



**Undine Barge Club**  
**Internal Policies and**  
**Participant Safety Handbook**

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## INTRODUCTION

In conjunction with USRowing, Undine Barge Club has adopted the following SafeSport policies as they relate specifically to Undine Barge Club run activities. Such activities include all activities associated with Undine Barge Club.

Rowing is a life-long activity, where our athletes engage to have fun and spend time with friends. It encourages a healthy lifestyle, and builds self-confidence. Unfortunately, sports 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

**All forms of misconduct are intolerable and in direct conflict with the ideals of the Undine Barge Club.**

Many individuals who are identified as reporters under this handbook's policies and procedures may find themselves to also be involved in other rowing programs and/or rowing activities, not associated with Undine Barge Club. The policies contained herein are internal to Undine Barge Club. Therefore, individuals should adhere to the set of policies relevant to the role they are acting in at that time.

## **DEFINITIONS**

### **Child, children, minor and youth**

Anyone under the age of 18. Here, “child,” “children,” “minor” and “youth” are used interchangeably.

### **Child physical abuse**

Non-accidental trauma or physical injury caused by contact behaviors, such as punching, beating, kicking, biting, burning or otherwise harming a child. Child physical abuse may also include non-contact physical misconduct as described in the Athlete Protection Policy.<sup>1</sup>

### **Child sexual abuse**

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development or size, such that one child is the aggressor. The sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.<sup>2</sup>

### **Misconduct**

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct: emotional, physical and sexual misconduct, bullying, harassment and hazing.

### **Officer**

As used throughout the entirety of this document “Officer(s)” shall have the meaning provided by the Undine Barge Club of Philadelphia By-Laws, dated 2012, Section I.

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<sup>1</sup> Undine Barge Club notes that the Undine Barge Club Internal Policies and Participant Safety Handbook in no way limits any mandatory reporting laws that may exist as per local law. See T. 23 Pa.C.S.A., Pt. VII, Ch. 61.

<sup>2</sup> Undine Barge Club notes that the Undine Barge Club Internal Policies and Participant Safety Handbook in no way limits any mandatory reporting laws that may exist as per local law. See T. 23 Pa.C.S.A., Pt. VII, Ch. 61.



***Strategies to Recognize, Reduce, and Respond to Misconduct in Rowing***



***Section 1:***  
***Training and Education***

## **TRAINING AND EDUCATION**

Our policies and procedures require coaches and officers to report abuse, misconduct and violations of Undine Barge Club Participant Safety Handbook.

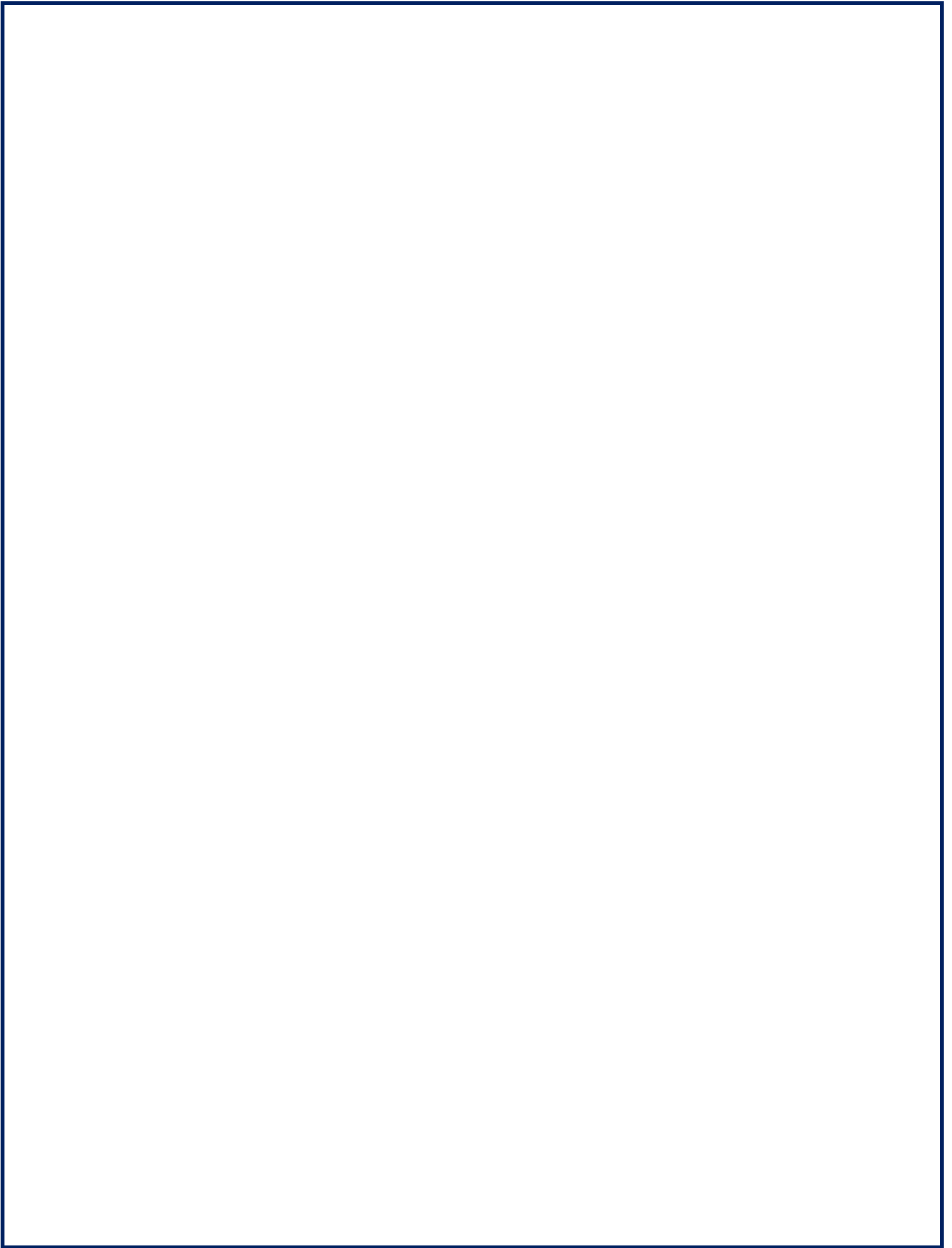
Accordingly, coaches and officers must complete an awareness training concerning misconduct in rowing before performing services for Undine Barge Club, including but not limited to, holding any office or position of authority. Misconduct includes:

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

Coaches and officers must successfully complete TeamUSA's SafeSport Training as found at <http://training.teamusa.org/store/details/1>. The training will be provided by Undine Barge Club free of charge. Following the completion of the training, a certificate will be generated by the online service and this certificate should be either printed and mailed or emailed to the Chair of the Rowing and Safety Committee.

Those coaches and officers who are required to take awareness training must complete the athlete awareness training every three (3) years, no more than 60 days after the enactment of these policies, or, if newly elected to an office and the officer has not previously completed the training, within thirty days of such election. Coaches or officers who interact with minor athletes must complete the training before they are permitted to interact with any minor athlete.

Failure to comply with any of the aforementioned deadlines after 20-days of notice of non-compliance, will result in immediate suspension from any position of authority, including any elected position, until such time as the person has completed the awareness training.







***Section 2:  
Screening Coaches Officers***

## **APPLICANT SCREENING FOR COACHES**

Coaches must consent to, and pass, a formal applicant screening process before performing services for Undine Barge Club.

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

### **EDUCATION ABOUT UNDINE BARGE CLUB'S PROTECTION POLICIES**

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, Undine Barge Club 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
- 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 coaching position must complete an application form consisting of personal identifying information and a general release with applicant's signature. Undine will use the application found in Appendix A of this handbook.

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
- 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 coaches and/or officers will interview applicants whose experience and credentials are considered a fit for available positions. All masters and competitive team coaches and the head coach for Undine Barge Club's Junior Program will be interviewed by at least the President of Undine Barge Club or a person the President appoints. All assistant coaches for the Undine Barge Club's Junior Program will be interviewed by at least the Head Coach of said program. During this interview, interviewers 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 (see suggested questions found in Appendix A) 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 (as found in Appendix A), 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 Undine Barge Club 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 coaches and officers must undergo a criminal background check that complies with the Fair Credit Reporting Act **before** providing services for Undine Barge Club, or if already an officer or a coach when this policy is enacted, within 60 days of this policy's enactment. Newly elected officers must obtain a "green light" from the third party vendor of the background screenings within thirty days of assuming office. Background screening usually take 10 days, but may take as long as 30 days, therefore candidates are strongly encouraged to begin the process as soon as they are nominated.

### **PROCESS**

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

Undine Barge Club will request that its vendor 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, the vendor 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 identifiers.

It is the applicant's responsibility to complete any form provided by Undine Barge Club's third party Criminal Background Check provider within the time allotted by the third party vendor.

The third party provider will issue results to the applicant and Undine Barge Club on a "Red Light/Green Light" system. A "Green Light" or "meets the criteria" finding indicates an individual is suitable for participation as an officer or coach in Undine Barge Club with regard to the background search. A "Red Light" finding means the individual "does not meet the criteria."

If questions arise concerning a background search, the applicant will be contacted by the third party provider and provided with an opportunity to correct potential errors in the applicant's record or to provide additional information prior to issuing a "Red Light." In such situations, Undine Barge Club may also be contacted. It is the applicant's responsibility to respond to the third party vendor within the time allotted by the vendor. Failure to do so may result in a "red light" finding.

### **POTENTIALLY DISQUALIFYING FACTORS**

## **Criminal History**

The information revealed by the criminal background check may disqualify an applicant from serving as a coach and/or officer.

A “Red Light” determination will be issued if a background screen search reveals that an individual has been convicted of, received an imposition of a deferred sentence for, or pled guilty or no contest at any time, or the existence of any pending charges for any crime involving:

R1. Any felony<sup>3</sup> involving:

- i. Force or threat of force<sup>4</sup> against a person
- ii. Cruelty to animals
- iii. Sexual crimes<sup>5</sup>
- iv. Child endangerment, neglect, or abuse or other harm to a minor

R2. Any other felony within the previous 10 years

R3. Any misdemeanor involving:

- i. Force or threat of force against a person within the previous 7 years
- ii. Cruelty to animals within the previous 7 years
- iii. Sexual crimes
- iv. Child endangerment, neglect or abuse, or other harm to a minor
- v. Drug use or possession within the previous 3 years
- vi. Other drug related crimes including drug distribution, intent to distribute, manufacturing, trafficking, or sale, but excluding paraphernalia-related offenses, within the previous 7 years

R4. Any Sex Offender Registrant

Criminal Offenses include “Attempted Crimes” in the above classifications.

