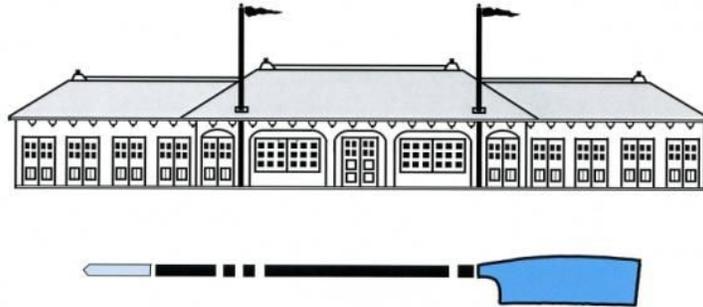


Camp Randall Rowing Club

Madison, Wisconsin



INTERNAL POLICIES AND PARTICIPANT SAFESPORT MANUAL (IPPSM)

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INTRODUCTION

Camp Randall Rowing Club (CRRC) strives to create a healthy, supportive environment for all participants. We recognize athletes can only reach their fullest potential when they feel safe. This safety extends to all aspects of the sport of rowing, both on and off the water. CRRC is committed to implementing USRowing SafeSport policies and procedures as established by the US Olympic Committee. These policies and procedures protect participants from all types of misconduct and abuse including bullying, hazing, harassment and physical, emotional and sexual misconduct and abuse.

TRAINING AND EDUCATION

Our policies and procedures require staff members and/or volunteers to report abuse, misconduct and violations of its **Internal Policies and Participant SafeSport Manual (IPPSM)**. To do so, staff members (coaches, admin, support staff at boathouses) and/or volunteers (CRRC Board Members, 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, board members, staff members and chaperones shall complete awareness training concerning misconduct in sport before performing services for Camp Randall Rowing Club (CRRC). Misconduct in sport includes:

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

CRRC board members, staff members, and chaperones must successfully complete the USRowing SafeSport online training and the quiz after the test. They should submit certificate of completion pdf. to Head Coach or other relevant committee member.

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

APPLICANT SCREENING

Applicants and chaperones must consent to, and pass, a formal applicant screening process before performing services for CRRC.

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

EDUCATION ABOUT CLUB'S PROTECTION POLICIES

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

- Requiring SafeSport 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 (code of conduct) 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 elicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- 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, CRRC 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 qualifications without fear of reprisal and authorizing CRRC 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/chaperones will be asked to undergo a criminal background check that complies with the *Fair Credit Reporting Act* **before** providing services for CRRC. Through this criminal background check, CRRC 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/chaperone cleared before he or she may perform services for CRRC. On receipt of the Criminal Background Check Consent and Waiver Release form, the CRRC will request that its vendor perform the criminal background check. As part of its criminal background check, CRRC 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

CRRC 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 chaperone. In each case, CRRC will make an individual decision.

Information that could disqualify a job applicant or contractor includes arrests, convictions, or pending charges that are substantially related to circumstances of employment at CRRC

Independent Investigation

CRRC reserves the right to undertake an independent investigation into any disclosed or identified allegations of misconduct and may use the results to disqualify an applicant from serving as a staff member, contractor and/or chaperone.

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. Only arrest, convictions, or pending charges that are substantially related to employment by CRRC will be used to disqualify staff members or contractors.

- 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 chaperone 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 CRRC 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 at CRRC who submitted the application
2. Other designated individual(s) at CRRC., where necessary to protect the safety of minors (ie. Head Coach and/or relevant committee members.)

National Center for Safety Initiatives (NCSI) or GoodHire 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 CRRC

If an individual receives a red light finding and wants to contest CRRC’s decision not to accept his or her application based on the red light finding, the individual may request a hearing before CRRC’S Review Panel. The Review Panel will consist of: Members of CRRC Personnel Committee and/or other relevant committee members.

The Personnel Committee will communicate its finding to the individual & Head Coach. If the individual disagrees with the finding of the Review Panel, he or she may request an appeal with CRRC Board of Directors. A decision rendered by the CRRC 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 CRRC's approved Criminal Background Check Vendor (Currently GoodHire). A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to USRowing. Each LOCAL/REGIONAL CLUB 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 USRowing sanctioned events and/or activities.

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks will be refreshed every 2 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 CRRC.

