

Riverside Boat Club



Code of Conduct

UPDATED 9.15.15

Introduction

Riverside Boat Club has developed this Code of Conduct to implement a comprehensive abuse and misconduct prevention strategy that is intended to protect members of all ages. All forms of misconduct are intolerable and in direct conflict with Riverside's ideals. Riverside Boat Club is a member-run organization that strives to foster a vibrant, collaborative community. Through this Code of Conduct, Riverside is committed to the safety of its members, both on and off the water.

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1 - EDUCATION AND AWARENESS TRAINING

Education and awareness are key components of any abuse and misconduct prevention program. Awareness provides members with the tools and information necessary to effectively monitor and minimize opportunities for abuse and other forms of misconduct and to respond to concerns.

Riverside Boat Club requires that its employees and volunteers report abuse, misconduct and violations of our Code of Conduct. To do so, all employees (coaches and rigger), members and volunteers (coaches and parents of junior members) should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, all employees (coaches and rigger), members and volunteers (coaches/parents of junior members) and especially new club members must read a copy of the Riverside Boat Club handbook and Code of Conduct, and sign the last page of the Code of Conduct before performing services for or becoming a member of Riverside Boat Club. Riverside will maintain a record of the signed pages for all employees, volunteer coaches and parents of junior members performing services for or on behalf of Riverside Boat Club. Misconduct in sport includes:

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

2 - SCREENING AND BACKGROUND CHECKS

SCREENING

Riverside Boat Club will conduct screening of its employees (coaches and rigger), volunteer coaches, parent chaperones of the Riverside Juniors and members of the Board of Directors as follows:

- All members of the Board of Directors shall be screened upon their election and appointment to the position. However, criminal background checks will not be repeated for those individuals who served on the Board of Directors during the preceding two years.
- All employees shall be screened as a condition of their employment.
- All volunteer coaches shall be screened as a condition of being permitted to assume such position.
- All parent chaperones shall be screened as a condition of being selected for such position
- All other volunteer positions that will have direct access to minors shall be screened as a condition of being selected for such position.

Elements of our screening process include, as appropriate to the position, successful completion of a written application, interview, reference check and criminal background check. Criminal background checks will be repeated as required by law.

A. Written Applications

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

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to elicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- 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

B. Personal Interview

The Coaching Committee will interview applicants whose experience and credentials are considered a fit for available positions, except that the Head Coach for the Riverside Boat Club Juniors will interview applicants for available positions with the Riverside Juniors. During this interview, the

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

C. References

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

D. Release

Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing Riverside Boat 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).

2.1 - CRIMINAL BACKGROUND CHECKS

All members of the Board of Directors, employees, volunteer coaches, parent chaperones and all other volunteer positions with direct access to minors will be asked to undergo a criminal background check in the manner described above that complies with the Fair Credit Reporting Act before providing services for Riverside Boat Club. Through this criminal background check, Riverside Boat Club will utilize reasonable efforts to ascertain past criminal history of an applicant.

PROCESS

The Criminal Background Check Consent and Waiver Release form must be submitted and the individual cleared before he or she may perform services for Riverside Boat Club.

On receipt of the Criminal Background Check Consent and Waiver Release form, Riverside Boat Club will request that its vendor perform the criminal background check. The two (2) Trustees of the Riverside Board of Directors who are not up for re-election in the calendar year will make the request on behalf of Riverside Boat Club. As part of its criminal background check, Riverside Boat Club will, at a minimum and without limitation,

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

A. Potentially Disqualifying Factors

i. Criminal History

Riverside Boat Club will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an individual from serving as a member of the Board of Directors, employee, volunteer coach, parent chaperone or other volunteer positions.

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

ii. Pending Court Cases

No decision will be made on an individual's eligibility for work as an employee, volunteer or member of the Board of Directors if he or she have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the

case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.

iii. Full Disclosure

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

- If an applicant (1) is arrested, (2) pleads (3) is subject to a restraining order or (4) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as an employee, volunteer or member of the Board of Directors and (1) is arrested, (2) pleads (3) is subject to a restraining order or (4) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to the two (2) Trustees of Riverside Boat Club who are not up for re-election in the calendar year who will evaluate the criminal background checks on behalf of Riverside Boat Club.
- 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.