## **Full Disclosure**

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

- If an applicant (1) is arrested, (2) pleas or (3) is convicted of a crime other than a traffic

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<sup>3</sup> A. Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty or pled *nolo contendere*. If pled down, then the crime to which the defendant ultimately pled.

B. Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing with an out ranger greater than one year.

<sup>4</sup> Force or threat of force may include violent crimes, as well as crimes such as stalking and harassment.

<sup>5</sup> Including, but not limited to, “victimless” crimes of a sexual nature such as prostitution, pornography, indecent exposure; and crimes in which sexual relations is an element.

offense during the screening process, the applicant is required to disclose such information immediately.

- In the event a person is serving as a coach or officer 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 the Chair of the Rowing and Safety Committee.
- **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 Undine Barge Club who coordinates the background screening;
- (2) In the case of the person referenced above, the President of Undine Barge Club.

Undine Barge Club'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 officer assignment.

An individual who obtains a "red light" finding will be immediately suspended from any coaching or officer position subject to the following appeals procedures. The coach or officer will remain suspended during the pendency of the appeal. Following the appeals process, or if the coach or officer chooses not to appeal, and the coach or officer still has a "red light" the coach or officer will be permanently suspended from any coaching or officer position within Undine Barge Club until such time as the person obtains a "green light" from the third party vendor.

## **APPEAL OF THE ACCURACY OF THE BACKGROUND SCREENING**

Individuals who are subject to disqualification under a "red light" finding have the right to appeal the accuracy of the reported information reported by the criminal background check vendor. Appeals must be conducted through the vendor's appeal process and within the time limits allotted by the vendor. A disqualified individual may not appeal the accuracy of the background screening as provided by the criminal background check vendor to Undine Barge Club. Undine Barge Club is required by this policy to accept the accuracy of the background screening as provided by the background check vendor.

## **APPEAL TO ORGANIZATION OF A “RED LIGHT” DETERMINATION**

If an individual receives a “red light” finding and wants to contest the third party’ decision not to accept his or her application based on the red light finding, the individual has the right to a hearing before Undine’s Rowing and Safety Committee. This request must be made in writing to the Chair of the Rowing and Safety Committee within 30 calendar days of the individual receiving notice of the red light determination. The Review Panel will consist of at least three members of the Rowing and Safety Committee, of which the Chair of the Rowing and Safety Committee, a Director, and an unelected athlete must be a member, unless one or more of the aforementioned persons recuses themselves due to bias. The decision of the Review Panel is governed by a majority vote.

The Review Panel will communicate its finding to the individual and the President of Undine Barge Club. If the individual disagrees with the finding of the Review Panel, he or she may request an appeal with the entire Board of Directors. This request must be made within 10 calendar days and directed to the President. A decision rendered by the Board of Directors shall be final and binding on all parties and governed by a majority vote.

### **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.

### **DISCLOSURE**

Should a coach or officer choose to contest their “red light” status through any of the aforementioned appeals processes, any person charged with conducting the appeal process may review any and all background information as provided by the third party vendor.<sup>6</sup>

### **FREQUENCY OF CRIMINAL BACKGROUND CHECKS**

Criminal background checks must be completed every two years, or as required by law, by coaches and officers. However, the third party background check vendor may refresh its results at any time.

### **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or participation in Undine Barge Club, any coach or officer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the coach and/or officer to notify the Chair of the Rowing and Safety Committee and/or the President of Undine Barge Club.

### **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 Undine Barge Club if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor

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<sup>6</sup> No statement herein is meant to, or does, modify any agreement that a coach or officer agrees to during the background check screening with Undine Barge Club’s third party background check vendor.

- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order of 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 he or she may be a danger to participants in Undine Barge Club; or
- Not met the job requirements

### **REVIEW OF DISQUALIFYING FACTORS**

Undine Barge Club will review its disqualifying factors every two years or as otherwise required or modified by law.

### **RECORDS**

Records of the content of the background checks are secured by the third-party vendor for a period as provided by applicable law or until the applicant is no longer affiliated with the Undine Barge Club, whichever date is later. Any documents produced in the aforementioned appeals process will be secured by the President of Undine Barge Club for a period indicated by applicable law or until the applicant is no longer affiliated with Undine Barge Club, whichever date is later.

**A letter from Undine Barge Club to officers and coaches regarding how to start the background screening is located in Appendix A.**





***Section 3:***  
***Establishing Boundaries***

# **ATHLETE PROTECTION POLICY**

## **COMMITMENT TO SAFETY**

### **Overview**

In the event that a coach and/or an officer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each coach and/or officer to immediately report his or her observations to the President, the Chair of the Rowing and Safety Committee, or a member of Undine Barge Club's Rowing and Safety Committee.

Undine Barge Club 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.

**A Coach and/or officer should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations. All allegations must be reported to the appropriate law enforcement authorities.** Further, it is the responsibility of each coach and/or officer to immediately report suspicions or allegations of child physical or sexual abuse to the President, the Chair of the Rowing and Safety Committee, or a member of Undine Barge Club's Rowing and Safety Committee. Complaints and allegations will be addressed under Undine Barge Club's Disciplinary Rules and Procedure.

Undine Barge Club 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 rowing to support the use of motivational and training methods that avoid misconduct.

### **Application**

This Policy applies to

- Coaches
- Officers
- Athletes
- Volunteers

Coaches, officers, volunteers, and athletes 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 threatens 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).

### ***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;
  - (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; and (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) 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, 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

**Comment:** 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 coach and/or officer knows of misconduct, but takes no action to intervene.

