) and preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant PCAs must be authorized by the athlete’s parent/guardian.
- **Amateur Athlete:** An athlete who meets the eligibility standards established by the National Governing Body or Paralympic sports organization for the sport in which the athlete competes.
- **Athlete** – Any rower who participates in any USRowing licensed competition or USRowing sanctioned event.
- **Authority** – When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person.
- **Center** – The U.S. Center for Safe Sport.
- **Close-In-Age-Exception** – An exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old). Note: this exception only applies within the prevention policies and not regarding conduct defined in the SafeSport Code.
- **Child, Children, Minor, and Youth** – An individual who is, or is believed by the Respondent to be, under the age of 18. The terms child, children, minor and youth are used interchangeably throughout this policy.
- **Child Abuse** – The term “child abuse” has the meaning set forth in Section 203 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341) or any applicable state law.
- **Claimant** – The person who is alleged to have experienced conduct that constitutes a Code violation, or a violation of this Policy.
- **Coach** – Any adult who has or shares the responsibility for instructing, teaching, training, or advising an athlete in the context of rowing.
- **Code** – The policies and procedures adopted by the Center for the U.S. Olympic and Paralympic Movement’s National Governing bodies, which can be found at <https://www.uscenterforsafesport.org>.

- **Criminal Charge or Disposition** – Means that a Participant (a) is or has been subject to any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an “Alford” or “Kennedy” plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement; (b) is subject to a pending criminal charge(s) or warrant(s) for arrest. Criminal Charges may be evaluated by USRowing upon the original charges, amended charges, or those to which a plea was entered.
- **Dual Relationship** – An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete’s parent/guardian has provided written consent at least annually authorizing the exception.
- **Event** – USRowing sanctioned or organized travel, lodging, practice, competition, health or medical treatment, and the meaning set forth in the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).
- **Facility** – Any facility (including docks, gyms, or other locations used by a team or rowing organization), when at such time the Facility is either owned or being leased, rented or used by USRowing or Member Organization.
- **Interaction with Athletes** – Contact in association with any USRowing licensed or sanctioned activity or Event.
- **In-Program-Contact** – Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples of In-Program Contact include, but are not limited to:
 - Competition
 - Practices
 - Camps/clinics
 - Training/instructional sessions
 - Pre/post game meals or outings
 - Team travel
 - Review of game film
 - Team- or sport-related relationship building activities
 - Celebrations
 - Award ceremonies
 - Banquets
 - Team or sport-related fundraising or community service
 - Sport education
 - Competition site visits
- **Local Affiliated Organization (LAO)** - A regional, state, or local club or organization that is directly affiliated with an NGB or that is affiliated with an NGB by its direct affiliation with a regional or state affiliate of said NGB. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB (see Member Organization definition below).
- **Member Organization** – A rowing organization with active USRowing organizational membership. This also includes any organization that hosts a property or event that USRowing sanctions, including competitions, training programs, clinics and courses.
- **Minor Athlete** – is an amateur athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of USRowing or its Member Organizations.
- **National Governing Body (NGB)** – A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the U.S. Olympic &

Paralympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501, et seq. This definition shall also apply to the USOPC, or other sports entity approved by the USOPC, when they have assumed responsibility for the management or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

- **Paralympic Sport Organization (PSO)** – An amateur sports organization recognized and certified as an NGB by the USOPC.
- **Partial or Full Jurisdiction** – Includes any sanctioned Event (including all travel and lodging in connection with the event) by the NGB, PSO, USOPC, or LAO, or any facility that the NGB, PSO, USOPC, or LAO owns, leases, or rents for practice, training or competition.
- **Participant** – Any individual who: (a) currently is, or was at the time of a possible SafeSport violation, within the governance or disciplinary jurisdiction of USRowing, (b) is an Athlete or USRowing Designee, (c) a participant or attendee of a USRowing licensed competition or sanctioned event, including team staff, medical or paramedical personnel, administrator, official, or other athlete support personnel, employee, or volunteer, or (d) USRowing employees, contractors, volunteers, officials, board and committee members and other designees, members and organizational members.
- **Power Imbalance** – A Power Imbalance may exist where, based on the totality of the circumstances one person has supervisory, evaluative, or other authority over another. Whether there is a Power Imbalance depends on several factors, including but not limited to: the nature and extent of the supervisory, evaluative or other authority over the person; the actual relationship between the parties; the parties’ respective roles; the nature and duration of the relationship; the age of the parties involved; where there is an aggressor, whether there is a significant disparity in age, size, strength, or mental capacity. Once a Coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the Coach-Athlete relationship (regardless of age) and is presumed to continue for Minor Athletes after the Coach-Athlete relationship terminates until the Athlete reaches 20 years of age. A Power Imbalance may exist, but it is not presumed, where an Intimate Relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).
- **Regular Contact** – Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s). NOTE: NGBs, PSOs, and the USOPC must submit/include categories of members/individuals that fall under the definition including specific volunteer designations.
- **Respondent** – A Participant who is alleged to have violated the Code or this Policy.
- **Sexual Misconduct** – Offenses (further described in Section IV of this Policy including, but not limited to:
 - Sexual or gender-related harassment
 - Non-consensual sexual contact (or attempts to commit the same)
 - Non-consensual sexual intercourse (or attempts to commit the same)
 - Sexual exploitation
 - Bullying or hazing, or other inappropriate conduct of a sexual nature
- **Third-Party Reporter** – Individual other than the Claimant bringing reports (“third-party report”) under this Policy.
- **U.S. Olympic & Paralympic Committee (USOPC)** – A federally chartered nonprofit corporation that serves as the National Olympic Committee and National Paralympic Committee for the United States.
- **USRowing Designee** – USRowing Staff, USRowing Licensed Officials, USRowing Board members, USRowing National Team Coaches and Technical Advisors, USRowing Trainers, Athletes selected by USRowing to select the United States, or any other individual that USRowing formally authorizes, approves, or appoints to (a) serve in a position of authority over, or (b) have regular contact with any Athlete.

II. MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP)

The U.S. Center for SafeSport is committed to building a sports community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. USRowing supports this mission and is committed to ensuring our competition and training environments are free from abuse. This set of policies is for keeping young athletes safe.

A. AUTHORITY: PREVENTION TRAINING AND POLICIES

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 authorizes the Center to develop training and policies to prevent abuse—including physical, emotional, and sexual abuse—within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(1). Federal law requires that, at a minimum, national governing bodies and Paralympic sports organizations *must offer and give consistent training related to the prevention of child abuse: (1) to all adult members who are in regular contact with amateur athletes who are minors and (2) subject to parental consent, to members who are minors.* 36 U.S.C. § 220542(a)(2)(E). Federal law requires that these policies contain reasonable procedures to limit unobservable and uninterrupted one-on-one interactions between an amateur athlete, who is a minor, and an adult, who is not the minor’s legal guardian, at facilities under the jurisdiction of organizations within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(2)(C).

What is the MAAPP?

To that end, the Center has developed the Minor Athlete Abuse Prevention Policies (MAAPP). The MAAPP is a collection of proactive prevention and training policies for the U.S. Olympic & Paralympic Movement. It has three primary components:

1. An Education & Training Policy that requires training for certain Adult Participants within the Olympic & Paralympic Movement.
2. Required Prevention Policies, focused on limiting one-on-one interactions between Adult Participants and Minor Athletes, that Organizations within the Olympic & Paralympic Movement must implement to prevent abuse.
3. Recommended Prevention Policies.