B. Findings

Results of the criminal background checks will be provided to the two (2) Trustees of Riverside Boat Club who are not up for re-election in the calendar year. Such two (2) Trustees will evaluate results of the criminal background checks on behalf of Riverside Boat Club. Individuals who are subject to disqualification under the criminal background check may challenge the accuracy of the reported information reported by the criminal background check vendor. Individuals disqualified are excluded from participation in any Riverside Boat Club sanctioned events and/or activities.

C. Appeal

If an individual is disqualified as a result of the criminal background check and wants to contest the Riverside Boat Club's decision, the individual may request a hearing before Riverside Boat Club's Review Panel. The Review Panel will consist of the Board of Directors. Decision will be by consensus and all decisions will be final and binding on all parties. (An individual who is not yet cleared by this

screening procedure or who is disqualified from being a member of the Board of Directors by this screening procedure is not eligible to participate in the Review Panel.)

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in a Riverside Boat Club program, an employee, volunteer or member of the Board of Directors is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of such person to inform a member of the Board of Directors.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an individual passes a criminal background check, other factors may be disqualifying. An individual may be disqualified and prohibited from providing services for Riverside Boat Club if the individual has:

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

REVIEW OF DISQUALIFIERS

Riverside Boat Club will review its disqualifiers as required or modified by law.

RECORDS

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

3 - PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

Riverside Boat Club expects all of its members, employees, volunteers and guests to behave appropriately and respectfully at all times. Riverside Boat 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. Riverside Boat 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 sport to support the use of motivational and training methods that avoid misconduct.

All members shall familiarize themselves with each form of misconduct and shall refrain from engaging in misconduct and/or violating any of these policies.

In the event that any Riverside employee or volunteer coach observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the responsibility of each employee or volunteer coach to immediately report his or her observations to a head coach or a member of the Board of Directors. **In addition to reporting within Riverside Boat Club, such persons must also report suspected child physical or sexual abuse to appropriate law enforcement. Employees and volunteer coaches should not attempt to evaluate the credibility or validity of physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.** Complaints and allegations will be addressed under Riverside Boat Club's Disciplinary Rules and Procedure.

Riverside Boat Club has ZERO TOLERANCE for abuse and misconduct. Riverside's response to an allegation of abuse or misconduct is described in Sections 4 – 9 of the Code.

The policies below address general standards of conduct and the following types of abuse and misconduct:

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

A. 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 person(s).

(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 a person; (b) throwing at, or hitting a person 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").

B. 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 person 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 a person; (b) throwing at or hitting a person with objects including sporting equipment.

(2) **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about a person's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing water rowing time to an athlete based on his or her sexual orientation.

C. 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.

D. Emotional Misconduct

(1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a person. Non-contact behaviors include: (a) verbal acts; (b) physical acts; and (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 individual personally (e.g., calling him or her worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular athlete or athletes 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, athletes; or (b) punching walls, windows or other objects.

(3) **Acts that Deny Attention and Support.** A pattern of routinely or arbitrarily excluding certain athletes from practice.

E. Physical Misconduct

(1) Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to a member or other person; or

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

Exceptions

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

Examples

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

(1) **Contact offenses.** Behaviors that include:

(a) punching, beating, biting, striking, choking or slapping an athlete;

(b) intentionally hitting an athlete with objects or sporting equipment;

(c) providing alcohol to an athlete under the legal drinking age (under U.S. law);

(d) providing illegal drugs or non-prescribed medications to any athlete;

- (e) encouraging or permitting an athlete to return to play prematurely 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 an 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.

F. 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 members.

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.*

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

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
 - i) is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this

ii) is sufficiently severe or intense to be harassing to a reasonable person in the context.

G. 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.

VIOLATIONS

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

4 - SUPERVISION OF ATHLETES AND PARTICIPANTS

APPROPRIATE ONE-ON-ONE INTERACTIONS

A. Individual Meetings

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

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

B. 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), and Riverside Boat Club encourages parents and guardians to attend the training session.

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, junior athletes will not be left unattended or unsupervised during Riverside Boat Club activities and Riverside Boat Club coaches and volunteer coaches are prohibited from being alone with an individual junior athlete in any room or building.

