

SWAN CREEK ROWING CLUB

MASTERS AND YOUTH PROGRAM ATHLETE PROTECTION POLICY

(APPROVED BY THE SCRC BOARD OF DIRECTORS JUNE 24TH 2015; EFFECTIVE JULY 4TH 2015)

I. DUTY TO REPORT MISCONDUCT.

Swan Creek Rowing Club ("SCRC") policies and procedures require SCRC Youth and Adult Program "staff members" and SCRC Youth and Adult Program "volunteers" to report abuse, misconduct and violations of the SCRC Youth and Adult Program Participant Safety Handbook. Other persons who may have an association with SCRC, the Youth Program of a Youth Program athlete, although not required to report such incidents, are strongly encouraged to do so. This Athlete Protection Policy (the "Policy") sets forth the expectations and requirements in connection therewith.

SCRC Youth and Adult Program "staff members" include paid coaches, instructors and administration engaged by SCRC and held out by SCRC to instruct and/or facilitate the instruction of athletes registered in the SCRC Youth and Adult Programs during the then-current season. SCRC Youth and Adult Program "staff members" do not include paid/unpaid coaches, instructors, administration, SCRC members or others that are engaged on a private basis to instruct a Youth Program athlete, or otherwise engage with a Youth Program athlete on a paid or unpaid basis, outside the scope of Youth Program-sanctioned event (i.e., outside Youth Program practices, regattas, etc.) and/or when a youth athlete is not officially registered in the then-current SCRC Youth Program season.

SCRC Youth and Adult Program "volunteers" include unpaid coaches, instructors (including but not limited to interns), referees and administration authorized by SCRC and held out by SCRC to instruct and/or facilitate the instruction of athletes registered in the SCRC Youth and Adult Program during the then-current season. SCRC Youth Program "volunteers" do not include parents, families, supporters, boosters and/or other individuals who SCRC does not hold out as being able to instruct and/or facilitate the instruction of Youth Program athletes during the then-current season.

Any and all reports of misconduct or suspected misconduct shall be reported by "staff members" and "volunteers," and may be reported by others in accordance with Section V (entitled "VIOLATIONS; SUSPECTED VIOLATIONS") below.

II. TRAINING AND EDUCATION

In order to implement this Policy, "staff members", "volunteers," Youth Program athletes, parents/guardians of Youth Program athletes, masters athletes and all SCRC members shall

have access to this Policy. In addition to this Policy being posted on the SCRC website, “staff members” and “volunteers” will receive the training set forth in this Section II, and then-current Youth Program athletes and/or the parents/guardians of then-current Youth Program athletes will be provided with this Policy (or directed to it on the SCRC website) at the beginning of each Youth Program season. In addition, SCRC Board members, upon their election to the Board shall be provided with a copy of this Policy and/or be directed to access it via the SCRC website.

It is the intent of SCRC that all persons affiliated, associated and/or involved with the Youth Program or any then-current Youth Program athlete 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.

Given “staff members” and “volunteers” degree of interactions with Youth Program athletes, they shall each complete an awareness training concerning misconduct in sport before performing services for SCRC. Misconduct in sport includes:

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

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

The Link to the training: <http://training.teamusa.org/store/details/1> (go to page, ‘Add to bag’, ‘Checkout’ and complete training and exams.)

“Staff members” and “volunteers” will take athlete awareness training no more than 30 day(s) before their initial contact with Youth Program athletes, and every two (2) years thereafter. No “staff member” or “volunteer” will have any contact with a Youth Program athlete until said “staff member”/“volunteer” takes and passes this training.

III. APPLICANT SCREENING

Each “staff member” and “volunteer” must consent to, and pass, a formal applicant screening process before performing services for SCRC for adults or in connection with the Youth Program.

Elements of the SCRC screening process include, as applicable, submission of rowing and coaching resume, interview, reference check and criminal background check.

