



updated and approved Aug 2023

TEAM HANDBOOK

DISTRIBUTION UNLIMITED WITHIN GEM CITY CREW

This document may be freely distributed among Gem City Crew staff, rowers and families.



This is a living document; We are committed to refining this content in order to best care for the rowers we serve.

ORGANIZATION SAFETY 3

COACHES 4

ATHLETES 5

EMERGENCY ACTION PLAN - UNRESPONSIVE PERSON 6

WATER SAFETY & ROWING CONDITIONS 7-9

RIVER MAP 10

JONBOAT/MOTOR SAFETY & USAGE 11

BOAT TRAILER SAFETY & USAGE 12

TRANSPORTATION SAFETY 13

PAYMENT POLICY 14

COLOR GUIDE 15

INTRODUCTION AND USE OF THIS POLICY 16-17

I. DEFINITIONS 18-19

II. MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP) 20-30

 A. Authority: Prevention and Training Policies 20-22

 B. Reporting Violations 22

 C. MAAPP Provisions 23

 Part One: Education and Training Policy 23

 Part Two: Required Prevention Policies 24

 Part Three: Required Policies for One-on-One Interactions 24-28

 Part Four: Organizational Requirements for Policies 29

III. JURISDICTION 30

 A. Exclusive Jurisdiction

 B. Discretionary Jurisdiction

 C. Jurisdiction Notification & Reporting

IV. PROHIBITED CONDUCT 31-34

 A. Criminal Charge or Disposition

 B. Sexual Misconduct and Child Abuse

 C. Emotional & Physical Misconduct

 D. Aiding and Abetting

 E. Intentionally Filing a False Allegation

 F. Minor Athlete Abuse Prevention Policies / Proactive Policies

 G. Willful Tolerance

 H. Prohibition of Retaliation

V. REPORTING 35

 A. Retaliation

 B. Reporting Sexual Misconduct

 C. Reporting Non-Sexual Misconduct

 D. Confidentiality and Anonymous Reporting

 E. How Reports are Handled

VI. RESPONDING TO ABUSE OR MISCONDUCT 36

 A. Disciplinary Rules

 B. Disciplinary Action

 C. Ongoing Employment and/or Participation

 D. Complainant Protection

 E. Bad-Faith Allegations

VII. INVESTIGATION & ADJUDICATION OF REPORTS OF ABUSE OR MISCONDUCT 37

 A. Investigations

 B. Hearing

VIII. BACKGROUND CHECKS 38-40

 A. Process

 B. Criminal History

 C. Full Disclosure

 D. Findings

 E. Appeals to Background Check Vendor

 F. Exemption Requests to USRowing

 G. Frequency

 H. Other Potentially Disqualifying Factors

 I. Review of Disqualifiers

IX. ENFORCEMENT 41

The items below are the responsibility of a Gem City Crew's management.

SAFETY OFFICER CO-CHAIRS

Board will appoint a Safety Officer Co-Chair, along with Head Coach Co-Chair, to develop and annually review all safety rules, protocols, and procedures.

CHECKLIST

The Safety Committee should periodically complete the USRowing Safety Audit Checklist to ensure that practices are followed, safety equipment is in the proper place, and in good order

TRAINING & STANDARDS

Ensure all coaches and staff are up to date on any required: boating licenses, background checks, First Aid/CPR, and any other requirements necessary for compliance with local, state, federal law, or club policies. Make sure all coaches can complete the organization's required safety responses, emergency actions, and athlete-in-the-water rescue procedures.

FIREARMS & WEAPONS

Firearms and other weapons are not permitted at any team activity/event, except by authorized law enforcement personnel.

ALCOHOL, DRUGS & SMOKING/VAPING

Rowers may NOT consume alcohol, drugs or inhale/smoke/vape nicotine-based or illegal substances. Alcohol, drugs, smoking/vaping are NOT permitted at any team training or racing venue.