5 - PHYSICAL CONTACT WITH ATHLETES

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

APPROPRIATE PHYSICAL CONTACT

Riverside Boat 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, not to meet an emotional or other need of an adult

Safety

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

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

Celebration

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

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

Consolation

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

- embracing a crying athlete

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

PROHIBITED PHYSICAL CONTACT

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

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

VIOLATIONS

Violations of this policy must be reported to a head coach or a member of the Riverside Boat Club Board of Directors, as per the Reporting Policy and 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.**

6 - ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

APPLICATION: THIS POLICY IS INTENDED ONLY TO APPLY TO JUNIOR MEMBERS OF RIVERSIDE BOAT CLUB.

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

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

FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES

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

TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA

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

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

Coaches and junior athletes may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

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

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the junior 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 Riverside Boat Club to allow such practices as long as the junior member or junior members 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 Riverside Boat Club's Code of Conduct.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

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

MISCONDUCT

Social media and electronic communications may also be used to commit misconduct (e.g., bullying, harassment, hazing, emotional, and sexual). Such communications by coaches, volunteers, members, members of the Board of Directors, officials, parents or athletes will not be tolerated and are considered violations of the Electronic Communications and Social Media Policy.

VIOLATIONS

Violations of this policy must be reported to a head coach or a member of the Riverside Boat Club Board of Directors as per the Reporting Policy and will be addressed under Riverside Boat Club's Disciplinary Rules and Procedure.

7 - 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.

MONITORING

Riverside Boat Club will monitor use of locker room areas for junior programs. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, Riverside Boat Club understands that this would likely make athletes uncomfortable and may even place our staff at risk for unwarranted suspicion.

Junior programs at Riverside Boat Club conduct a sweep of the locker rooms and changing areas before junior athletes arrive and after they leave. Coaches conduct regular sweeps inside these areas as well, with female coaches checking on female-designated areas, and male coaches checking on male-designated areas.

Riverside Boat Club discourage parents from entering locker rooms and changing areas unless it is truly necessary.

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

ADULTS AND COACHES

Because adult programs, coaches, and junior programs all share the same locker room spaces, monitoring of the locker room spaces occurs for junior programs only. As adult members of Riverside Boat Club frequently need to use the locker room, prohibiting simultaneous use of the locker room between junior and adult programs is unrealistic and limits both programs. However, in order to reduce the risk of misconduct, coaches of junior programs are encouraged to not use the locker room at the same time as the junior programs.

MIXED-GENDER TEAMS

If the team consists of both male and female athletes, both male and female privacy rights must be given consideration and appropriate arrangements made. Where possible, Riverside Boat Club has the male and female athletes dress/undress in separate locker rooms or changing areas and then convene in a public space before the regatta, practice or team meeting. If separate locker rooms are not available, then the athletes will take turns using the locker room to change.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

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

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

PROHIBITED CONDUCT

Riverside Boat Club prohibits hazing, bullying, harassment and other forms of misconduct, as set forth in Riverside's Protection Policy.

MEETINGS

Individual meetings are not to take place in a locker room or changing area.

8 - TRAVEL

Riverside Boat Club will monitor how junior team athletes will be supervised during travel to and from competitions.

LOCAL TRAVEL

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

TEAM TRAVEL

Team travel is overnight travel that occurs when Riverside Juniors sponsors, coordinates or arranges for travel so that our junior teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, volunteer coaches and chaperones will often travel with the athletes. However, no coach, volunteer coach or chaperone will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws. All parent chaperones are subject to criminal background checks in accordance with the Riverside screening policy to ensure the safety of its junior athletes.

Riverside Boat Club Juniors makes efforts to provide adequate supervision through coaches, volunteer coaches and other adult chaperones.

For team travel, Riverside Juniors will book hotels, ground transportation, and air travel in advance. Athletes will share rooms, with 2-8 athletes assigned per room/suite depending on accommodations. Riverside Boat Club Juniors will also notify hotel management should any special arrangements be warranted.

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

INDIVIDUAL TRAVEL

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

- Traveling with an additional coach, volunteer coach or chaperone
- Inviting parents/guardians to travel with their junior athlete

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

- Compressing the travel schedule to reduce the number of nights athletes are away from home
- Providing regular organizational check-in phone calls to the traveling junior athlete and coach
- Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians
- 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 guardians' written permission in advance to travel alone with the coach.*

TRAVEL NOTIFICATION

When possible, Riverside Boat Club will provide reasonable advance notice before Riverside Junior 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 Riverside Boat Club. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Riverside Boat 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 TRAVEL

Riverside Juniors is made up of male and female athletes. 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, volunteer coach or chaperone shall not share a hotel room or other sleeping arrangement with a junior athlete (unless the coach, volunteer coach or chaperone is the parent, guardian, or sibling of that particular athlete). Where an adult is registered both as a coach and an athlete-member of Riverside Boat Club, and is functioning primarily as a coach while on Junior team travel, he or she may share sleeping arrangements with another registered coach.