### **REPORTING**

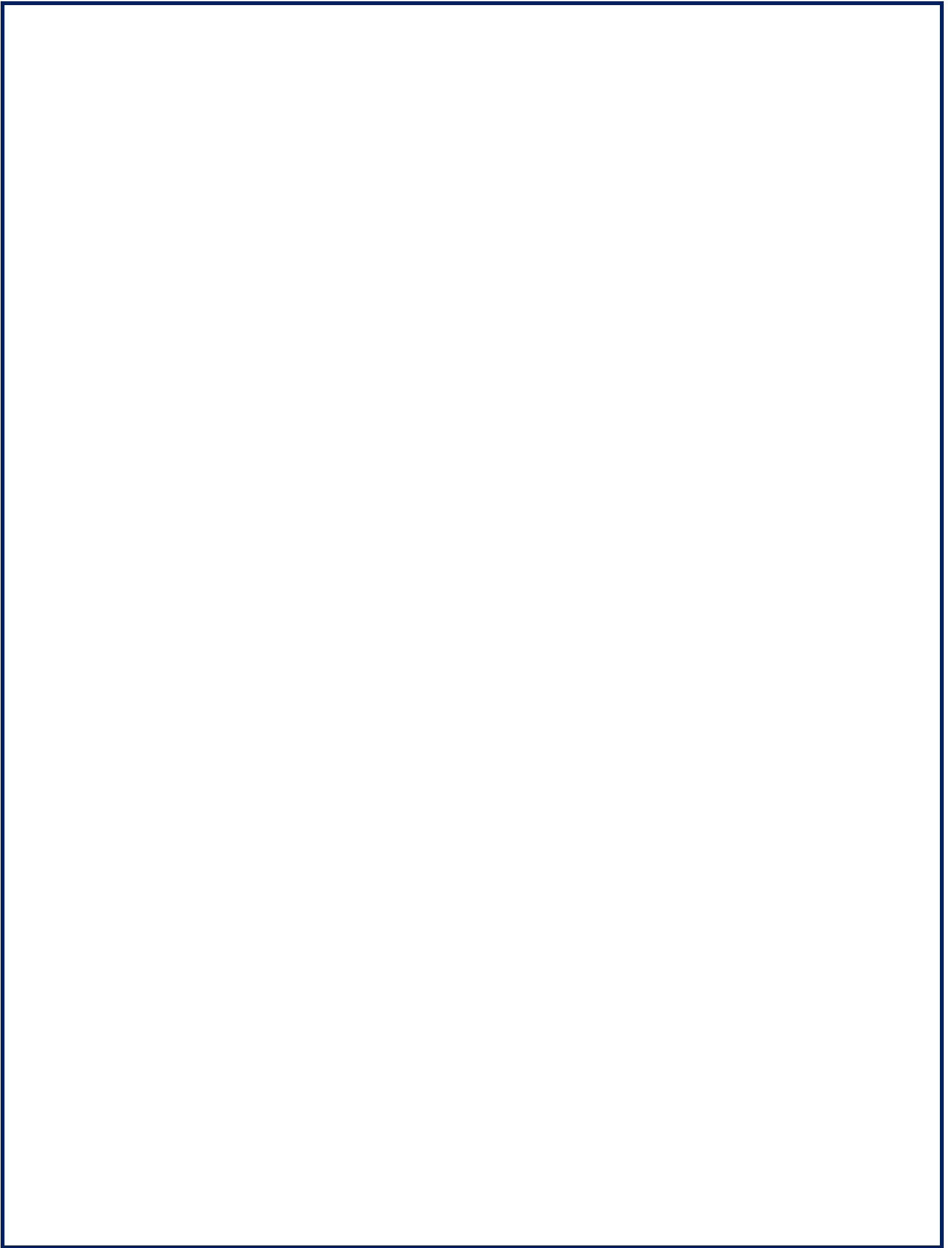
Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Coaches, officers, volunteers and athletes of Undine Barge Club shall follow the reporting procedures set forth in Undine Barge Club's Reporting Policy. **Undine Barge Club does not investigate 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, Undine Barge Club strives to minimize one-to-one interactions to create a safe training environment and to protect athletes.

### **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 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 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).

### **PROHIBITED ONE-ON-ONE INTERACTIONS**

Except as set forth above, minor athletes will not be left unattended or unsupervised during Undine Barge Club activities and Undine Barge Club coaches and officers are prohibited from being alone with a minor athlete in any room.

## **PHYSICAL CONTACT WITH ATHLETES**

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

### **APPROPRIATE PHYSICAL CONTACT**

Undine Barge Club 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

#### **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

#### **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 or officer
- 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 the President, the Chair of the Rowing and Safety Committee, or a member of the Rowing and 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 by any officer or coach aware of the contact.**

## **ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY FOR THE UNDINE BARGE CLUB'S JUNIOR PROGRAM**

As part of Undine Barge Club's emphasis on athlete safety, all electronic communications between a coach and an 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 with a minor should be readily available to share with the minor'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's parents or guardians.**

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

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

### **TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA**

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

### **TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS**

Texting is allowed between coaches and athletes. All texts between a coach and an 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 Undine Barge Club 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 Undine Barge Club's Participant Safety Handbook.

### **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.

**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, officers, parents or athletes will not be tolerated and are considered violations of our Participant Safety Handbook.