LIFE JACKETS

Students are not required to wear a life jacket during rowing; Rowing is exempt from wearing life jackets. The boats are not U.S. Coast Guard approved personal flotation devices, but they do have two air tight cavities that makes the boat buoyant when capsized, so the rowers are taught to stay with the boat if they capsize. The shoes that are built in to the boat also have quick-release velcro straps, a mandate of our sport, to keep a rower's feet from being trapped inside the boat if it does capsize. Rowers check the shells daily to ensure bow ball, heel ties, fasteners and boat vents are securely fastened and that shoe strap release is working properly daily. Coaches are required to always wear an approved PFD when on-water in a motorized jonboat (equipped with lifejackets, paddle and anchor) with rowers during practice. The coach wears a PFD so, that in the event of a water emergency, the coach can act as a safety asset (rescuer) and not a safety liability for the students.

LINDSAY'S LAW - SUDDEN CARDIAC ARREST (SCA) IN YOUTH ATHLETES (Ohio)

All youth athletes and their parents/guardians must view the Ohio Department of Health video about Sudden Cardiac Arrest, review the SCA handout and then agree to and acknowledge the information as part of the 'Team Handbook' waiver during registration.

Video (annual): <https://www.youtube.com/watch?v=s-YfCWQPeqw&feature=youtu.be>

SCA Informational Handout (annual): <https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/chss/Lindsays-Law/Parent-Guardian.pdf?la=en>

What is Lindsay's Law? Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. It covers all athletes 19 years or younger who practice for or compete in athletic activities. Activities may be organized by a school or youth sports organization.

What is SCA? SCA is when the heart stops beating suddenly and unexpectedly. This cuts off blood flow to the brain and other vital organs. People with SCA will die if not treated immediately. SCA can be caused by 1) a structural issue with the heart, OR 2) a heart electrical problem which controls the heartbeat, OR 3) a situation such as a person who is hit in the chest or a gets a heart infection.

What is a warning sign for SCA? If a family member died suddenly before age 50, or a family member has cardiomyopathy, long QT syndrome, Marfan syndrome or other rhythm problems of the heart.

What symptoms are a warning sign of SCA? A young athlete may have these things with exercise:

- Chest pain/discomfort
- Unexplained fainting/near fainting or dizziness
- Unexplained tiredness, shortness of breath or difficulty breathing
- Unusually fast or racing heart beats

What happens if an athlete experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play? The coach MUST remove the youth athlete from activity immediately. The youth athlete MUST be seen and cleared by a health care provider before returning to activity. This written clearance must be shared with Gem City Crew.

What happens if an athlete experiences any other warning signs of SCA? The youth athlete should be seen by a health care professional.

Who can evaluate and clear youth athletes? A physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist, certified nurse midwife. For school athletes, a physician's assistant or licensed athletic trainer may also clear a student. That person may refer the youth to another health care provider for further evaluation.

What is needed for the youth athlete to return to the activity? There must be clearance from the health care provider in writing. This must be given to the coach and school or sports official before return to activity.

COACHES

OUR COACHING PHILOSOPHY - ENCOURAGE WITH EMPATHY

Encourage:

give advice, support, confidence, or hope to (someone) so that they will do or continue to do something.
promote, advance, foster, help or stimulate (an activity, state, or view) to develop an activity, state, or belief.

Empathy:

the ability to understand and share the feelings, thoughts or attitudes of another.

Encouragement is the core competency of the coach. The coach must use the full breadth of their technical skill set when instructing an athlete, but do so using as much knowledge as they can acquire about how that athlete thinks, feels, and acts in order to achieve the most progress. By understanding the perspective of the athlete the coach can more appropriately tailor the instruction to that individual athlete. Coaches are only human and no athlete reveals everything to their coach. Concise and comprehensive communication from both athlete and coach will only help to give both parties a better understanding of one another.

REQUIRED BACKGROUND SCREENING

The following requirements apply to those individuals Gem City Crew, Inc. formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with athletes.

(1) Complete background screening (every 2 years): <https://www.surveymonkey.com/r/P7Z8YPO>

REQUIRED EDUCATION AND TRAINING

The following requirements apply to those individuals Gem City Crew, Inc. formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with athletes.