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in CRRC'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 CRRC administrator or a member of relevant CRRC 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 CRRC 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 CRRC; or
- Not met the job requirements

REVIEW OF DISQUALIFIERS

CRRC 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 CRRC, whichever date is later.

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, a CRRC administrator or a member of relevant CRRC committee.

CRRC 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, CRRC administrator or a member of relevant CRRC committee. Complaints and allegations will be addressed under CRRC's Disciplinary Rules and Procedure.

CRRC 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, volunteers & chaperones
- CRRC athletes and participant 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:
 1. verbal acts
 2. physical acts
 3. 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)

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:

Touching offenses. Behaviors that include:

1. fondling an athlete's breasts or buttocks
2. exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
3. genital contact
4. sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

Non-touching offenses. Behaviors that include:

1. a coach discussing his or her sex life with an athlete
2. a coach asking an athlete about his or her sex life
3. coach requesting or sending a nude or partial-dress photo to athlete
4. exposing athletes to pornographic material
5. sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting")
6. deliberately exposing an athlete to sexual acts
7. deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
8. sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 1. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 2. 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, 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
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.

REPORTING

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, volunteers and participants of CRRC shall follow the reporting procedures set forth in CRRC's Reporting Policy (pg. 30-34, IPPSM). **CRRC 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.

SUPERVISION OF ATHLETES AND PARTICIPANTS

During training and competition, CRRC 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 CRRC 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 CRRC activities and CRRC 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

CRRRC 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
- 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, CRRC administrator, or member of relevant CRRC committee. 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 CRRC'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.

ALL SOCIAL MEDIA, FACEBOOK, SNAPCHAT, BLOGS AND SIMILAR SITES

Coaches may NOT be associated with CRRC athletes through personal social media. *Communication* between coach and athlete, through personal social media is strictly prohibited. Athlete members and parents can friend/follow the official **CRRC's Team Facebook** page, Instagram, Twitter or similar sites and coaches can communicate to athlete members through those sites. 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.

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 "@camprandallrc.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 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 CRRC 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 CRRC's IPPSM.

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.***

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 or all forms of electronic communication by coaches (email, text, etc.). Parents or guardians of an athlete may also request in writing that video or photography of their child not be published/posted.

MISCONDUCT

Social media and electronic communications has the potential to 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 IPPSM.

VIOLATIONS

Violations of CRRC's Electronic Communications and Social Media Policy should be reported to Head Coach , a CRRC board member, or a member of relevant CRRC committee for evaluation. A SafeSport Incident Report Form should be completed and

submitted. Options for reporting are included on form. Complaints and allegations will be addressed under CRRC's Disciplinary Rules and Procedures (pg. 35-37).

TOBACCO, ALCOHOL & SUBSTANCE ABUSE POLICY

Camp Randall Rowing Club recognizes that substance abuse can be a significant health problem for many adolescents. The use and abuse of tobacco, alcohol & controlled substances (unless under a doctor's prescription) is illegal and compromises the health and safety of athletes and teammates. The following policy has been designed to assist CRRC athletes in maintaining healthy lives free from substance abuse, and create a positive, healthy environment for CRRC participants.

CRRC will strictly enforce the following rules: An athlete shall not, regardless of the quantity, use or consume, possess, buy/sell or give away:

- any beverage containing alcohol
- any tobacco product (Including e-cigarettes, vap pens and all similar devices)
- marijuana, steroids, performance-enhancing drugs, or any controlled substance

This policy applies to the entire rowing season and is in effect seven days a week, twenty-four hours a day.

****It is not a violation of this policy for a student to be in possession of or to use or consume a legally defined drug specifically prescribed for the student's own use by his/her doctor.**

VIOLATIONS

Violations of CRRC's Tobacco, Alcohol & Substance Abuse Policy should be reported to Head Coach , a CRRC board member, or a member of relevant CRRC committee for evaluation. A SafeSport Incident Report Form should be completed and submitted. Options for reporting are included on form.

A. First Violation: The athlete shall have an opportunity to be heard at a conference with the Head Coach, along with parents, other members of coaching staff, and/or relevant committee member(s). If it is concluded that a violation of this policy has occurred:

- the student shall lose eligibility for participation in practices, regattas and club activities for a period of two weeks.

B. Second and subsequent violations: The athlete shall have an opportunity to be heard at a conference with the Head Coach, along with parents, other members of the coaching staff, and/or relevant committee member(s). If it is concluded that a second or any subsequent violation of this policy has occurred:

- the athlete shall lose eligibility for participation in practice, regattas and club activities for the remainder of the season.
- the athlete shall forfeit all registration fees for that season.