COACH AND VOLUNTEER COACH RESPONSIBILITIES

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

If a coach or volunteer coach transports a junior athlete in his or her private car for team travel, a copy of the coach or volunteer coach's valid driver's license is required and provided to the program director.

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

- prepare junior athletes for team travel and make junior 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
- familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- conform to, and monitor for others' adherence, the Protection Policy and all policies during team travel
- encourage junior athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- help junior athletes be on time for all team commitments (as possible)
- assist with team travel logistical needs (as possible)
- 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
- ensure junior athletes are complying with hotel room restrictions based on gender or age bracket requirements
- make certain that junior athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, volunteer coaches and chaperones
- not use drugs or alcohol in the presence of juniors or be under the influence of alcohol or drugs while performing their coaching duties
- immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- notify parents before taking any disciplinary action against a junior athlete if the junior athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, and volunteer coaches adhere to the Riverside Boat Club Junior's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Riverside Boat Club's Code of Conduct. All parent chaperones are subject to criminal background checks in accordance with the Riverside screening policy to ensure the safety of its junior athletes.

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

Chaperones will monitor the activities of all coaches, volunteer coaches and junior athletes during team travel. Specifically, chaperones will:

- familiarize themselves with all travel itineraries and schedules before team travel
- monitor for adherences to club policies during team travel
- encourage junior athletes to participate in regular, at least daily, scheduled communications

with their parents/guardians

- help athletes be on time for all team commitments (as possible)
- assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- monitor junior athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- ensure junior athletes comply with hotel room restrictions based on gender or age bracket requirements
- not use drugs or alcohol in the presence of juniors or be under the influence of alcohol or drugs while performing their chaperone duties
- make certain that junior athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, volunteer coaches and chaperones immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a Riverside Boat Club Juniors Head Coach or member of Riverside Boat Club Board of Directors.

9 – GENERAL STANDARDS POLICY

A. Riverside Boat Club requires that its members, employees, volunteers and guests to behave appropriately and respectfully toward each other while using Riverside facilities, attending regattas, attending events or in public forums or discussions related to Riverside or the rowing community. Acts of conduct which, in the opinion of the Riverside Board of Directors, is injurious or detrimental to the good order, welfare, best interests, or character of Riverside, or at variance with the requirements of the Riverside constitution or promulgated rules and policies will not be tolerated.

- This Riverside Code of Conduct outlines an extensive list of the types of conduct which are not in the best interests of Riverside and its members, employees, volunteers and guests and which, therefore, are prohibited. This list is not exhaustive as it would be impossible to develop rules covering every situation.
- Any other form of misconduct or unsatisfactory performance may result in violation of this Code of Conduct and may result in appropriate disciplinary action, up to and including the immediate termination of an employee or requesting the member's resignation.

Examples

Examples of misconduct subject to the general standards policy include but are not limited to the following:

- Insubordination or violation of the Riverside constitution, rules or policies;
- Use of Riverside facilities or grounds for any purpose deemed hazardous in the sole discretion of the Board of Directors;
- Actions detrimental to the best interests of Riverside. Such actions include any malicious conduct that may impair the good reputation and order of Riverside or any malicious action that may impair the successful operation of Riverside;
- Destroying, defacing or damaging Riverside property or property of another member, employee or guest;
- Fighting;
- Criminal conduct on Riverside grounds;
- Unauthorized use of Riverside property;
- Acting in an unprofessional manner toward another Riverside employee, member or guest;
- Harassment or discrimination based on any characteristic protected by law;
- Excessive absenteeism or tardiness or failing to notify a supervisor when unable to report to work;
- Dishonesty, including but not limited to, theft, falsification of employment records or misrepresentation of facts in obtaining employment; and

- A non-exempt employee working overtime without authorization or refusing to work assigned overtime.

10 – REPORTING POLICY

All Riverside Boat Club employees (coaches and rigger) and volunteer coaches must report:

- violations of the Code of Conduct,
- misconduct as defined in Riverside Boat Club’s Protection Policy, and
- suspicions or allegations of child physical or sexual abuse.