The Center developed the MAAPP to assist National Governing Bodies (NGBs), Paralympic Sport Organizations (PSOs), Local Affiliated Organizations (LAOs), the U.S. Olympic & Paralympic Committee (USOPC), and other individuals to whom these policies apply in meeting their obligations under federal law (*note*: implementing these policies does not guarantee that an organization or individual fully complies with federal law or all applicable legal obligations). These Organizations should share these policies with all Participants and with parents/guardians of minor athletes. Those implementing these policies should consider the physical and cognitive needs of all athletes.

The MAAPP focuses on just two important aspects of a much larger comprehensive abuse prevention strategy. These policies address training requirements and limiting one-on-one interactions between adults and minor athletes. These policies are intended to be enforceable and reasonable, acknowledging, for example, that when a 17-year-old athlete turns 18, they become an adult athlete, and a complete prohibition of one-on-one interactions may not be necessary or practical. Additionally, there may be other instances when one-on-one interactions could occur, and in those cases, these policies provide strategies so parents/guardians can provide informed consent if they choose to allow a permitted interaction.

The Center recommends that parents first complete training on abuse prevention to be informed about potential boundary violations and concerns before consenting to the interaction.

While the MAAPP will help organizations implement these policies to greatly improve minor athlete safety, in no way can they guarantee athlete safety in all circumstances, especially when the policies are not fully implemented, followed, or monitored. These policies are not comprehensive of all prevention strategies, nor are they intended to be. These policies should be implemented alongside the [SafeSport Code \(refer to sections III-VII of this policy\)](#). Additionally, other resources are available that may assist organizations in improving athlete safety¹.

How Does the Center Ensure Compliance with the MAAPP?

Federal law requires the Center to conduct regular and random audits of the NGBs to ensure compliance with these policies. 36 U.S.C. § 220542(a)(2)(E). More specific organizational compliance requirements can be found in Part II. Additionally, it is the responsibility of the USOPC and each NGB, LAO, and Adult Participant to comply with the MAAPP. The aforementioned Organizations can act in their respective programs for violations of the MAAPP by Adult Participants. Adult Participants also have an independent responsibility to comply with these MAAPP provisions. Violations of these provisions can result in sanctions under the SafeSport Code.

Is the MAAPP Different from the SafeSport Code?

Yes. The [SafeSport Code](#) works alongside the MAAPP to prevent abuse. The MAAPP includes proactive prevention policies for organizations and individuals, while the SafeSport Code contains misconduct policies for individuals. However, violations of the MAAPP can violate the SafeSport Code, and violators can be sanctioned.

SCOPE

The MAAPP Applies to “In-Program Contact” Within the Olympic & Paralympic Movement

The MAAPP is required for the U.S. Olympic & Paralympic Committee (USOPC), National Governing Bodies (NGB), Local Affiliated Organizations (LAO), and Paralympic Sport Organizations (PSO) within the Olympic & Paralympic Movement (each an “Organization”).

Some policies impose requirements on USRowing and Member Organizations at sanctioned events and facilities partially or fully under USRowing’s jurisdiction. For example, USRowing and Member Organizations must monitor locker rooms at their facilities and sanctioned events. Other policies impose certain requirements on Adult Participants under USRowing’s jurisdiction when the Adult Participant is having “In-Program Contact.” For example, Adult Participants cannot have one-on-one electronic communications with Minor Athletes that they coach.

Does the MAAPP Have Any Exceptions?

¹ Saul, J., & Audage, N.C. (2007). [Preventing Child Sexual Abuse Within Youth-Servicing Organization: Getting Started on Policies and Procedures](#). Atlanta, GA: Centers for Disease Control and Prevention; Canadian Centre for Child Protection. (2014). [Child Sexual Abuse: It Is Your Business](#). Winnipeg, Manitoba: Canadian Centre for Child Protection; The Australian Royal Commission Into Institutional Responses to Child Sexual Abuse. (2017). [Final Report](#).

Yes. The MAAPP was written with certain appropriate exceptions in mind. Exceptions are addressed in each policy and include:

1. A Close-in-Age Exception

This exception applies to certain policies and allows for In-Program Contact between an Adult Participant and a Minor Athlete if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Note: This exception is different than the close-in-age exception in the [SafeSport Code](#) pertaining to misconduct.

2. Exceptions for Adult Participant Personal Care Assistants Working with a Minor Athlete

3. Exceptions for Dual Relationships

This exception applies to certain policies when the Adult Participant has a dual role or relationship with a Minor Athlete. The exception requires written consent of the Minor Athlete's parent/guardian at least annually.

Many of the exceptions require parent/guardian consent. The Center recommends parents take training on child abuse prevention before providing consent under these policies. The Center offers a free Parent Course at www.athletesafety.org.

Am I required to take SafeSport Training?

Certain Adult Participants within the Olympic & Paralympic Movement who have (i) regular contact with Minor Athletes, (ii) authority over Minor Athletes, or (iii) are employees or board members of USRowing or Member Organizations as well as (iv) adult athletes are required to take training. The specific training requirements can be found in Part I and Member Organizations shall implement policies and procedures sufficient to comply with federal requirements.

B. REPORTING VIOLATIONS

Violations of these MAAPP policies can be reported to USRowing by submitting a USRowing Incident Report Form, which can be found at

https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx, or by contacting the members of the Safe Sport Protection Team at: USRowingSafeSport@usrowing.org, (609) 751-0713.

C. MAAPP PROVISIONS

PART ONE: EDUCATION AND TRAINING POLICY

A. Mandatory Child Abuse Prevention Training for Adult Participants

1. Adult Participants Required to Complete Training

- a. The following Adult Participants must complete the *SafeSport* training either through the Center's online training or the Center's approved, in-person training:
 - i. Adult Participants who have regular contact with any amateur athlete(s) who is a minor.
 - ii. Adult Participants who have authority over any amateur athlete(s) who is a minor.
 - iii. Adult Participants who are an employee or board member of USRowing or a Member Organization.
 - iv. Adult Participants who are adult athletes of USRowing and/or a USRowing Member Organization.
- b. Adult Participants who are medical providers for USRowing are required to take training under Section (a) can take the Health Professionals Course in lieu of the *SafeSport Trained Core*.

Specific to USRowing and Member Organizations, the above Adult Participants include the following:

USRowing:

- Adult members who have regular contact with amateur athletes who are minors
- Adult athletes
- Any adult authorized by USRowing to have regular contact with or authority over an amateur athlete including:
 - Licensed Officials and Referees
 - Coaches
 - Physical Therapists, Masseurs & Healthcare Providers
- USRowing Adult staff, interns and Board of Directors.
(Collectively "**USRowing Adults**")

Member Organizations:

- Adult members at a Member Organization who have regular contact with amateur athletes who are minors
- Adult athletes
- An adult authorized by a Member Organization to have regular contact with or authority over an amateur athlete who is a minor
- Adult staff, interns, and board members of a Member Organization. ("**Member Organization Adults**")
(Collectively "**Required Adults**")

2. Timing of Training

Adult Participants must complete this training:

- a. Before regular contact with an amateur athlete who is a minor begins; **and**

- b. Within the first 45 days of either initial membership or upon beginning a new role subjecting the adult to this policy.
3. **Refresher Training**
The above listed Adult Participants must complete a refresher course on an annual basis, beginning the calendar year after completing the *SafeSport Trained Core*. Every four years, Adult Participants will complete the *SafeSport Trained Core* training. Medical providers can take the Health Professionals Course in lieu of the *SafeSport Trained Core* and are required to take the refresher courses on an annual basis if they meet the criteria for A (1).

