

THE WILLAMETTE ROWING CLUB

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

In the event that any coach or member observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each coach or member to immediately report his or her observations to an immediate supervisor or board member.

The Willamette Rowing Club, a master's level rowing 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.

Coaches and members 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 coach and member to immediately report suspicions or allegations of physical or sexual abuse to an immediate supervisor or board member.

The Willamette Rowing 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.

Application

This Policy applies to

- ! Willamette Rowing Club athletes and coaches

Coaches and members shall refrain from all forms of misconduct, which include:

- ! Bullying
- ! Harassment
- ! Hazing
- ! Emotional misconduct
- ! Physical misconduct
- ! Sexual misconduct

PROHIBITED CONDUCT

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.

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. assault).

Exceptions

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

Examples

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

- (1) **Contact offenses.** Behaviors that include:
 - (a) punching, beating, biting, striking, choking or slapping an athlete;

- (b) intentionally hitting an athlete with objects or sporting equipment;
 - (c) providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - (d) providing illegal drugs or non-prescribed medications to any athlete;
 - (e) encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - (f) prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
- (2) **Non-contact offenses.** Behaviors that include:
- (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
 - (c) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

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

Sexual Misconduct

- (1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;
- (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative; or
- (3) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

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.

Exceptions

Relationships between consenting adults, including married couples, are excepted.

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

It is a violation of this Athlete Protection Policy if a coach or member knows of misconduct, but takes no action to intervene on behalf of the athlete.

REPORTING

Although these policies are designed to reduce sexual abuse and other misconduct, it can still occur. Coaches and members of The Willamette Rowing Club shall report any incidents to a board member. **The Willamette Rowing 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 of reporting suspicions or allegations to the appropriate law enforcement authorities.**

DISCIPLINARY ACTION

Sanctions for violations of the Athlete Protection Policy will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, the Willamette Rowing Club may take the following disciplinary actions, without limitation:

- ! Provide the individual with guidance, redirection and instruction
- ! Temporarily suspend individual 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)
- ! Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- ! 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 serious misconduct (e.g., physical and sexual abuse as defined in our Athlete Protection Policy), Willamette Rowing Club may immediately suspend or terminate the accused individual to ensure participant safety.

COMPLAINANT PROTECTION

Regardless of outcome, Willamette Rowing Club will support the complainant(s) and his or her right to express concerns in good faith. Willamette Rowing 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 Participant Safety Handbook that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our Participant Safety Handbook. Bad-faith allegations may also be subject to criminal or civil proceedings.

CONTRACTOR SCREENING

Contractors must consent to, and pass, a formal applicant screening process before performing services for Willamette Rowing Club.

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

EDUCATION ABOUT CLUB'S PROTECTION POLICIES

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

- ! Requiring awareness training before placement and/or before working with athletes and participants, including US Rowing SafeSport training online at: <http://training.teamusa.org/store/details/1>
- ! Informing applicants about our policies and procedures relevant to prevention
- ! Asking applicants to review and agree to our policies and procedures before proceeding with the process
- ! Requiring applicants to sign a document acknowledging review of our policies and procedures

WRITTEN APPLICATIONS

Each contractor applicant 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
- ! Ask open-ended questions that encourage broad answers
- !

See Appendix A for an example of the written application.

PERSONAL INTERVIEW

Appropriate staff will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, Willamette Rowing Club will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

REFERENCES

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

RELEASE

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

POLICY PROMOLGATION

The Athlete Protection Policy will be available on our team web site. Additionally, all members will receive an emailed copy of the policy, and will email team secretary to acknowledge they have read the policy.

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application.

PLEASE PRINT, except for signature on back of this application. **PLEASE USE INK.**

Position Applied For: _____ Today's Date:

_____/_____/_____

How many hours per week are you seeking to work:

When are you available to work ? Please indicate days and times.

When are you available to start ? ____/____/_____

Service Rate requested: \$_____ per _____

PERSONAL INFORMATION:

Name (Last, First, Middle)

Current Street Address

City, State, Zip

Telephone (_____) _____ Message Telephone (_____) _____

Are you at least 18 years of age (circle)? Yes No

E-mail address: _____

If selected to provide services, can you furnish proof you are eligible to work in the United States (circle)? Yes No

How did you learn of the position?

EMPLOYMENT HISTORY: (Complete even if you have a resume to attach.)

List your most current employment first. If self-employed, provide company name and supply business references. NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Employer Name and Address:

Employer Phone:

Your Title:

Key Duties:

Time in Position:

Name and Title of Last Supervisor:

Salary or Wage:

Reason for Leaving:

Employer Name and Address:

Employer Phone:

Your Title:

Key Duties:

Time in Position:

Name and Title of Last Supervisor:

Salary or Wage:

Reason for Leaving:

Employer Name and Address:

Employer Phone:

Your Title:

Key Duties:

Time in Position:

Name and Title of Last Supervisor:

Salary or Wage:

Reason for Leaving:

SKILLS:

What skills or additional training do you have that are related to the position for which you are applying?

GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.

1. Have you ever been fired from a job, or asked to resign? Yes No If yes, please explain:

2. May we contact your present employer? Yes No If no, please explain:

REFERENCES:

Give three references, business or faculty, who are familiar with your qualifications

NAME	COMPLETE ADDRESS (Street, City, State, Zip)	PHONE	OCCUPATION

AFFIDAVIT, CONSENT AND RELEASE
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this services application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-services agreement drug screen as a condition of being a contractor, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT RETENTION AS A CONTRACTOR DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF SERVICE NOR GUARANTEE CONTRACTOR STATUS FOR ANY DEFINITE PERIOD OF TIME. IF RETAINED, I UNDERSTAND THAT I HAVE BEEN RETAINED AT THE WILL OF THE WILLAMETTE ROWING CLUB AND MY SERVICES MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and, by my signature, consent to these statements.

Signature _____

Date

REFERENCE INFORMATION

Candidate name: _____

Position: _____

Date: _____

Reference Name: _____

Position/Organization: _____

1. In what capacity do you know the candidate?

2. How long have you known him/her? ____
3. What are his/her strengths?

4. In which areas could he/she improve?

5. What would be the ideal role for him/her?

6. Please describe candidate's interaction in a team setting.

7. Would you rehire him/her? ____
8. Is there any other information you feel would be helpful for us to know about him/her?

INCIDENT REPORT FORM

Incident:	
Reported By:	
Date:	
Individuals (s) Involved:	

Investigated By:	
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Location of Incident:	
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Summary of Complaint:	
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INCIDENT REPORT FORM

Statements Provided By:	
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Conclusion:	
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Recommendation:	
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ACTION TAKEN:
