



Safe Sport Handbook

Policies and Procedures
for the Safety of all Athletes

Adopted December 22, 2014

INTRODUCTION

Participating in sports encourages a healthy lifestyle and builds self-confidence. Athletes learn goal setting, teamwork, and time management skills. Athletes are less likely to use cigarettes, drugs, and alcohol; have higher graduation rates; and are more likely to attend college. Unfortunately, sport can also be a high-risk environment for misconduct.

CPRA strictly prohibits all forms of abuse and misconduct including:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct, including Child Sexual Abuse

All forms of misconduct are intolerable regardless of whether the athlete is a minor or an adult.

DEFINITIONS

Bullying: An intentional, persistent, and repeated pattern of committing or willfully tolerating physical or non-physical behaviors (e.g., teasing, ridiculing, spreading rumors) 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 athletes, as a condition of membership.

Harassment: A repeated pattern of physical and/or non-physical behaviors that are intended to cause fear, humiliation or annoyance; that offend or degrade; that create a hostile environment; or 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.

Hazing: Coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome, or dangerous activity that serves as a condition for joining a group or being socially accepted by group members.

Emotional misconduct: A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete, including verbal acts (e.g., calling an athlete worthless, fat, disgusting; or excessive yelling that serves no productive training or motivational purpose), physical acts (e.g., throwing things at or in the presence of athletes or punching walls or other objects), and acts that deny attention or support (e.g., ignoring an athlete for extended periods of time or arbitrarily excluding athletes from practice).

Physical misconduct: Non-accidental trauma or physical injury caused by contact behaviors such as punching, beating, kicking, biting, burning, or otherwise harming a person. Providing minors with alcohol or providing illegal drugs or non-prescribed medications to any athlete. Encouraging or permitting an athlete to return to rowing pre-maturely following a serious injury and without the clearance of a medical professional. Forcing an athlete to assume a painful stance or position for no athletic purpose. Withholding adequate hydration, nutrition, medical attention, or sleep.

Sexual misconduct: Any touching or non-touching sexual interaction that is nonconsensual; it may be forced, coerced, or perpetrated in an aggressive, harassing, exploitive, or threatening manner.

Child sexual abuse: 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 the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if one child exploits a significant imbalance of power or disparity in age, development, or size. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as sexually suggestive written or electronic communications, exposure, or voyeurism.

TRAINING AND EDUCATION

All paid and volunteer personnel who have regular contact with youth should have a basic understanding of sexual abusers and their strategies. Accordingly, **all coaches of the youth program and volunteers who have regular contact with youth must complete awareness training every two years, or no more than 30 days before they have contact with minor athletes.** This requirement is satisfied by completing the free SafeSport online training found at: <http://training.teamusa.org/store/details/1>.

To access the training:

1. Click link
2. Click “add to bag”
3. Click “checkout”
4. Click “register” and then complete the form, making sure to select “Rowing” on the drop down list

Upon completion, the trainee will receive a pdf certificate of completion and his or her name will be added to the list of those who completed the program via USRowing. Trainees should send an electronic copy of this certificate to the President of CPRA at least 30 days prior to contact with youth.

BACKGROUND CHECK

All coaches of the youth program and those volunteers who have regular contact with youth must submit to a comprehensive background screening. CPRA has contracted with the National Center for Safety Initiatives to perform these background checks and to provide a simple "Red Light/Green Light" clearance report.

To initiate the screening process, go to <http://www.ncsisafe.com> and click on "Background Screening Self Registration" on the left side of the webpage, and complete the following steps:

1. Enter Self Registration Number: 82781246
2. Enter information as requested (including full legal name as written on birth certificate or driver's license)
3. Provide legal authorization and certification

The background screening generally takes 10 business days to complete. Application status can be checked on the NCSI website under the "Applicant Login to Check Your Status" link. Call NCSI directly with questions or problems: (866) 833-7100. The "Red Light/Green Light" results will be sent directly to CPRA.

A red light finding means that the criminal background check revealed a criminal record that suggests the applicant does not meet the criteria and is not suitable to work with youth. Individuals who are subject to disqualification under a red light finding may challenge the accuracy of the reported information directly with the National Center for Safety Initiatives. A disqualified individual may *not* appeal the automatic disqualification or the results of the findings of the criminal background check to CPRA.

REPORTING

Coaches and volunteers of CPRA are required to report witnessed behavior, suspicions, or allegations of physical or sexual abuse against a CPRA youth by another coach, volunteer, or adult or youth CPRA member. Reports should be sent directly to CPRA President at president@rowpa.org. CPRA will withhold the complainant's name on request, to the extent permitted by law. The following information should be included:

1. Name(s) of the complainant(s)
2. Type of misconduct alleged
3. Name(s) of individual(s) alleged to have committed the misconduct
4. Approximate date(s) the misconduct was committed

5. Name(s) of other individual(s) who might have information regarding the alleged misconduct
6. Summary statement of the reasons to believe that misconduct occurred

CPRA does not attempt to evaluate the credibility or validity of alleged sexual or physical abuse against a minor that requires federal reporting. For mandatory reporting laws, visit www.childwelfare.gov. As necessary, however, CPRA may ask a few clarifying questions of the minor or person making the report in order to adequately report the suspicion or allegation to law enforcement authorities.

When an allegation of child physical or sexual abuse is made against a coach, volunteer, or youth or adult member, CPRA may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency.

Allegations of misconduct that do not require federal reporting (e.g., bullying and harassment, or misconduct directed toward an adult) will be addressed by the president of CPRA with consultation from at least one other member of the executive board. On receipt of an allegation, appropriate steps to address the conduct will be determined based on several factors, including the age of the complainant or victim, the age of the accused, and the nature, scope, and extent of the allegations. If the accused individual is a minor, CPRA President will contact his or her parents or guardians. Any disciplinary action for prohibited misconduct will be proportionate and reasonable under the circumstances. Disciplinary actions include but are not limited to:

- Providing guidance, redirection, and instruction
- Issuing temporary suspension from competition
- Issuing verbal warning
- Issuing written warning
- Implementing a limited access agreement (e.g., limiting an individual's access to youth)
- Providing informed supervision
- Suspending or terminating employment or membership

If employment or membership is suspended or terminated, the individual will be notified of his or her right to a hearing. In addition, CPRA may choose to hold a formal hearing prior to issuing a sanction of suspension or termination. In the event of a hearing, the President will appoint a Hearing Panel comprised of three current CPRA adult members. By majority vote, the Panel will determine whether there is sufficient cause to issue a sanction and may choose a variety of sanctions including but not limited to those listed above.

In the event of a hearing, the complainant, victim, and accused individual shall have the right to:

- Receive written notice of the report or complaint, including a statement of allegations
- Present relevant information to the hearing
- Legal counsel, at his or her own expense
- Challenge any hearing panel member(s) deemed to be biased

APPEAL

If the accused individual disagrees with the finding or sanction of the Hearing Panel and wishes to appeal, he or she may file an appeal with the President within 10 days of the Hearing Panel's finding. The President will appoint an Appeal Panel of three current CPRA adult members who will conduct a new hearing. A decision rendered by the Appeal Panel shall be final and binding.