C. Reinstatement of eligibility: following suspension, the athlete shall have the opportunity for reinstatement as an active member of CRRC under the following criteria:

- Conference with Head Coach, along with parents, other members of the coaching staff, and/or relevant committee member(s).
- If deemed appropriate by Head Coach and other relevant board/committee members, successful completion or participation in a CRRC Board approved chemical dependency or treatment program (this includes, but is not limited to AA, NA, outpatient counseling, inpatient program, etc.).

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: Brittingham Boathouse
617 North Shore Drive
Madison, Wisconsin**

This location has:

Designated changing areas, male and female, dedicated to our athletes and teams. These are not locker rooms, rather, areas partitioned with privacy dividers

at opposite ends of the center bay of the boathouse. These areas are monitored by same sex coach. Single showers/restrooms with lockable doors are available for male and female athletes. This is limited to one shower for female athletes and one for male athletes.

Our home competitions will be held at: Brittingham Boathouse, 617 North Shore Drive, Madison, WI. **CHANGING AREAS ARE DESCRIBED ABOVE.** An alternate venue for competition is Wingra Boats, 824 Knickerbocker Street, Madison, WI. Details of this location can be seen at www.wingraboats.com

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

CRRC has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and competitions). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make athletes uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post staff members directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Staff members conduct regular sweeps inside these areas as well, with women checking on female-designated areas, and men checking on male-designated areas.

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, CRRC has the male and female players dress/undress in separate changing areas and then convene in a single central room before the game or team meeting. Once a practice/regatta is finished, the players 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 CRRC 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 CRRC 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, CRRC 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 CRRC 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.

CRRC 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 CRRC. Athletes will share rooms, with 2-5 athletes assigned per room depending on accommodations. CRRC 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 may request an additional large room or suite so that our members and athletes may socialize as a group. Team meetings will occur in a common area OR in a room with at least 2 adults present.

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 [for SPORT INVOLVING INDIVIDUAL COMPETITION AND 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 away 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, CRRC 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 CRRC. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

CRRC will post 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

CRRC is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex. When appropriate, we will make every effort to provide the boys and girls squads with 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 CRRC, 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:

1. 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
2. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
3. conform to, and monitor for others' adherence, the IPPSM and all policies during team travel
4. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians

5. help athletes be on time for all team commitments (as possible)
6. assist with team travel logistical needs (as possible)
7. 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
8. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
9. 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
10. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
11. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
12. 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 CRRC's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in CRRC's IPPSM.

If a chaperone has not undergone a criminal background check and CRRC's SafeSport 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 SafeSport awareness training, he or she may have appropriate one-on-one interactions as outlined in CRRC's IPPSM.

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:

1. familiarize themselves with all travel itineraries and schedules before team travel
2. monitor for adherences to club policies during team travel
3. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
4. help athletes be on time for all team commitments (as possible)

5. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
6. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
7. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
8. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
9. 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
10. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a CRRC Head Coach, CRRC administrator or a member of relevant CRRC committee.

REPORTING POLICY

Every CRRC staff member and/or volunteer must report:

- (1) violations of the Internal Policies and Participant SafeSport Manual (IPPSM),
- (2) misconduct as defined in *CRRC's Athlete Protection Policy* (IPPSM, pages 9-16), and
- (3) suspicions or allegations of child physical or sexual abuse.

As a matter of policy, CRRC 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 CRRC are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

- (1) their immediate supervisor (ie. Head Coach)
- (2) a CRRC administrator (ie. CRRC President)
- (3) a member of relevant CRRC committee (ie. Personnel)
- (4) where applicable, **appropriate law enforcement authorities or call 911.**

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 CRRC administrator or a member of relevant CRRC 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 CRRC Head Coach, a CRRC administrator or a relevant CRRC committee member 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) the CRRC Head Coach,
- (2) a CRRC administrator or
- (3) a member of relevant CRRC committee

CRRC also encourages member parents, athletes and other sport participants to communicate violations of CRRC’s Internal Policies Participant SafeSport Manual (IPPSM) and/or allegations and suspicions of child physical and sexual abuse to a CRRC administrator or relevant committee member. 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 CRRRC administrator with whom they are comfortable sharing their concerns. You may also report to any member of Personnel Committee. This includes the following three designated Incident Review Officials (IROs):

- CRRRC Safesport Representative: safesport@camprandallrc.org
- CRRRC Board President: president@camprandallrc.org
- CRRRC Head Coach/Administrator (lock box at boathouse: forms and lockbox in sculling bay near workbench)
- CRRRC Treasurer: Camp Randall Rowing Club, P.O. Box 258160, Madison, WI 53725

Please refer to current reporting laws for the state of WI and obtain legal advice when necessary. In an emergency call 911.