Submission of Rowing / Professional Resume

Each applicant for a “staff member”/“volunteer” position will submit a resume consisting of personal, identifying information and a general release with applicant’s signature.

EDUCATION ABOUT CLUB’S PROTECTION POLICIES

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

- Requiring awareness training and completion of Safe Sport training before placement and/or before working with athletes and participants
- Requiring applicants to read about our policies and procedures relevant to prevention in this document
- 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, and this Policy in particular

PERSONAL INTERVIEW

SCRC Youth Committee will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, SCRC will ask questions to encourage discussion and expand on the applicant’s relevant past coaching experience. Final Approval for the applicant will require approval from the SCRC Board of Directors.

REFERENCES: GENERAL REVIEW OF INTERNET

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant’s professional experiences, demeanor and appropriateness for involvement with minor athletes and participants. A general internet search will be performed to determine whether there is any information generally available that may affect the applicant’s fitness for interactions with Youth Program athletes.

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 SCRC to obtain information concerning an applicant’s past employment, volunteer experience and information provided by the applicant during the screening process (i.e. personal interview).

CRIMINAL BACKGROUND CHECK POLICY

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

PROCESS

The Criminal Background Check obtained from the State Police of the state of New Jersey must be submitted as part of the application process

IV. ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

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

“Staff members” and “volunteers” should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each “staff member” and “volunteer” to immediately report suspicions or allegations of child physical or sexual abuse in accordance with Section V of this Policy.

SCRC 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.

“Staff members,” “volunteers,” Youth Program athletes and Youth Program athletes' parents and guardians shall refrain from all forms of misconduct, which include:

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

PROHIBITED CONDUCT

Child Sexual Abuse

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

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

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

Exception

None

Examples

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

Emotional Misconduct

- (1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
 - a. verbal acts
 - b. physical acts
 - c. acts that deny attention or support

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

Exception

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

Examples

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

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

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

Physical Misconduct

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

Exceptions

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

Examples

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

- (1) **Contact offenses.** Behaviors that include:
 - (a) punching, beating, biting, striking, choking or slapping an athlete;
 - (b) intentionally hitting an athlete with objects or sporting equipment;
 - (c) providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - (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 or parents consent;

(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 “staff member”/“volunteer” 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.

- (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

WILLFULLY TOLERATING MISCONDUCT: DISCIPLINE

It is a violation of this Athlete Protection Policy if a "staff member" and/or "volunteer" knows of misconduct, but takes no action to intervene on behalf of the athlete(s) and make a report as required below. The SCRC Board will review any such failure(s) to act/report (with any "staff members" and/or "volunteers" that may be the subject of such review who also serve on the Board removed from the process) and determine the/any discipline that is deemed necessary and appropriate.

REPORTING VIOLATIONS; SUSPECTED VIOLATIONS

Violations and/or suspected violations of the Athlete Protection Policy shall be reported by “staff members” and “volunteers,” and are strongly encouraged to be reported by others who may come across information indicating violations and/or suspected violations in accordance with Section V of this Policy.

SCRC LIMITED ROLE REGARDING EVALUATION OF REPORTS

Although this Policy is designed to reduce child sexual abuse and other misconduct, it can still occur. While “staff members” and “volunteers” must make reports in accordance with this Policy and others are strongly encouraged to make such reports, **SCRC does not, and in many cases cannot, 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.**

SUPERVISION OF ATHLETES AND PARTICIPANTS

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

APPROPRIATE ONE-ON-ONE INTERACTIONS

Individual Meetings

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

- Any individual meeting should occur when others are present and where interactions can be easily observed
- Where possible, an individual meeting should take place in a publicly visible and open area, such as the boat site
- 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

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during SCRC Youth Program activities and, in such cases, " staff members" and/or "volunteers" may wait with a Youth Program athlete in a public area or in a sheltered area adjacent to a public area if environmental conditions are suboptimal.