**VIOLATIONS**

Violations of the Undine Barge Club's Electronic Communications and Social Media Policy should be reported to the President, the Chair of the Rowing and Safety Committee, and/or a member the Rowing and Safety Committee for evaluation. Complaints and allegations will be addressed under Undine Barge Club'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:

Undine Barge Club  
#13 Boathouse Row  
Philadelphia, PA

This location has:

A changing area and locker room dedicated to our competitive team and masters athletes. Undine Barge Club's Junior Program does not have a changing area.

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.

### **USE OF THE LOCKER ROOM**

Junior rowers may enter the second floor locker rooms only to use the bathroom. When doing so they must immediately enter and exit the locker room and not linger in any way. A junior member may not spend time in the general changing areas or enter the communal showers, except for emergency situations.

### **MONITORING**

Undine Barge Club 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.

### **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.

## **TRAVEL – UNDINE BARGE CLUB’S JUNIOR PROGRAM**

Travel will be a standard aspect of our competitive season and Undine Barge Club 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. This section applies only to the Undine Barge Club’s Junior Program.

### **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 the Undine Barge Club’s Junior Program 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, a well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, Undine Barge Club coaches, officers, 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 minor athlete’s parent or guardian in advance of travel. In any case where a coach, officer, and/or volunteer is involved in a 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 participant, by, e.g., picking the minor athletes up in groups.

Coaches, officers, and volunteers who are also a minor athlete’s guardian may provide shared transportation for any minor 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 Undine Barge Club sponsors, coordinates or arranges for travel so that our Junior Team can compete locally, regionally, nationally, or internationally. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the minor 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, compliance with all state laws, and compliance with all internal Undine policies as laid out in the Undine Barge Club Internal Policies and Safety Handbook.

The Undine Barge Club 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 the Undine Barge Club. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Undine Barge Club 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 minor 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 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, Undine Barge Club 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 Undine Barge Club. This individual will be the point of contact to confirm the athlete's intention to travel and to help with travel details.

Undine Barge Club 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.

### **MIXED-GENDER AND MIXED-AGE TRAVEL**

Undine Barge Club's Junior Program 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).

### **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 transports an athlete or other organization member in the coach's private car for team travel, a copy of the coach's valid driver's license is required. The copy is to be maintained by Undine Barge Club's primary custodian of records.

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
  - 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 Undine Barge Club policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Undine Barge Club's Internal Policies and Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and Undine Barge Club 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 Undine Barge Club'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. The copy is to be maintained by Undine Barge Club's primary custodian of records.

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 the head coach of Undine Barge Club's Junior Program, or if it pertains to the head coach, the Chair of the Undine Barge Club Rowing and Safety Committee.





***Section 5:***  
***Responding to Abuse, Misconduct and Policy***  
***Violations***

## **REPORTING POLICY**

### **REPORTING POLICY**

Every Undine Barge Club coach, officer, or volunteer must report:

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

**As a matter of policy, Undine Barge Club 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***

Coaches, officers, and/or volunteers at Undine Barge Club are required to report suspicions or allegations of child sexual abuse, to:

- (1) the President of Undine Barge Club,
- (2) the Chair of the Rowing and Safety Committee,
- (3) the Head Coach of the Junior Program, when an assistant coach is making the report, **AND**
- (4) **law enforcement authorities.**

### ***Grooming***

This policy defines "groom" as follows:

Grooming is a method of building trust with a child and adults around the child in an effort to gain access to and time alone with her/him. However, in extreme cases, offenders may use threats and physical force to sexually assault or abuse a child. More common, though, are subtle approaches designed to build relationships with families. The offender may assume a caring role, befriend the child, or even exploit their position of trust and authority to groom the child and/or the child's family. These individuals intentionally build relationships with the adults around a child or seek out a child who may have fewer adults in her/his life. This increases the likelihood that the offender's time with the child is welcomed and encouraged.

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 related to inappropriate, suspicious or suspected grooming behavior should be directed to the Chair of the Undine

Barge Club's Rowing and Safety Committee or a member of the Undine Barge Club's Rowing and Safety Committee. All concerns regarding "grooming" must be reported to the President of Undine Barge Club and the Chair of the Rowing and 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 the Undine Barge Club President, the Chair of the Rowing and Safety Committee or a member of Undine Barge Club's Rowing and Safety Committee immediately.**

### **Reporting Misconduct and Policy Violations**

If any coach and/or officer 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 coach and/or officer to report their observations to:

- (1) Undine Barge Club's President,
- (2) the Chair of the Rowing and Safety Committee, or
- (3) a member of Undine Barge Club's Rowing and Safety Committee.

Undine Barge Club also encourages members, parents, athletes, and other participants to communicate violations of Undine Barge Club's Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a Undine Barge Club officer or member of Undine Barge Club's Participant Safety Committee. **Where applicable, parents should also report to the appropriate law enforcement authorities.**

## **REPORTING PROCEDURE**

### **To Whom to Report**

Anyone may report to any Undine Barge Club Officer or Coach with whom they are comfortable sharing his or her concerns. One may also report to any member of Undine Barge Club's Rowing and Safety Committee.

**A coach or Undine Barge Club Officer must report any allegation of child physical or sexual abuse to relevant law enforcement authorities.**

### **How to Report**

Undine Barge Club 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 one choose to report, it is helpful to Undine Barge Club 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, found in Appendix A. Information on this form includes:

- 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

Undine Barge Club will withhold the complainant's name on request, to the extent permitted by law.