B. Minor Athlete Training Must Be Offered

1. USRowing and Member Organizations, on an annual basis, must offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
2. The Center offers youth courses, located at safesporttrained.org, that meet this requirement.

C. Parent Training Must Be Offered

1. USRowing and Member Organizations, on an annual basis, must offer training to parents on the prevention and reporting of child abuse.
2. The Center offers a parent course, located at safesporttrained.org, that meets this requirement.

D. Optional Training

1. Adult Participants serving in a volunteer capacity and are not athletes, who will not have regular contact with or authority over Minor Athletes, should take the Center's brief Volunteer Course (or *SafeSport Trained Core*) before engaging or interacting with any Minor Athlete(s).
2. USRowing and Member Organizations may provide training *in addition to* the *SafeSport Trained Core*, although they cannot refer to this training as "SafeSport" training. **Training other than the *SafeSport Trained Core* or Refresher does not satisfy this policy.**
3. Parents of Minor Athletes are provided free online access to the Center's parent course and are encouraged to take the training.

E. Exemptions and Accommodations

1. Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport at exemptions@safesport.org.
2. The Center will work with USRowing and Member Organizations on appropriate accommodations for persons with disabilities and individuals with limited English proficiency to satisfy these

training requirements. USRowing and Member Organizations must provide reasonable accommodations and track any exemptions for individuals with disabilities and individuals with limited English proficiency.

PART TWO: REQUIRED PREVENTION POLICIES

The following athlete abuse prevention policies go into effect January 1, 2022:

- One-on-one interactions (USRowing is required to establish reasonable procedures to limit on-on-one interactions, as set forth in federal law.)
- Meetings and training sessions
- Massages and rubdowns/athletic training modalities
- Areas where athletes change clothes.
- Social media and electronic communications
- Transportation
- Lodging

PART THREE: REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS

The majority of child sexual abuse is perpetuated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions must protect children while allowing for these beneficial relationships.

A. ONE-ON-ONE INTERACTIONS

1. Observable and Interruptible

- All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
- The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In-Program Contact not specifically addressed in other policies:
 - i. When a Dual Relationship exists; or
 - ii. When the Close-in-Age Exception applies; or
 - iii. If a Minor Athlete needs a Personal Care Assistant, and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with the USRowing's background screening policy; or
 - iv. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if USRowing or the Member Organization receives parent/ guardian consent.

B. MEETINGS AND TRAINING SESSIONS

1. Observable and Interruptible

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.

2. Individual Training Sessions

a. One-on-one, In-Program, individual training sessions must be observable and interruptible except if:

i. A Dual Relationship exists; or

ii. The Close-in-Age Exception applies; or

iii. A Minor Athlete needs a Personal Care Assistant, and:

(1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and

(2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and

(3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.

b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and

c. Parents/guardians must be allowed to observe the individual training session.

3. Meetings with licensed mental health care professionals and health care providers (other than athletic trainers²)

If a licensed mental health care professional or licensed health care provider meets one-on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under USRowing or Member Organization's jurisdiction, the meeting must be observable and interruptible except:

a. If the door remains unlocked; and

b. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and

c. USRowing is notified that the provider will be meeting with a Minor Athlete; and

d. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

4. Recommended Best Practices

a. **Monitoring:** If a permitted meeting or training session takes place between an Adult Participant(s) and a Minor Athlete(s) at a facility partially or fully under USRowing or Member Organization's jurisdiction, another Adult Participant will monitor each meeting or training

² Athletic trainers who are covered under these policies must follow the "Athletic Training Modalities, Massages, and Rubdowns" policy.

session. Monitoring includes reviewing the parent/guardian consent form, knowing that the meeting or training session is occurring, knowing the approximate planned duration of the meeting or training session, and dropping in on the meeting or training session.

- b. Parent Training: Parents/guardians receive the U.S. Center for SafeSport’s education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.

C. MESSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES (ALL HEALTHCARE PROVISION)

1. Athletic training modality, massage, or rubdown

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

- a. Be observable and interruptible; and
- b. Have another Adult Participant physically present for the athletic training modality, massage, or rubdown; and
- c. Have documented consent as explained in subsection (2) below; and
- d. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
- e. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.

2. Consent

- a. Providers of athletic training modalities, massages, and rubdowns or USRowing/Member Organization, when applicable, must obtain consent at least annually from Minor Athletes’ parents/guardians before providing any athletic training modalities, massages, or rubdowns.
- b. Minor Athletes or their parents/guardians can withdraw consent at any time.

3. Recommended Best Practices

- a. USRowing recommends the following components: USRowing recommends obtaining the annual written consent from a legal guardian with respect to each practitioner providing massage or rubdown/athletic training modality to a minor athlete.
- b. Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.
- c. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.
- d. When possible, techniques should be used to reduce physical touch of Minor Athletes.
- e. Only licensed providers should administer a massage, rubdown, or athletic training modality.
- f. Coaches, regardless of whether they are licensed massage therapists, should not massage Minor Athletes.
- g. Keep treatment room at a suitable temperature where possible (fans or heaters may be required).

- h. Practitioners should seek to ensure they never place themselves between the athlete and the door.

D. AREAS WHERE ATHLETES CHANGE (may include, but are not limited to, locker rooms, the boathouse, and restrooms)

1. Observable and Interruptible

Adult Participants must ensure that all one-on-one In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

- a. A Dual Relationship exists; or
- b. The Close-in-Age Exception applies; or
- c. A Minor Athlete needs a Personal Care Assistant and:
 - i. the Minor Athlete's parent/guardian has provided written consent to USRowing or a Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - ii. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - iii. the Adult Participant Personal Care Assistant has complied with the USRowing's background screening policy.

2. Conduct in Locker Rooms, Changing Areas, and Similar Spaces

- a. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.
- b. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a Minor Athlete.
- c. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- d. Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. USRowing, Member Organizations, and the Adult Participant(s) must abide by this request.

3. Media and Championship Celebrations in Locker Rooms

USRowing or Member Organization may permit recording or photography in locker rooms for the purpose of highlighting a sport or athletic accomplishment if:

- a. Parent/legal guardian consent has been obtained; and
- b. USRowing or Member Organizations approves the specific instance of recording or photography; and
- c. Two or more Adult Participants are present; and
- d. Everyone is fully clothed.

4. Personal Care Assistants

Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements in subsection (1)(c) above.

5. Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces
 - a. USRowing or Member Organizations must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially or fully under the USRowing or Member Organization's jurisdiction.
 - b. USRowing or Member Organizations must monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under the USRowing or Member Organization's jurisdiction.
6. Recommended Best Practices
 - a. Adult Participants should make every effort to recognize when a minor athlete goes to a locker room or changing area during practice and competition and, if they do not return in a timely fashion, check on the minor athlete's whereabouts.
 - b. Parents should not enter locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent when other minor athletes are changing in the same locker room or changing area. If this is necessary, parents should let a coach or administrator know about this in advance.