PHYSICAL CONTACT WITH ATHLETES

What

Policy describes the purpose and limits of appropriate physical contact between athletes and other relevant participants and identifies the person and/or entity to whom unacceptable forms of physical contact should be reported.

Why

In almost all sports, coaching an athlete requires some amount and type of physical contact. Such contact may be with parts of the body that, in a non-sport context, may be inappropriate (e.g., positioning an athlete's leg or torso, or spotting an athlete to ensure they will not be injured by a fall). Physical contact is also natural and appropriate when celebrating victories and achievement or consoling athletes after a loss or injury.

Physical contact policies provide all organization members with clarity and guidance for contact with athletes. These policies provide athletes with safer training conditions to perform and to receive the benefits of sport.

Elements

- Encourages appropriate physical contact with athletes
- Describes when it may be appropriate to make physical contact with athletes, including examples
- Lists criteria for appropriate/inappropriate physical contact
- Lists prohibited physical contact
- Lists reportable forms of prohibited physical contact with athletes
- States that some prohibited physical contact may require a report to the appropriate law enforcement authorities
- Identifies person and/or entity to whom unacceptable forms of physical contact should be reported
- States that all members will honor an expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in the relevant training and competition environment

PHYSICAL CONTACT WITH ATHLETES

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

APPROPRIATE PHYSICAL CONTACT

SCRC adheres to the following principles and guidelines in regards to physical contact with our Youth Program athletes:

Common Criteria for Appropriate Physical Contact

Physical contact— 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 Youth Program 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 participants often express their joy of participation, competition, achievement and victory through physical acts. Appropriate public expressions of celebration are encouraged, 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 Youth Program 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 out of a scull, off a dock, out of the water or off a playing surface and “dusting them off” to encourage them to continue competition

PROHIBITED PHYSICAL CONTACT

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

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

V. VIOLATIONS; SUSPECTED VIOLATIONS

Violations and/or suspected violations of this Policy shall be reported by “staff members,” “volunteers,” and chaperones (but with regard to chaperones, they are only required to report said violations/suspected violations when acting as a chaperone in connection with “team

travel” as that term is limited in definition as per Section VII of this Policy) and are strongly encouraged to be reported by others who may come across information indicating violations and/or suspected violations, via an incident form and submitted to the SCRC Board which will then be addressed under Article 10 of SCRCs Articles of Incorporation. SCRC notes that some forms of physical contact which constitute child physical or sexual abuse will be required **to be reported to appropriate law enforcement authorities.**

VI. ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of SCRCs emphasis on Youth Program athlete safety, all electronic communications between a “staff members,” “volunteers” and Youth Program athletes must be professional in nature and for the purpose of communicating information about team activities.

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

FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES

“Staff members” and “volunteers” may not have Youth Program athletes join a personal social media page. Youth Program Athletes and parents can friend the official SCRCs Team page and “staff members” and “volunteers” can communicate to Youth Program athletes through the site. All posts, messages, text, or media of any kind between “Staff members” and “volunteers” and Youth Program athletes 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

“Staff members” and “volunteers” and Youth Program athletes may “follow” each other. “Staff members” and “volunteers” cannot “re-tweet” Youth Program athlete message posts. All posts between “Staff members” and “volunteers” and Youth Program athletes must be for the purpose of communicating information about team activities.

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

Youth Program athletes and “staff members” and “volunteers” may use email to communicate. All email content between “staff members” and “volunteers” and Youth Program athletes must be professional in nature and for the purpose of communicating information about team activities. Email from a “staff member”/“volunteer” to any Youth Program athlete should come from an SCRC-sponsored website email center (i.e., Team Snap, SCRC email)

TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

Texting is allowed between “staff members”/“volunteers” and Youth Program athletes to the extent that all such are professional and for the purpose of communicating information about Youth Program/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 SCRC 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.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

The parents or guardians of a Youth Program athlete may request in writing that their child not be contacted by any form of electronic communication by coaches, but to the parent directly. They can also request that their child is not directly included in any photography or videography.