A copy of Undine Barge Club's Reporting Form can be found in Appendix A of this document, or may be obtained by request from any officer.

## **CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS**

### **Confidentiality**

To the extent permitted by law, and as appropriate, Undine Barge Club 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**

Undine Barge Club 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 Undine Barge Club's officer or a member of Undine Barge Club's Rowing and Safety Committee
- through email, texts or notes left for a Undine Barge Club officer or a member of Undine Barge Club's Rowing and Safety Committee.

**However, anonymous reporting may make it difficult for Undine Barge Club 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, Undine Barge Club will support the complainant(s) and his or her right to express concerns in good faith. Undine Barge Club 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. Undine Barge Club, its officers, coaches, 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, Undine Barge Club 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](http://www.childwelfare.gov).

#### ***Immediate Suspension or Termination***

When an allegation of child physical or sexual abuse is made against a coach and/or officer, Undine Barge Club 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, Undine Barge Club may suspend or change the assignment of a coach and/or officer. Decisions to immediately suspend coaches and/or officers will be made by Chair of the Rowing and Safety Committee along with the President of Undine Barge Club. The Head Coach of Undine Barge Club’s Junior Program may also suspend any assistant coach upon consultation with either the Chair of the Rowing and Safety Committee or the President of Undine Barge Club.

### **Failure to Report**

A coach and/or officer’s failure to report a violation pursuant to these guidelines is a violation of this policy and grounds for immediate termination and/or dismissal.

### **Misconduct and Policy Violations**

Undine Barge Club addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or

federal law. Coaches and/or officers must report policy violations and misconduct to the President of Undine Barge Club, the Chair of the Rowing and Safety Committee or a member of the Rowing and Safety Committee.

Undine Barge Club 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 Undine Barge Club's notice of a credible allegation that results in the removal of an officer, coach or other volunteer, Undine Barge Club may consider the circumstances in which it will notify other parents of minor athletes with whom the accused individual may have had contact. In Undine Barge Club's discretion, as appropriate, and after consultation with counsel, Undine Barge Club may notify its coaches, officers, 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 Undine Barge Club 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 the Undine Barge Club endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for the Undine Barge Club to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors, which is consistent with Undine Barge Club's Bylaws.

### **APPLICATION**

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

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

**Undine Barge Club 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**

Undine Barge Club recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal from the club. 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, Undine Barge Club's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

### **DISCIPLINARY PROCEDURE**

On receipt of an allegation, the Chair of the Rowing and Safety Committee, or in the case the complaint is against the Chair of the Rowing and Safety Committee, the President, will determine in his/her 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. In the case of a junior athlete that is part of Undine Barge Club's Junior Program, the Head Coach of Undine Barge Club's Junior Program will determine in his/her discretion the appropriate steps to address the conduct, based on the aforementioned factors.

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

Any "serious allegations" are addressed via the procedures described below in the section entitled "Investigation and Adjudication." "Serious allegations" are those that may result in long-term (as defined as greater than a month) suspension or expulsion from the club. Any non-serious allegations may be addressed by the Chair of the Rowing and Safety Committee, or for Junior Athletes the Head Coach of the Undine's Junior Program.

## **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, Undine Barge Club 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)
- Provide informed supervision, where at least one other coach or officer 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

## **APPEAL OF A DECISION MADE BY THE CHAIR OF THE ROWING AND SAFETY COMMITTEE OR FOR JUNIOR ATHLETES THE HEAD COACH OF UNDINE BARGE CLUB'S JUNIOR PROGRAM**

If the individual disagrees with the finding or sanction imposed by the Chair of the Rowing and Safety Committee or, for junior athletes the Head Coach of the Junior Program, and wishes to appeal, he or she may file a written appeal with the Chair of the Rowing and Safety Committee within 10 calendar days of the Chair or the Junior Program's Head Coach's findings. The appeal will follow the procedures listed below under the heading "Investigation and Adjudication." On appeal, the Rowing and Safety Committee Review Panel will address the merits of the Chair's decision *de novo*. A decision rendered by the Panel that involves a sanction of less than a long term (greater than one month) suspension shall be final and binding on all parties with no further right of appeal. If a sanction involves a suspension greater than one month, then the individual has the right to appeal the decision to the Board of Directors through the processes outlined below, entitled "APPEAL."



## **INVESTIGATION AND ADJUDICATION**

Undine Barge Club will institute a formal investigation and hearing procedure to address serious allegations of misconduct (e.g., physical and sexual misconduct). However, Undine Barge Club anticipates that an investigation and hearing will be undertaken to address only the most serious allegations and patterns of behavior that warrant significant sanctions, such as suspension or termination of membership from the club. **Accordingly, Undine Barge Club 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 Undine Barge Club'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 Chair of the Rowing and Safety Committee 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 Rowing and Safety Committee Review Panel.

### **Rowing and Safety Committee Review Panel**

The Rowing and Safety Committee Review Panel shall be composed of at least the Chair of the Rowing and Safety Committee, a director member of the committee, and a non-officer athlete member of the committee.

### **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 Rowing and Safety Committee Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call.

**Timing**

The 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 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 any other institution's or organization's decision regarding the conduct at issue.

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 Panel.

The 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 make decisions by a majority vote. The Panel will communicate its finding to the individual.