E. ELECTRONIC COMMUNICATIONS

1. Open and Transparent
 - a. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:
 - i. When a Dual Relationship exists; or
 - ii. When the Close-in-Age Exception applies; or
 - iii. If a Minor Athlete needs a Personal Care Assistant and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.
 - b. Open and Transparent means that the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
 - If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.
 - c. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.
2. Team Communication

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

3. Content

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in (1)(a) exists.

4. Requests to discontinue

Parents/guardians may request in writing that the Organization or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. USRowing/Member Organization and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

5. Recommended Best Practices

- a. USRowing recommends the following components:
- b. Hours: Electronic communications should generally only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or while traveling internationally or during competition travel.
- c. Social Media Connections: Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

F. TRANSPORTATION

1. Transportation

- a. An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel, except if:
 - i. A Dual Relationship exists; or
 - ii. The Close-in-Age Exception applies; or
 - iii. A Minor Athlete needs a Personal Care Assistant and:
 - (1) The Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy; or
 - iv. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete's parent/guardian.
- b. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.
- c. An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.
- d. Written consent from a Minor Athlete's parent/guardian is required for all transportation sanctioned by USRowing or a Member Organization at least annually.

G. LODGING

1. Hotel Rooms and Other Sleeping Arrangements

- a. All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:
 - i. A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided USRowing or the Member Organization with advance, written consent for the lodging arrangement.
 - ii. The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided USRowing or the Member Organization with advance, written consent for the lodging arrangement; or
 - iii. The Minor Athlete needs a Personal Care Assistant, and:
 - (1) The Minor Athlete's parent/guardian has provided advance, written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement.
 - (2) The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) The Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.
- b. Written consent from a Minor Athlete's parent/guardian must be obtained for all In-Program lodging at least annually.

2. Monitoring or Room Checks During In-Program Travel

If USRowing, Member Organization, or team performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and at least two adults must be present for the room checks.

3. Additional Requirements for Lodging Authorized or Funded by the Organization

- a. Adult Participants traveling with USRowing, or Member Organizations must, at least annually, agree to and sign the lodging policy of USRowing and, if applicable, the Member Organization.
- b. Adult Participants that travel overnight with Minor Athlete(s) are deemed to have Authority over Minor Athlete(s) and thus must comply with the USRowing's Education & Training Policy.

H. ADDITIONAL RECOMMENDED POLICIES FOR KEEPING YOUNG ATHLETES SAFE

1. Out-of-Program Contact: Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without legal/parent guardian consent, even if the out-of-program contact is not one-on-one.
2. Gifting:
 - a. Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).
 - b. Gifts that are equally distributed to all athletes and serve a motivational or education purpose are permitted.

3. Photography/Video
 - a. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.
 - b. Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if the Adult Participant has not obtained the Parent/Guardian and Minor Athlete's consent.

PART FOUR: ORGANIZATIONAL REQUIREMENTS FOR EDUCATION & TRAINING AND PREVENTION POLICIES

USRowing and all Member Organizations must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

A. Organizational Requirements for Education & Training

1. USRowing must track whether Adult Participants under its jurisdiction complete the required training listed in Part I. USRowing highly recommends Member Organizations also track whether Adult Participants under their jurisdiction complete the required training listed in Part I.
2. USRowing and Member Organizations must, on an annual basis, offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
 - a. For training to Minor Athletes, the Organization must track a description of the training and how the training was offered and provided to Minor Athletes.
 - b. USRowing is not required to track individual course completions of Minor Athletes.
3. USRowing and Member Organizations must, on an annual basis, offer training to parents on the prevention and reporting of child abuse.

B. Required Prevention Policies and Implementation

1. USRowing must develop minor athlete abuse prevention policies that contain the mandatory components of the Center's model policies in Part III. These model policies cover:
 - a. One-on-one interactions
 - b. Meetings and training sessions
 - c. Athletic training modalities, massages, and rubdowns
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV. Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

3. USRowing must also require that its Member Organizations (LAO) implement these policies within each Member Organization.
4. USRowing and Member Organizations must implement these policies for all In-Program Contact.
 - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization must take steps to ensure the policies are implemented and followed.
 - b. For In-Program Contact that occurs outside USRowing's sanctioned event or facilities, implementing these policies means:
 - i. Communicating the policies to individuals under its jurisdiction.
 - ii. Establishing a reporting mechanism for violations of the policies.
 - iii. Investigating and enforcing violations of the policies.
5. USRowing and Member Organizations must have a reporting mechanism to accept reports that an Adult Participant is violating USRowing's minor athlete abuse prevention policies. USRowing and Member Organizations must appropriately investigate and resolve any reports received, unless the violation is reported to the Center, and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

C. Policy Approval and Submission Process

1. USRowing and its Member Organizations may adopt the MAAPP as-is or adapt it to fit their needs. Regardless, USRowing must submit their policies to the Center at compliance@safesport.org for review and approval by January 31, 2021. The Center will approve, approve with modifications, or deny the policies. If the Center denies the proposed policy, the mandatory components of Part IV become the default policy until the Center approves the policy.
2. The MAAPP has been adopted by USRowing in accordance with the U.S. Center for SafeSport and USOPC guidelines. The MAAPP is binding on USRowing, Members and Member Organizations. Member Organizations are encouraged to incorporate the MAAPP into their individual Safe Sport Policies. Member Organizations are also permitted to independently adopt policies that enhance or further the athlete protections set forth in the MAAPP, but are prohibited from adopting any policies that are, in the judgment of USRowing, less protective of athletes than the MAAPP. Further, should there exist any conflict between the MAAPP and the provisions of a Member Organization's athlete protection policies, the MAAPP will take priority over any such conflicting policy.

III. JURISDICTION

A. EXCLUSIVE JURISDICTION

The Center has the exclusive jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Sexual Misconduct, including, without limitation, child sexual abuse and any misconduct that is reasonably related to an underlying allegation of Sexual Misconduct
- Criminal Charges involving Child Abuse or Sexual Misconduct
- Misconduct Related to Reporting, where the underlying allegation involves Child Abuse or Sexual Misconduct
- Aiding and Abetting, when it relates to the Center's process
- Misconduct Related to the Center's Process
- Other Inappropriate Conduct, as defined in the Code.

B. DISCRETIONARY JURISDICTION

USRowing has jurisdiction, and the Center has discretionary jurisdiction, to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Non-sexual Child Abuse
- Emotional and physical misconduct, including stalking, bullying behaviors, hazing and harassment
- Criminal Charges not involving Child Abuse or Sexual Misconduct
- USRowing Minor Athlete Abuse Prevention Policies (MAAPP) or other similar Proactive Policy violations.

USRowing has the authority and jurisdiction to investigate and address any allegations of violations of this Policy and/or the Code that are not within the Center's exclusive jurisdiction, *provided that*, in the event that the Center does exercise its jurisdiction, USRowing, and/or Organizational Member shall no longer exercise jurisdiction over the matter.

IV. PROHIBITED CONDUCT

A. GENERALLY

All Participants are bound by and must comply with this Policy as well as the Code. Participants are responsible for knowing the information outlined herein, and in the Code, and by virtue of being a Participant, have expressly agreed to this Policy and the Code, including the applicable policies and procedures.