Exception

Even after a written request to exclude a child from electronic imagery they may still appear indirectly in team imagery/regatta photography.

VII. TRAVEL

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

LOCAL AND TEAM TRAVEL

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

Local Travel

Local travel occurs when SCRC does not sponsor, coordinate, or arrange for travel. For local travel, Youth Program athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the Youth Program athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements,

including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle, and compliance with all state laws.

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

"Staff members" and "volunteers" who are also a Youth Program athlete's guardian may provide shared transportation for any Youth Program athlete(s). Guardians are encouraged to pick up their Youth Program athlete first and drop off their Youth Program 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 SCRC sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. This rarely occurs, because, even with out-of-town regattas, Youth Program athletes' parents/guardians are required to make all travel arrangements. However, to the extent that this does occur, because of the greater distances, "staff members," "volunteers" and chaperones may travel with the Youth Program athletes. In no event shall any "staff member" or "volunteer" 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.

SCRC makes efforts to provide adequate supervision through coaches and other adult chaperones. Appropriate adult-to-athlete ratios will be approved in advance by the SCRC Board.

In the event of "team travel," hotels and air travel will be booked in advance by SCRC. If Youth Program athletes share rooms, 2-4 athletes should be assigned per room depending on accommodations. SCRC will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per

view channels. 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 Youth Program athletes to call parents and guardians regularly and allow for any unscheduled calls by either the Youth Program athlete or parent/guardian.

INDIVIDUAL TRAVEL [for SPORT INVOLVING INDIVIDUAL COMPETITION AND TRAVEL]

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

1. Traveling with an additional “staff member” or “volunteer”
2. Inviting parents/guardians to travel with their Youth Program 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 Youth Program athletes are away from home
2. Providing regular organizational check-in phone calls to the traveling Youth Program athlete and “staff member”/“volunteer”
3. Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor Youth Program athletes)
4. Complying with reasonable parental requests when a child is a way from home without a guardian

When only one Youth Program athlete and one “staff member”/“volunteer” travel to a competition, *the Youth Program athlete must have his or her parents’ or legal guardian’s written permission in advance to travel alone with the “staff member”/“volunteer”.*

TRAVEL NOTIFICATION

Noting that “team travel” is rare, to the extent that Youth Program athlete’s are not responsible for their individual travel, SCRC 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 SCRC, although this person may be travel agent or another third party liaising with a SCRC coach. This individual will be the point of contact to confirm

your intention to travel and to help with travel details. SCRC will post specific travel itineraries when they become available. These will include a more detailed itinerary as well as contact information for team travel chaperones.

MIXED-GENDER AND MIXED-AGE TRAVEL

The Youth Program is made up of male and female Youth Program athletes across various ages. When “team travel” is involved (again, this is rare, given that almost all travel is treated as “local travel” and arranged by individual Youth Program athletes (and their parents/guardians), Youth Program athletes will only share a room with other Youth Program athletes of the same sex. Youth Program Athletes will also be grouped by 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 generally will be relying on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a “staff member”/“volunteer” shall not share a hotel room or other sleeping arrangement with a Youth Program athlete (unless the “staff member”/“volunteer” is the parent, guardian, sibling or spouse of that particular Youth Program athlete). Where an adult is registered both as a “staff member”/“volunteer” and an athlete member of SCRC, and is functioning primarily as a “staff member”/“volunteer”, he or she may share sleeping arrangements with another “staff member”/“volunteer”.

STAFF MEMBER/VOLUNTEER RESPONSIBILITIES

During team travel, “staff members” and “volunteers” will help Youth Program athletes and fellow “staff members”/“volunteers” adhere to this Policy.

If a “staff member”/“volunteer” transports a Youth Program athlete or other SCRC member in their private car for team travel, a copy of the coach’s or staff member’s valid driver’s license is required.