Any sanctions imposed by the Panel against the individual must be proportionate and reasonable, relative to the conduct 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 Panel shall consider:

- a) The legitimate interest of Undine Barge Club in providing a safe environment for its participants
- 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 Undine Barge Club's reputation
- f) Whether the individual poses an ongoing concern for the safety of Undine Barge Club'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 involvement with Undine

Barge Club for a period of time. Suspensions from involvement with Undine Barge Club may be temporary or permanent. The most severe sanction possible to impose will be permanent expulsion from the Undine Barge Club.

For the purposes of this Policy, a suspension from involvement with Undine Barge Club 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.

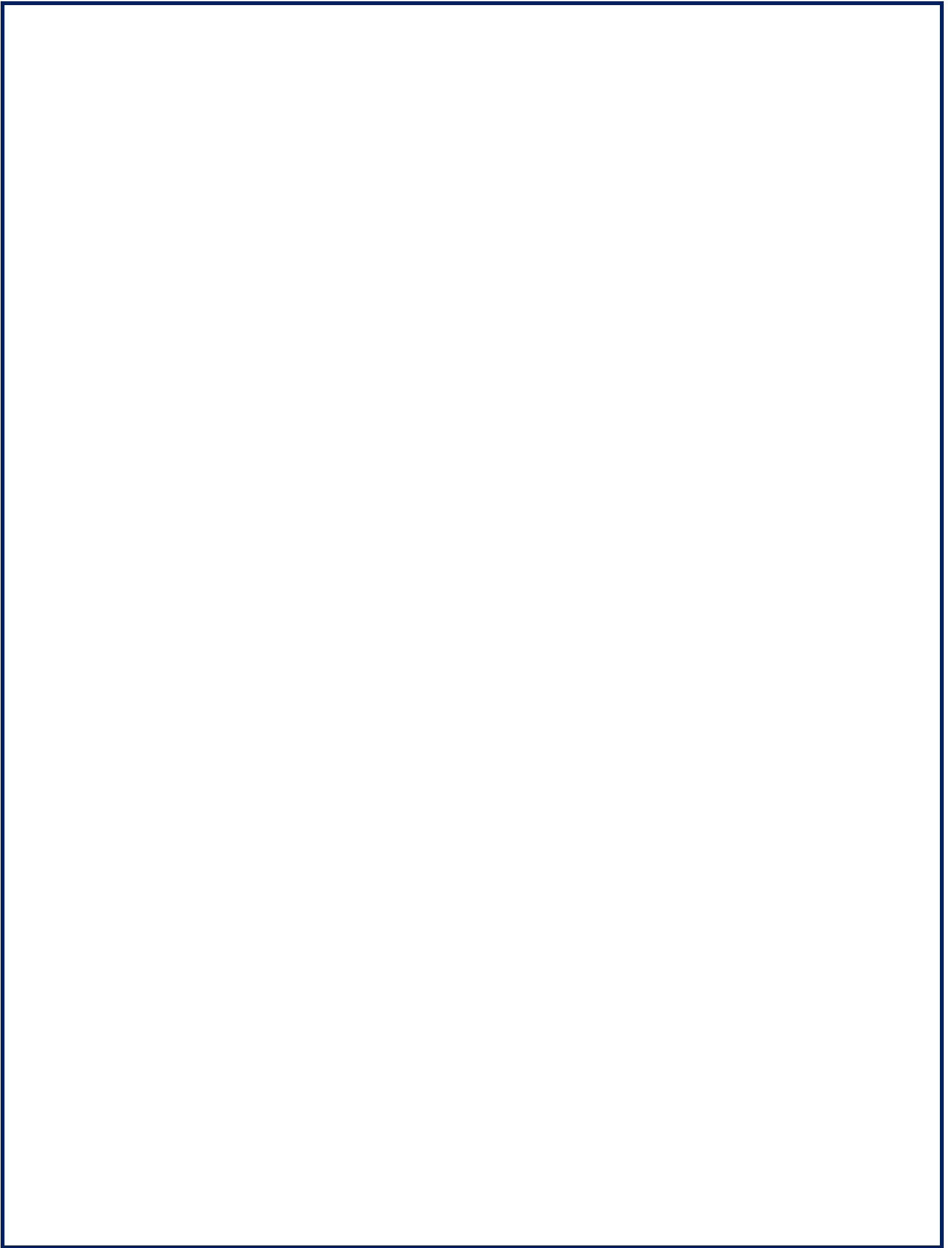
### **Confidentiality**

The conduct of the hearing will 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