As a matter of policy, Riverside Boat Club does not investigate suspicions or allegations of 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

Employees (coaches and rigger) and volunteer coaches at Riverside Boat Club are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker to:

- a head coach,
- a member of the Riverside Boat Club Board of Directors, and
- where applicable, **appropriate law enforcement authorities.**

Grooming

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

Peer-to-Peer Sexual Abuse

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

Reporting Misconduct and Policy Violations

To Whom to Report

If any employee or volunteer coach 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 employee or volunteer coach to report their observations to:

- a head coach, or
- a member of the Riverside Boat Club Board of Directors.

Riverside Boat Club also encourages member parents, athletes and other sport participants to communicate violations of Riverside Boat Club's Code of Conduct and/or allegations and suspicions of child physical and sexual abuse to a member of the Riverside Boat Club Board of Directors. Where applicable, parents may also report to the appropriate law enforcement authorities.

How to Report

Riverside Boat 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 you choose to report, it is helpful to Riverside Boat 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. Information on this form will include:

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

Riverside Boat Club will withhold the complainant's name on request, to the extent permitted by law. A copy of Riverside Boat Club's Reporting Form can be found on the website [\[link here\]](#).

See Appendix A: Sample Forms and Documents for the Reporting Form

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, Riverside Boat 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

Riverside Boat 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 member of the Riverside Boat Club Board of Directors
- through email, texts or notes left for a member of the Riverside Boat Club Board of Directors

However, anonymous reporting may make it difficult for Riverside Boat 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, Riverside Boat Club will support the complainant(s) and his or her right to express concerns in good faith. Riverside Boat 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 Code of Conduct 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 Code of Conduct and grounds for disciplinary action including loss of membership. 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 cause harm and/or interfere with the legal investigative process. Riverside Boat Club, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities**. As necessary, however, Riverside Boat Club may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.

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

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against an employee, volunteer coach or other volunteer in contact with juniors, Riverside Boat Club may immediately remove that individual from contact with any juniors in the program until the allegation has been investigated by an official agency. As necessary, Riverside Boat Club may suspend or change the assignment of an employee and/or volunteer.

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

An employee or volunteer's failure to report allegations of a code of conduct violation to a head coach or a member of the Riverside Boat Club Board of Directors is a violation of this policy and grounds for employment termination and/or dismissal of a volunteer.

NOTIFICATION

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

11 - DISCIPLINARY RULES AND PROCEDURE

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

APPLICATION

This Policy is used to address the following allegations against employees, volunteer coaches, members, and other volunteer positions:

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

Riverside Boat 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

Riverside Boat Club recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a junior member 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, Riverside Boat Club's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

DISCIPLINARY PROCEDURE

On receipt of an allegation, Riverside Boat Club will determine in its discretion the appropriate steps to address the conduct based on several factors, including (1) the age of the complainant or victim, (2) the age of the accused and (3) the nature, scope, and extent of the allegations.

Riverside Boat 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, provided that the accused individual shall be advised of their right to a hearing. If the accused individual is a minor, Riverside Boat Club will contact his or her parents or guardians.

DISCIPLINARY ACTION

Sanctions for violations of the Code of Conduct will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, the Riverside Boat Club may take the following disciplinary actions, without limitation:

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

ONGOING EMPLOYMENT AND/OR PARTICIPATION

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

COMPLAINANT PROTECTION

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

BAD-FAITH ALLEGATIONS

Any individual who alleges misconduct under the Code of Conduct that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our Code of Conduct. Bad-faith allegations may also be subject to criminal or civil proceedings.

12 - INVESTIGATION AND ADJUDICATION—for RESOLVING ALLEGATIONS UNDER THE TED STEVENS ACT

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

On receipt of an allegation of misconduct, as defined in Riverside Boat Club's Protection Policy, that does not involve child physical or sexual abuse, Riverside Boat Club shall determine the appropriate steps to address the conduct based on several factors, including (1) the age of the complainant or victim, (2) the age of the accused and (3) the nature, scope and extent of the allegations. Such steps may include, without limitation:

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

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

SUSPENSION BEFORE FINAL RESOLUTION

If an individual's continued employment, membership or participation poses a risk of ongoing physical or emotional harm, Riverside Boat Club may wish to suspend the accused individual pending final resolution of the complaint to eliminate any danger to a member or other individual. In such instances, Riverside Boat Club will provide the individual with notice and offer her/him an opportunity to contest the suspension.