Participation in USRowing licensed and sanctioned activities is a privilege, not a right. Such participation may be limited, conditioned, suspended, terminated, or denied if a Participant's conduct is or was inconsistent with the Code, this Policy, and/or the best interests of the sport of rowing and those who participate in it.

It is a violation of this Policy for a Participant to engage in or tolerate: (i) Prohibited Conduct; (ii) any conduct that would violate any current or previous Center or USRowing standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or (iii) any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then-applicable criminal and/or civil laws.

USRowing formally adopts the definitions of Prohibited Conduct contained in the Code and set forth below. Any changes to the Code's categories and definitions of misconduct are immediately adopted by USRowing and effective upon the Center's publication of them unless otherwise noted.

Prohibited Conduct includes:

- Criminal Charge or Disposition
- Child Abuse
- Sexual Misconduct
- Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment
- Aiding and Abetting
- Misconduct Related to Reporting
- Other Inappropriate Conduct
- Violation of USRowing MAAPP

All Participants must familiarize themselves with each form of misconduct and the policies herein and in the Code and must refrain from engaging in misconduct and/or violating any of these policies.

B. CRIMINAL CHARGE OR DISPOSITION

It is a violation of this Policy for a Participant to have a Criminal Charge or Disposition. Criminal Conduct is relevant to an individual's fitness to participate in sport. The age of a Criminal Charge or Disposition is not relevant to whether a violation of this Policy occurred but may be considered for sanctioning purposes.

Sex Offender Registry: A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to be a Participant.

C. SEXUAL MISCONDUCT AND CHILD ABUSE

USRowing applies the same policies prohibiting Sexual Misconduct and Child Abuse as the applicable policies of the Code, which can be found here: <https://www.uscenterforsafesport.org>. All persons within the jurisdiction of USRowing shall comply with the Sexual Misconduct and Child Abuse policies of the Code. Any violation of the Sexual Misconduct or Child Abuse policies of the Code by a Participant shall subject such person to appropriate disciplinary action by the Center and/or USRowing, including, but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities.

Prohibited Conduct and Jurisdiction: The Center shall have authority and jurisdiction over the investigation and resolution of any allegations of violations by any Participant of the Sexual Misconduct policies set forth in the Code, which prohibit sexual behavior involving minors by any adult Participant and in some cases between minors, including without limitation, (as such terms are defined in the Code):

- Sexual or Gender-related Harassment
- Non-consensual Sexual Contact
- Non-consensual Sexual Intercourse
- Sexual Exploitation
- Bullying or Hazing or Other Inappropriate Conduct of a sexual nature, including:
 - An adult Participant engaging in an intimate or romantic relationship where a Power Imbalance exists.
 - An Adult Participant exposing a minor to imagery of a sexual nature
 - An Adult Participant intentionally exposing private areas, or inducing another to do so, to an adult where there is a Power Imbalance, or to a minor, or
 - An Adult Participant engaging in inappropriate physical contact with a Participant where a Power Imbalance exists.

The Center shall also have exclusive jurisdiction to investigate and resolve allegations that a Participant has a Criminal Charge or Disposition involving Child Abuse or Sexual Misconduct.

The Center shall also have authority and exclusive jurisdiction over any conduct described in the Code as Aiding and Abetting when it relates to the Center's Process, Misconduct Related to Reporting where the underlying allegation involves Child Abuse or Sexual Misconduct (including failing to report to the Center and intentionally filing a false allegation), and Misconduct Related to the Center's Process (including an abuse of process and retaliation). The behaviors or conduct prohibited by the Code may be found here: <https://www.uscenterforsafesport.org>.

The Center shall also have authority and jurisdiction over the investigation and resolution of reports or allegations of USRowing SafeSport policies other than Sexual Misconduct (e.g., Physical Misconduct, Bullying, Locker Room Policy, etc.) where such conduct is reasonably related to and accompanies a report or allegations involving Sexual Misconduct.

Notwithstanding the forgoing, prior to the Center expressly exercising such jurisdiction, USRowing and Member Organizations retain the authority to address any allegations of sexual abuse or misconduct on a temporary basis, including through issuance of summary suspension over a credibly accused Participant.

Upon the Center's issuance of a Notice of Exercise of Jurisdiction, any temporary suspension, discipline, or other measures previously imposed by USRowing, or a Member Organization will be automatically and immediately adopted by the Center as its own, will be applicable throughout the Center's jurisdiction, and will remain in effect unless and until the Center modifies those measures. Once the Center exercises jurisdiction over particular allegations regarding a particular Participant, neither USRowing nor any Member Organization may issue a new suspension in response to those allegations. However, USRowing and Member Organizations may put in place any necessary safety plan(s) or interim measure(s) short of those measures that may deny or threaten to deny a Participant's opportunity to participate.

D. EMOTIONAL AND PHYSICAL MISCONDUCT

It is a violation of this Policy for a Participant to engage in Emotional or Physical Misconduct, when that misconduct is reasonably related to sport, which includes, without limitation:

- Emotional Misconduct
- Physical Misconduct
- Bullying Behaviors
- Hazing
- Harassment
- Threats

1. Emotional Misconduct

Emotional Misconduct includes: (i) Verbal Acts, (ii) Physical Acts, (iii) Acts that Deny Attention or Support, (iv) Criminal Conduct, and/or (v) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

- a. Verbal Acts:** Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.
- b. Physical Acts:** Repeated and/or severe aggressive behaviors, including but not limited to, throwing sport equipment, water bottles or chairs at or in the presence of others, punching walls, windows or other objects.

- c. **Acts that Deny Attention or Support:** Ignoring or isolating a person for extended periods of time, including routinely or arbitrarily excluding a Participant from practice.
- d. **Criminal Conduct:** Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect).
- e. **Stalking:** Stalking when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) the safety of a third person, or (iii) to experience substantial emotional distress.
 “Course of conduct” means at least two or more acts, in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.
 “Substantial emotional distress” means significant mental suffering or anguish.
 Stalking also includes “cyber-stalking,” wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.
- f. **Exclusion:** Emotional Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improved Athlete performance. Emotional Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participant’s participation.

2. Physical Misconduct

Physical Misconduct is any intentional contact or non-contact behavior that causes, or reasonably threatens to cause, physical harm to another person.

Examples of Physical Misconduct may include, without limitation:

- a. **Contact Violations:** Punching, beating, biting, striking, strangling or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting an Athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional.
- b. **Non-Contact violations:** Isolating a person in a confined space, such as locking an Athlete in a small space; forcing an Athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.
- c. **Criminal Conduct:** Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, assault).
- d. **Exclusion:** Physical Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building appropriate discipline, or improved Athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports but have no place in rowing. Physical Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participants participation.

3. Bullying Behavior

Repeated and/or severe behavior(s) that are (i) aggressive, (ii) directed at a Minor, and (iii) intended or likely to hurt, control, or diminish the Minor emotionally, physically or sexually. Bullying-like behaviors directed at adults are addressed under forms of misconduct, such as Hazing and/or Harassment.