When not practicing, training, competing, or preparing for competition, “staff members” and “volunteers” will monitor the activities of Youth Program athletes, and fellow “staff members”/“volunteers” during team travel. “Staff members” and “volunteers” will:

- a. prepare Youth Program athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of Youth Program 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, this 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 Youth Program 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 Youth Program athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
 - h. ensure Youth Program athletes are complying with hotel room restrictions based on gender or age bracket requirements
 - i. make certain that Youth Program athletes are not alone in a hotel room with any adult apart from a family member; this includes "staff members," "volunteers" and chaperones
 - j. not use illegal substances in the presence of minors or be under the influence of alcohol or drugs while performing their 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 Youth Program athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the Youth Program athletes, "staff members", and "volunteers" adhere to the SCRCs policy guidelines.

If a chaperone has not undergone a criminal background check and SCRC's awareness training as per Section II of this Policy, the chaperone will not be permitted to have any one-on-one interactions with Youth Program athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training as per Section II of this Policy, he or she may have appropriate one-on-one interactions as outlined in this Policy.

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

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

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

VIII. DISCIPLINARY RULES AND PROCEDURE

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

APPLICATION

This Policy is used to address the following allegations against "staff members," "volunteers," chaperones, Youth Program athletes and parents/guardians of Youth Program athletes:

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

SCRC 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

SCRC recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a Youth Program athlete 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, SCRCs disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

DISCIPLINARY PROCEDURE

On receipt of an report in accordance with Section V of this Policy, SCRC will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope, and extent of the allegations.

SCRC will address allegations against a “staff member” and/or “volunteer” under Article 10 of its Articles of Incorporation.

SCRCs 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 his/her right to a hearing. If the accused individual is a minor, SCRC will contact his or her parents or guardians.

SCRC Articles of Incorporation can be found on the Swan Creek website:

<http://www.swancreekrowing.com/wordpress/wp-content/uploads/2012/01/SCRC-Articles-of-Incorporation-Final-1.pdf>

For more detailed Youth Program specific policies, see also:

Youth Program Safe Rowing Weather and River Conditions Policy

Youth shall row when weather and water conditions are deemed safe for rowing.

Youth Program on Water Support Policy

On-water support shall ensure that coaches can provide appropriate coaching as well as react to on-water emergencies while ensuring the safety of all assigned youth.

Youth Program Fee Policy

SCRC Club budgets are set each year, and Youth Program budgets are set at the beginning of each program. SCRC dues and Youth Program Registration fees shall not be refunded if a youth athlete no longer participates, except in extraordinary circumstances.

Youth Program Coaching Policy

SCRC Youth Committee and SCRC Board shall approve anyone coaching the SCRC Youth Program.

Youth Program Staff Member and Volunteer Safety Training Requirements Policy

Youth Program coaches and volunteers shall be trained to provide emergency assistance when participating in Youth Program activities (e.g., on-water rowing, regatta attendance).

Youth Program Communications Policy

The success of the SCRC Youth Program is dependent on keeping open lines of communications with athletes and parents/guardians. The program shall communicate using only the email addresses provided by participants.

Youth Program Athlete Privilege Policy

Participation in the SCRC Youth Program is a privilege not a right, and participants are expected to treat coaches, other participants, and volunteers with respect. A completed swim test and club membership is a prerequisite to participating in any youth programs.

Youth Program Athlete Certifications and Limitations Policy

All youth participating in the SCRC Youth program shall join SCRC, complete certifications as required by SCRC, follow SCRC rules, and follow SCRC Youth policies and rules.

Youth LTR Clinic Policy

Learn-to-row participants shall comply with all of the rules and requirements of SCRC and SCRC Youth program as stated in this document.

Specific Procedures and Rules for these Youth Policies can be found in the Youth section 'Our Sport and Program' page on the Swan Creek website. <http://www.swancreekrowing.com/109-2/>