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

- the suspension or termination of employment or membership by one of USRowing's member clubs
- an Incident Report Form with specific and credible information

- other legal documentation or report supporting a reasonable belief that the individual has committed emotional, physical or sexual misconduct, including abuse of a child (e.g., a criminal indictment).

For the purposes of this Policy, a suspension from membership involvement shall mean that for the duration of the period of suspension, the accused individual may not participate in any capacity or in any role in the activities of the Riverside Boat Club.

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

INVESTIGATION

As appropriate, and at its discretion, Riverside Boat Club may institute a formal investigation and hearing procedure to address serious allegations of misconduct (e.g., physical and sexual misconduct). However, Riverside Boat 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.

Accordingly, Riverside Boat 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:

- Receive written notice of the report or complaint, including a statement of allegations
- Present relevant information to the investigator(s)
- 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 Riverside Boat Club's Constitution. 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:

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

Preliminary Determination

On receipt of a disclosure and/or additional information made pursuant to this Policy, if the member of the Board of Directors, in the exercise of his or her discretion, reasonably believes 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 remaining members of the Board of Directors.

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 Board of Directors requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing, provided that the counsel's participation may be subject to the reasonable hearing rules related to the conduct of the hearing.

Timing

The Board of Directors 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 Board of Directors 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 Board of Directors to consider. The Board of Directors 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 Board of Directors may also consider a local club's employment determination as evidence to be considered.

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

The Board of Directors 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 Board of Directors 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 Board of Directors will communicate its finding to the individual. The Board of Directors may impose sanctions on the individual in its findings.

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

- The legitimate interest of Riverside Boat Club in providing a safe environment for its members
- The seriousness of the offense or act
- The age of the accused individual and alleged victim when the offense or act occurred
- Any information produced by the accused individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct
- The effect on the Riverside Boat Club's reputation
- Whether the individual poses an ongoing concern for the safety of Riverside Boat Club's members
- Any other information, which in the determination of the Board of Directors, bears on the appropriate sanction

Sanctions may range from a warning and a reprimand to suspension from membership involvement with the Riverside Boat Club for a period of time. Suspensions from membership involvement with Riverside Boat Club may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from membership and expulsion from the Riverside Boat Club in accordance with Article X of the Constitution.

For the purposes of this Policy, a suspension from membership involvement shall mean that the individual may not participate in any capacity or in any role in Riverside Boat Club activities for the duration of the period of suspension.

Confidentiality

The conduct of the hearing will be private. If the Board of Directors 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 Board of Directors determines the accused individual did not violate the relevant policy, the Board of Directors will publish a summary only at the individual's written request.

APPEAL

If the individual disagrees with the finding or sanction of the Board of Directors and wishes to appeal, he or she may file an appeal with Riverside Board of Directors within 30 days of the Riverside Boat Club's finding. On appeal, the Riverside Board of Directors will address the merits of the Riverside Boat Club's decision de novo, and not the process that was utilized. A decision rendered by the Riverside Boat Club Board of Directors shall be final and binding on all parties.

13 - Monitoring

By monitoring the interactions among employees (coaches and rigger), members, volunteer coaches, and other volunteers, Riverside Boat Club works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Code of Conduct, while reinforcing appropriate behaviors.

Riverside Boat Club monitors for compliance with its policies and procedures, including without limitation its Awareness Training, Travel, Locker Room and Changing Areas, and Protection Policies.

Riverside Boat Club utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; (2) informal supervision, including regular and random observation (e.g. roving and checking interactions throughout practices); (3) maintaining frequent contact with employees (coaches and rigger), committee heads, volunteer coaches and other volunteers who interact off-site; and (4) annual awareness refresher led by the Vice-President or a Trustee at the March General Membership Meeting (i.e. review the Code of Conduct, changes to the Code, and clarify key points in the Code).

While Riverside Boat Club has a formal reporting policy, the Board of Directors, employees (coaches and rigger), committee heads, volunteers, coaches and members should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. These persons should further be prepared to redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

Employees (coaches and rigger) and volunteer coaches are required to report policy violations, misconduct and physical and sexual abuse consistent with Riverside Boat Club's Reporting Policy.

Riverside Boat 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 appropriate law enforcement authorities.