Examples of Bullying Behavior may include, without limitation, repeated and/or severe:

- a. **Physical:** Hitting, pushing, punching, beating, biting, striking, kicking, strangling, spitting or slapping, or throwing objects (such as sporting equipment) at another person.
- b. **Verbal:** Ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.
- c. **Social Media, Including Cyberbullying:** Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate someone; socially excluding someone and asking others to do the same.
- d. **Criminal Conduct:** Bullying Behavior includes any conduct described as bullying under federal or state law.
- e. **Exclusion:** Conduct may not rise to the level of Bullying Behavior if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Bullying does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

4. Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, humiliate, degrade or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization. Purported Consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

Examples of Hazing include:

- a. **Contact Acts:** Tying, taping, or otherwise physically restraining another person; beating, paddling or other forms of physical assault.
- b. **Non-Contact Acts:** Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g., public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water and/or food; restrictions on personal hygiene.
- c. **Criminal Acts:** Any act or conduct that constitutes hazing under applicable federal or state law.
- d. **Exclusion:** Conduct may not rise to the level of hazing if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as a part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Hazing does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

5. Harassment

Repeated and/or severe conduct that (a) causes fear, humiliation or annoyance, (b) offends or degrades, (c) creates a hostile environment (as defined above), or (d) reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or (e) any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior.

Conduct may not rise to the level of Harassment if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as a part of a pattern of

behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Harassment does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

6. Threats

A Participant violates this Policy by threatening to harm another Participant. A threat to harm others includes any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior by a Participant is prohibited in any manner in connection with any USRowing-sanctioned activities or events.

E. AIDING AND ABETTING

Aiding and Abetting occurs when one aids, assists, facilitates, promotes, or encourages the commission of Prohibited Conduct by a Participant, including but not limited to, knowingly:

1. Allowing any person who has been identified as suspended or otherwise ineligible by USRowing to be in any way associated with or employed by a Member Organization or organization affiliated with or holding itself out as affiliated with USRowing, an NGB, LAO, the USOPC, or the Olympic & Paralympic Movement.
2. Allowing any person who has been identified as suspended or otherwise ineligible by USRowing to coach or instruct Participants.
3. Allowing any person who has been identified as ineligible by USRowing to have ownership interest in a facility, an organization, or its related entities, if that facility/organization/related entity is affiliated with or holds itself out as affiliated with an NGB, LAO, USOPC or the Olympic & Paralympic Movement.
4. Providing any coaching-related advice or service to an Athlete who has been identified as suspended or otherwise ineligible by USRowing.
5. Allowing any person to violate the terms of their suspension or any other sanctions imposed by USRowing.

In addition, a Participant also violates this Policy if someone acts on behalf of the Participant to engage in aiding or Abetting, or if the guardian, family member, or Advisor of a Participant, including Minor Participants, engages in Aiding or Abetting.

F. INTENTIONALLY FILING A FALSE ALLEGATION

Any person making a knowingly false allegation in a matter over which USRowing has jurisdiction shall be subject to disciplinary action by USRowing.

1. An allegation is false if the events reported did not occur, and the person making the report knows the events did not occur.
2. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable misconduct, an unsubstantiated allegation alone is not grounds for a violation.

G. MINOR ATHLETE ABUSE PREVENTION POLICIES/ PROACTIVE POLICIES

It is a violation of this Policy for a Participant to violate any provision of the MAAPP or other proactive policies adopted by USRowing (hereinafter set forth). Proactive policies set standards for professional

boundaries, minimize the appearance of impropriety, and have the effect of preventing boundary violations and prohibiting grooming tactics.³

H. WILLFUL TOLERANCE

A Participant violates this Policy by willfully tolerating any form of Prohibited Misconduct, when there is a Power Imbalance between that Participant and the individual(s) who are being subjected to the Prohibited Conduct.

V. REPORTING

This Policy is designed to reduce misconduct and abuse, but it can still occur. USRowing does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities. Participants shall follow the reporting procedures set forth in the reporting policy below.

A. RETALIATION

Retaliation is any adverse action taken by a Participant against a person participating in USRowing proceedings.

Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in USRowing's processes and proceedings when the action is reasonably related to the report or engagement with USRowing. Retaliation may be present even where there is a finding that no violation occurred.

Retaliation does not include good-faith action lawfully pursued in response to report of a USRowing Policy violation.

B. REPORTING SEXUAL MISCONDUCT

All reports of Sexual Misconduct must be reported directly to the Center at www.uscenterforsafesport.org or (720)-531-0340. No statutes of limitation apply to reports of incidents of Sexual Misconduct. All such reports received by USRowing will be forwarded to the Center. Reporting such conduct to the Center does not satisfy an Adult Participant's obligation to report to law enforcement or other appropriate authorities consistent with federal law.

C. REPORTING NON-SEXUAL MISCONDUCT

For reporting any non-sexual misconduct, USRowing will take a report in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal, or written report. Regardless of the method of reporting, it is helpful to USRowing to get the following information:

³ "Grooming" describes the process whereby a person engages in a series or pattern of behaviors with a goal of engaging in sexual misconduct. Grooming is initiated when a person seeks out a vulnerable minor. Once selected, offenders will then earn the minor's trust, and potentially the trust of the minor's family. After the offender has engaged the minor in sexually inappropriate behavior, the offender seeks to maintain control over him/her. Grooming occurs through direct, in-person and/or online contact.

- The name of the Claimant(s)
- The type of misconduct alleged
- The name(s) of the alleged victims(s)
- The name(s) of the individual(s) alleged to have committed the misconduct.

Individuals may report non-sexual misconduct, including violations of the Minor Athletes Abuse Prevention Policies, to USRowing by completing an Incident Report Form. Required information on this form will include:

- The name(s) of the Claimant(s)
- The type of misconduct alleged
- The name(s) of the individual(s) alleged to have committed the misconduct
- The approximate date(s) and location(s) where the misconduct was committed
- The names of other individuals who might have information regarding the alleged misconduct
- A summary statement of the reasons to believe that misconduct has occurred.

Except for mandatory reporting to the authorities and the Center, USRowing will withhold the Claimant's name upon request, to the extent permitted by law. A copy of the USRowing Incident Report form can be found here: https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx.

D. CONFIDENTIALITY AND ANONYMOUS REPORTING

- 1. Confidentiality** – To the extent permitted by law, and as appropriate, USRowing will handle any report it receives confidentially and discretely and will not make public the names of the Claimant(s), potential victim(s), or accused person(s); however, USRowing may disclose such names on a limited basis when conducting an investigation, or reporting to the Center, or reporting to law enforcement authorities.
- 2. Anonymous Reporting** – USRowing recognizes that it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form by:
 - a.** Completing (without including a name) an Incident Report Form found here https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx
 - b.** Expressing concerns of misconduct to USRowing directly
 - c.** Expressing concerns to the Safe Sport Protection Team at USRowingSafeSport@usrowing.org

E. HOW REPORTS ARE HANDLED

- 1. Suspicions or Allegations of Child Physical or Sexual Abuse Reported to Law Enforcement and/or Child Protected Services** – All allegations of child physical or sexual abuse will be reported to law enforcement authorities and the Center. USRowing does not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities. As necessary, however, USRowing may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.
- 2. Misconduct and Policy Violations-** USRowing will address all alleged violations of this Policy.
- 3. Notification-** Following USRowing's receipt of an allegation involving SafeSport-related prohibited conduct, USRowing may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. At USRowing's discretion, and as appropriate or required by the Center, USRowing may notify relevant persons, i.e., competition

managers, staff managers, contractors, volunteers, parents, and/or athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that the Center is investigating. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other prohibited conduct.