How to Report

CRRRC 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 CRRRC 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

CRRC will withhold the complainant's name on request, to the extent permitted by law. A copy of CRRC'S SafeSport Incident Report Form can be found at:

<http://camprandallrc.org/about-2/safe-sport/>

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, CRRC 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

CRRC 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 Incident Report Form without including their name
- by expressing concerns verbally to a CRRC administrator or a member of relevant CRRC committee
- through email, texts or notes left for a Head Coach, CRRC administrator or a member of relevant CRRC committee

However, anonymous reporting may make it difficult for CRRC 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, CRRC will support the complainant(s) and his or her right to express concerns in good faith. CRRC 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 SafeSport Manual 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

Misconduct and Policy Violations

CRRC 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, Head Coach, CRRC administrator or member of relevant CRRC committee.

CRRC 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 CRRC's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, CRRC may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In CRRC's discretion, as appropriate, and after consultation with counsel, CRRC 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 CRRC 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 PROCEDURES

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

APPLICATION

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

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

CRRC 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

CRRC 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, CRRC's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

DISCIPLINARY PROCEDURE

On receipt of an allegation, CRRC 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

(iii) the nature, scope, and extent of the allegations

CRRC's disciplinary response will depend on the nature and seriousness of the incident and in extreme cases, misconduct will result in immediate dismissal. If the accused individual is a minor, CRRC will contact his or her parents or guardians.

DISCIPLINARY ACTION

Sanctions for violations of the Internal Policies & Participant SafeSport Manual (IPPSM) will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, except as otherwise provided, CRRC representative or coach shall take the following initial disciplinary steps:

- Inform the individual(s) accused of misconduct
- Inform the individual's direct-line supervisor and, in the case of a youth participant, the youth's parent or guardian
- File a formal Incident Report
- Provide opportunity for panel discussion which should include athlete, staff member or volunteer (accused individual), direct supervisor/coach, head coach, parents/guardians (in the case of minor athlete) and relevant committee member(s). Depending on circumstances, not all of these individuals may be present at time of discussion, but good faith effort will be made to have different relevant perspectives included in a timely manner.

Possible disciplinary actions may include, but are not limited to, any one or more of the following:

- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- 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
- Provide restorative consequences that strengthen the club community
- Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred

- Conditional reinstatement
- Suspend or terminate employment or membership

Nothing in this document confers rights beyond any stated in employment agreement for staff employed by CRRC.

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, pg. 9-16), CRRC may immediately suspend or terminate the accused individual to ensure participant safety.

COMPLAINANT PROTECTION

Regardless of outcome, CRRC will support the complainant(s) and his or her right to express concerns in good faith. CRRC 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 IPPSM that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our IPPSM.

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, CRRC 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, CRRC will provide the individual with notice and offer her/him an opportunity to contest the suspension.

CRRC may suspend the accused individual where there is a reasonable belief that the individual has committed emotional, physical or sexual misconduct. This belief may result in:

- the suspension or termination of employment or membership by CRRC
- an Incident Report Form

- 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 CRRC. Any suspension before final resolution may be appealed to CRRC Board of Directors at the written request of the accused individual within 30 days of the suspension.

INVESTIGATION

As appropriate, and at its discretion, CRRC may conduct an investigation to address serious allegations of misconduct (e.g., physical and sexual misconduct).

If an investigation is conducted, CRRC will provide the complainant, victim and accused individual with:

1. Receive written statement of allegations
2. An opportunity to provide relevant information to CRRC about the allegations or any potential penalties
3. Receive a written statement of CRRC's final decision

MONITORING

By monitoring the interactions among staff, volunteers, athletes, and other, CRRC works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our IPPSM, while reinforcing appropriate behaviors.

MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES

CRRC 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

CRRC 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 CRRC 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 CRRC's Reporting Policy. **CRRC 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.**