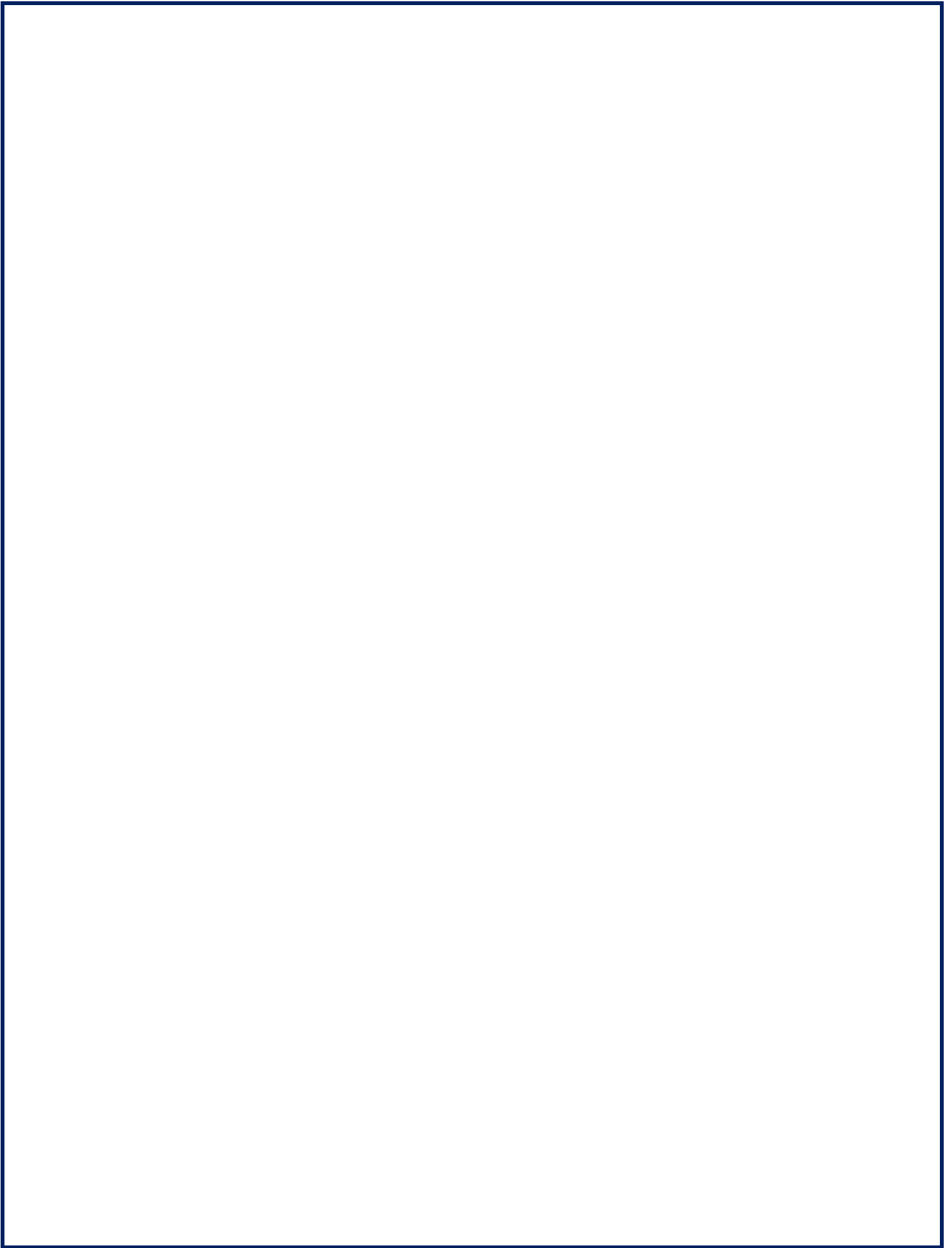
### **APPEAL**

If the individual disagrees with the finding or sanction of the panel and wishes to appeal, he or she may file an appeal with the President of Undine Barge Club within 10 calendar days of the panel's findings. On appeal, Undine Barge Club's Board of Directors will address the merits of the Undine Barge Club's decision *de novo*, and not the process that was utilized. A decision rendered by the Undine Barge Club Board of Directors shall be final and binding on all parties. A finding by the Board of Directors that includes any sanction less than a termination of membership shall be made by a majority vote. However, a finding that includes permanent expulsion of the accused from the club, must comport with Undine Barge Club's bylaws.





## ***APPENDIX A: FORMS and DOCUMENTS***



## APPLICATION FOR VOLUNTEER POSITION

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	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 (    ) \_\_\_\_\_

**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:**

What skills or additional training do you have that are related to the job for which you are applying, please list.

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**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*

<b>NAME</b>	<b>COMPLETE ADDRESS (Street, City, State, Zip)</b>	<b>PHONE</b>	<b>OCCUPATION</b>

*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 truthful 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 truthful 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 \_\_\_\_\_

## Acknowledgment and Receipt

I have received my copy of the Undine Barge Club's *Internal Policies and Participant Safety Handbook*.

I understand and agree that nothing in the *Internal Policies and Participant Safety Handbook* creates, or is intended to create, a promise or representation of continued employment and that employment with Undine Barge Club, Inc., is employment at-will, which may be terminated at the will of either Undine Barge Club, Inc., or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Undine Barge Club, LLC., or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Date

## REFERENCE FORM

<b>Candidate Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Reference Name:</b>	
<b>Reference Position/Organization:</b>	

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?
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

Undine Barge Club strongly encourages the reporting of misconduct. Undine Barge Club 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):

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Comments:

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2. Age or Approximate Age:

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3. Gender

Male  Female

4. Address (City, State required):

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

- Head Coach
- Assistant Coach
- Officer
- Volunteer
- Other / Not sure

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

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Comments:

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**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?)

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

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Comments:

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

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Comments:

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**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:

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Comments:

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11. Age (or approximate age):

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Comments:

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12. Club affiliation (if any):

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

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

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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:

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17. Phone Number:

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18. Email Address:

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19. Club Affiliation (if any):

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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



## INCIDENT REPORT FORM

<b>Incident:</b>	
<b>Reported By:</b>	
<b>Date:</b>	
<b>Individuals (s) Involved:</b>	

<b>Investigated By:</b>	
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<b>Location of Incident:</b>	
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<b>Summary of Complaint:</b>	
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## INCIDENT REPORT FORM

<b>Statements Provided By:</b>	
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<b>Conclusion:</b>	
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<b>Recommendation:</b>	
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**ACTION TAKEN:**

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