VI. RESPONDING TO ABUSE OR MISCONDUCT

USRowing will not enter into an investigation that undermines a pending legal investigation. This Policy addresses USRowing's disciplinary role where there is: (i) an allegation of misconduct, as defined in this Policy, that does not involve child abuse or sexual abuse, or (ii) an adverse employment determination by a local club for emotional, physical or sexual misconduct as set forth in this Policy.

A. DISCIPLINARY RULES

On receipt of an allegation, USRowing will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant, (ii) the age of the respondent, and (iii) the nature, scope and extent of the allegations.

USRowing will address allegations against a staff member and/or volunteer under relevant organizational policies.

USRowing's disciplinary response will depend on the nature and seriousness of the incident, and in extreme cases, misconduct will result in summary dismissal. USRowing may undertake a formal investigation and hearing at its discretion. Before taking any disciplinary action, however, USRowing will offer the respondent an opportunity to be heard. If the respondent is a minor, USRowing will first contact his or her parents or guardians.

B. DISCIPLINARY ACTION

Sanctions for violations of the Policy will be proportionate and reasonable under the circumstances. USRowing may take the following disciplinary actions, without limitation:

- Inform the Respondent's direct supervisor, or, in the case of a minor, the minor's parent or guardian
- Provide the Respondent with guidance, redirection and instruction
- File a formal incident report
- Issue a verbal warning
- Issue a written warning
- Limit an individual's access to certain buildings, boathouses, competitions or people
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to supervise the respondent
- Engage in restorative and educational practices
- Suspend or terminate employment or membership

C. ONGOING EMPLOYMENT AND/OR PARTICIPATION

Upon receipt of a credible and specific allegation of child abuse, serious misconduct or any other violation of this Policy, USRowing may immediately suspend or terminate the Respondent's membership or employment as a means to ensure participant safety.

D. COMPLAINANT PROTECTION

Regardless of outcome, USRowing will support the Complainant and his or her right to express concerns. USRowing will not encourage or tolerate attempts from any individual to retaliate, punish, or in any way harm any individual who reports a concern in good faith. Any action to the contrary will be considered a violation of this Policy and grounds for disciplinary action by USRowing.

E. BAD-FAITH ALLEGATIONS

Any allegation of misconduct under this Policy that is determined to be frivolous, fraudulent or otherwise made in bad faith, will be considered a violation of the Policy itself. Such reports may also be subject to criminal prosecution and/or civil proceedings.

VII. INVESTIGATION AND ADJUDICATION OF REPORTS OF ABUSE OR MISCONDUCT

A. INVESTIGATIONS

As appropriate, and at its discretion, USRowing may institute formal investigations and hearings to address serious allegations of misconduct under this Policy. Such investigations will be undertaken to address only the most serious allegations and patterns of behavior that may warrant significant sanctions. Where an investigation under this Policy is conducted by USRowing, the Respondent, Claimant, and/or accused shall have the right to:

- Receive written notice of the report or complaint, including a statement of the allegations (reacted as appropriate)
- Present relevant information to the investigator(s)
- Legal counsel, at his or her own expense

B. HEARINGS

1. Procedural Safeguards – Any disciplinary hearing undertaken pursuant to this policy shall be conducted in accordance with USRowing's Grievance Procedures, as outlined in the USRowing Policy Manual, available here:

https://usrowing.org/documents/2020/8/13/USRowing_Policy_Manual_06112020.pdf

2. Preliminary Determinations – Where there is sufficient reliable and persuasive evidence to support the Complainant's allegations, USRowing's Chief Executive Officer (CEO) may, at his or her discretion, make a preliminary determination on the merits of a complaint, prior to any disciplinary hearing.

3. Notice – The respondent will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Grievance Panel (as defined in the Policy Manual) requires the individual to attend the hearing in person, the Respondent may appear by video conference or conference call. The respondent has the right to be represented by legal counsel at the hearing.

4. Timing – The Grievance Panel shall have the authority to set practical rules (e.g., timing and conduct) as it deems necessary. At the request of the respondent, and if necessary, to expedite the proceeding to resolve a matter relating to a scheduled training or competition, the Grievance Panel may render an expedited determination.

5. Evidence – At the hearing, the accused individual will be permitted to present any reasonable evidence or argument that he or she wishes the Grievance Panel to consider. The Grievance Panel may require or permit certain documentary evidence prior to the hearing, including the names of any witnesses. The Grievance Panel may also consider a Member Organization’s employment determination as evidence to be considered.

If the complainant is a minor, the investigator’s report may substitute for the minor witness’ direct testimony, provided that the respondent had a bona fide opportunity to present and respond to relevant information collected during the investigation and before the report was transmitted to the Grievance Panel.

The Grievance Panel may proceed in the respondent’s absence if it cannot locate the individual, or if the individual declines to attend the hearing.

6. Findings and Sanctions – The Panel has the discretion to impose sanctions on the respondent if it finds, based on a preponderance of the evidence that emotional, physical or sexual misconduct has occurred. The Panel will communicate its findings to the respondent. The Grievance Panel may impose sanctions on the respondent in its findings. Any sanctions imposed by the Grievance Panel against the individual must be proportionate and reasonable, relative to the content that is found to have occurred. The decision regarding the appropriate sanction shall be up to the panel deciding each complaint. In imposing a sanction, the Grievance Panel shall consider:

- The legitimate interests of USRowing in providing a safe environment for its Participants
- The seriousness of the offense or act alleged
- The age of the accused individual and victim when the offense or act occurred
- Any information produced by the respondent, or produced on behalf of the respondent, regarding the respondent’s rehabilitation and good conduct
- The effect on USRowing’s reputation
- Whether the individual poses an ongoing concern for the safety of USRowing’s athletes and participants
- Any other information, which in the determination of the Grievance Panel, bears on the appropriate sanction

Sanctions may range from a warning and a reprimand to suspension from sport involvement with USRowing for a period of timer. Suspension from sport involvement with USRowing may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from sport involvement and expulsion from USRowing.

For the purposes of this Policy, a suspension from sport involvement shall mean that the respondent may not participate in any capacity or in any role in the business, events or activities of the relevant organization or its affiliated members for the duration of the period of suspension.

7. Confidentiality: The conduct of the hearing will be private. If the Grievance Panel determines that the individual has violated policy, it may publish its decision or a brief summary of its decision, unless the accused is a minor. However, if the individual appeals, the summary of the Panel’s decision will not be disclosed until an appellate decision has been made. If the Penalty determines the accused individual did

not violate the relevant policy, the Grievance Panel will publish a summary only at the individual's written request.

8. Appeal: If the individual disagrees with the finding or sanction of the panel and wishes to appeal, he or she may file an appeal with the USRowing Board of Directors within 10 days of USRowing's finding. On appeal, the USRowing Board of Directors will address the merits of USRowing's decisions *de novo*, and not the process that was utilized. A decision rendered by the USRowing Board of Directors shall be final and binding on all parties.

VIII. BACKGROUND CHECKS

USRowing uses a background check process in its support of its commitment to athlete safety. This process is also required by the USOPC. **Any Adult Participant who is in a position of authority over athletes of any age or any Adult Participant who has regular contact with youth athletes is required to complete a background check every two years and to annually complete the on-line SafeSport training course or SafeSport training refresher course, provided by the Center.** This includes employees, coaches, referees, volunteers, board members, staff, administrators, and any other non-athlete member.

The applicable Adult Participants shall undergo a background check that complies with the Fair Credit Reporting Act. Through this background check, USRowing will utilize reasonable efforts to ascertain criminal history. This USRowing Background Check Policy assists USRowing in promoting the safety and welfare of its athletes.

The background check must be completed before regular contact with any Minor, or upon beginning a new role subjecting the adult to this Policy.

USRowing requires background checks in accordance with the USOPC Responsible Member Organization Policy. Background checks must be refreshed every two years.

A. PROCESS

The Background Check Consent and Waiver Release Form must be submitted to USRowing's third-party background check vendor and the USRowing Designee must be cleared before he or she may perform services for USRowing. Upon submission of the Background Check Consent and Waiver Release Form, USRowing will request that its vendor perform the background check. As part of its background check, the vendor will run a full background screen that includes at least the following search components below.

1. Full Background Check

- Social Security Number validation (or suitable identification verification process as determined by background check vendor)
- Name and address history records
- Two independent multi-jurisdictional criminal database searches covering 50 states plus Washington DC, Guam, and Puerto Rico

- Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable
- County criminal records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched
- National Sex Offender Registry database search of all available states, plus Washington DC, Guam, and Puerto Rico
- Multiple national watch lists
- Comprehensive international records search of U.S. citizens who have lived outside the United States for six consecutive months in any one country, during the past seven years
- Motor vehicle records of at least a 3-year history in the state of licensure; (if driving is required for position)

2. Supplemental Background Check. A supplemental off-year background check screen will be conducted using at least the following search components:

- Multi-jurisdictional criminal database covering 50 states plus Washington DC, Guam, and Puerto Rico
- Sex offender registry database searches of all available states, plus Washington DC, Guam, and Puerto Rico; and
- SafeSport disciplinary records.

B. CRIMINAL HISTORY

Any background check that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below criminal offenses will be subject to USRowing's policies and procedures to determine the individual's level of access and involvement:

- Any felony
- Any misdemeanor involving:
 - All sexual crimes, criminal offenses of a sexual nature to include but not limited to: rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant
- Any drug related offenses
- Harm to a minor and vulnerable person, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor
- Violence against a person (including crimes involving firearms and domestic violence)
- Stalking, harassment, blackmail, violation of a protection order and/or threats
- Destruction of property, including arson, vandalism, and criminal mischief
- Animal abuse or neglect

C. FULL DISCLOSURE

Each Participant and prospective Participant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for Participant status revocation or restriction, regardless of when the offense is discovered. Participants have the ongoing duty to disclose criminal history. Participants need not disclose arrest in which charges are not filed, charges are dismissed, or the Participant is acquitted; however, Participants are required to disclose non-convictions involving deferred sentences, deferred adjudications, or other similar

dispositions as well as accusations, arrests, indictments, or convictions of a criminal offense set out above or a criminal offense against a child.

- If a prospective Participant has been or (1) is accused, (2) arrested, (3) charged, (4) indicted, (5) has an adjudication other than not guilty, or (5) is convicted of any offense identified above during the application process, he is required to disclose such information immediately.
- In the event a Participant has been or is (1) is accused, (2) arrested, (3) charged, (4) indicted, (5) has an adjudication other than not guilty, or (5) is convicted of any offense identified above during the application process, he is required to disclose such information immediately to the USRowing Safe Sport Protection Team.
- Any Participant or prospective Participant who has been banned by another NGB, another sport organization, or the Center has an affirmative duty to disclose such information immediately to the USRowing Safe Sport Protection Team.

D. FINDINGS

USRowing's criminal background check report will return a "red light" or "green light" finding. A green light finding means that the background check vendor located no records that would disqualify the individual. A green light score, however, is not a certification of safety or permission to bypass/ ignore other screening efforts. Other disqualifying factors may exist and can be revealed through other means. A red light finding means the criminal background check revealed criminal records that suggest the individual does not meet the criteria and is not suitable for Participant status. Individuals who are subject to disqualification under a red light finding may challenge the accuracy of the information reported by the criminal background check vendor.

E. APPEALS TO BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the criminal background check vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to USRowing. USRowing is required by this Policy to accept the findings of the criminal background check vendor. Individuals disqualified are excluded from participation in any USRowing licensed competition and USRowing sanctioned events and/or activities as a Participant unless an exemption is granted in accordance with the exemption request process below.

F. EXEMPTION REQUESTS TO USROWING

Any disqualified individual has the right to seek an exemption from the USRowing Ethics Committee. The individual shall, within 30 days from the date he or she was notified of disqualification, file a written appeal to the Chief Executive Officer of USRowing to demonstrate that the conviction or charge does not violate the spirit of SafeSport and that he or she poses no risk to the sport.

Within 30 days of the receipt of the appeal being submitted, a hearing panel will be assembled to hear the appeal. The Ethics Committee Chair shall appoint three members of that Committee to serve as the group, which will hear the appeal (the "**Hearing Panel**"). The Chair of the Ethics Committee may appoint himself/herself to the Hearing Panel. The appointment of the three-member Hearing Panel will include the designation of a Chair of the Panel. An athlete member of the Ethics Committee will be included on the Hearing Panel.

The Hearing Panel shall decide the appeal with majority vote. The Panel may choose to uphold the "red light" determination from the third-party provider, or, if warranted by the circumstances may overturn the decision and render a "green light" for the background check. In the case of an overturned "red light," the

membership record will be noted as such and will be subject to continuous review. Any decision rendered by the Hearing Panel is considered final and binding on all parties.

G. FREQUENCY

Criminal background checks for Participants will be refreshed every two years or as otherwise required by law.

H. OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an individual passes a criminal background check, USRowing may determine that an individual may be disqualified and prohibited from Participant status. Disqualification may occur if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to, domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated, been banned, or been asked to resign from a position- paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates the individual may be a danger to athletes and participants
- Failed to disclose background in accordance with this Policy

I. REVIEW OF DISQUALIFIERS

USRowing will review its disqualifiers from time to time or as otherwise required or modified by law.

IX. ENFORCEMENT

The enforcement of this Policy falls under the jurisdiction of the USRowing Disciplinary Committee, except:

- Allegations of sexual misconduct, which falls under the exclusive jurisdiction of the Center; and
- Allegations of non-sexual misconduct that the Center takes discretionary jurisdiction over.

USRowing shall recognize and enforce all penalties imposed by the Center, including lifetime bans. Temporary suspensions apply to the suspended person, but not to the suspended person's business. Final and non-appealable suspensions and bans apply to the person and any rowing-related business the suspended or ban person owns.

No individual who is an employee, contractor, or agent of USRowing may assist a member or former member of USRowing in obtaining a new job (excluding the routine transmission of administrative or personnel files) if the individual knows that the member or former member (a) violated the policies or procedures of the Center related to sexual misconduct; and/or (b) was convicted of a crime involving

sexual misconduct with a minor in violation of applicable law or the policies and procedures of the Center.