- (1) Team Handbook (annual). Read, understand and follow all safety policies in the Team Handbook
- (2) SafeSport Training (annual). Complete SafeSport training, available free at: <https://safesporttrained.org/>. (Enrollment key: NGBUSR-RFKt8f)
- (3) First Aid and CPR training (2 years). Complete Adult, Child and Baby First Aid/CPR/AED Online at: <http://www.redcross.org/take-a-class/cpr>
- (4) Boating Safety Certification (once)
- (5) NFHS Concussion in Sports (Ohio), available free at: <https://nfhslearn.com/courses/61064/concussion-in-sports>
- (6) Lindsay's Law (annual) - Sudden Cardiac Arrest (SCA) in Youth Athletes (Ohio), available free at:

The approved training includes (1) viewing the coach video and (2) reading the coach handout found at: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lindsays-law/>

ADDITIONAL EDUCATION AND TRAINING

Additional rowing education, training and certification is encouraged and supported, including, but not limited to the following:

- (1) USRowing level 1, 2, 3, and advanced coaching certification
- (3) NFHS Fundamentals of Coaching
- (4) USRowing Sports Medicine Mini-Course

EMERGENCY CARE AND CONTACT

The coaching staff has access to allergy and medical information, and the parent's/guardian's phone numbers that were provided at registration. In the case of an emergency we would seek immediate emergency care (911) and get in contact with the parent/guardian as quickly as possible.

OTHER REQUIREMENTS

- Have cell phone on their person during training and racing.
- Follow Jonboat/Motor Safety & Usage Policy when operating a jonboat during training or racing.
- All safety boat operators should be trained and demonstrate the ability to operate safely on the club's waterway.
- Have coaches practice response procedures on the water including approaching the boat and man-overboard recovery procedures.
- Do not emphasize winning
- High expectations of self and of athletes; model excellent behavior
- Learn from and care for your students/athletes; be flexible and individualized
- Impactful communication
- Balance camaraderie and competition
- Clear vision of end product and core values
- Individualize training to meet individual needs
- Be obsessively passionate about coaching excellence
- Be a student of the sport - try to find new inspiration and learning resources whenever you can and share them!
- Respect to Everyone • Be Accountable • Keep it simple • Celebrate the work • Make the students better • Fuel the enthusiasm • Empower the student to be accountable • Teach sound fundamentals imaginatively • Emphasize technique and fitness together • Don't be afraid to change; get the results you want • Track progress

TEACHING A SKILL

Explain • Demonstrate • Let student/athlete practice • Correct errors, be specific
affirm correct elements • terminal feedback more than concurrent feedback • evaluative/affective questions more than prescriptive feedback

All athletes (rowers and coxswains) associated with an organization are responsible for completing the items below.

SWIM REQUIREMENT

All rower's must be able to swim competently in order to participate in on-water programming. The minimum requirement for swim competency is that every rower must be able to float and/or tread water for 10 minutes.

MEDICAL

It is recommended that athletes consult with their primary care manager before starting or re-joining the sport. All athletes should alert the organization and coach to any existing medical conditions, specifying restrictions and limitations. If an athlete might need medication during practice, such as inhaler, have onboard the boat.

FLIP TEST

All 1x scullers should be able to safely remove a single scull from the rack, get oars, navigate launching the boat, turn the boat around, flip the boat and re-enter it, return to dock, and return the boat to the rack.

TERMINOLOGY

Before getting into a boat, all athletes must understand the basic boat nomenclature and rowing terminology including:

- Bow
- Stern
- Port
- Starboard
- Athletes should know the number of their seat, the stroke position, bow person, and seat numbers in between.

- "Weigh enough"
- "Sit Ready"
- "Back"
- "Tie-in, Un-tie."

- When a coxswain or coach wants a crew to stop immediately, the term is "Weigh enough! Hold water!". When someone gives the command "Weigh enough! Hold water," rowers must respond immediately, square the blades in the water and bring the boat to a halt.

FIRST AID

All members of the club should be familiar with the location of first aid kits, AEDs, and any other venue or club- specific safety equipment or practices.

DONATING BLOOD

Donating blood is discouraged as it depletes red blood cells which can take up to 2 months to replenish.

EQUIPMENT

Keep all equipment well-maintained and safe including: boats, oars, launches, racks, riggers, ergs, and boat trailers.

Each person is responsible for the safe condition of the boat and specifically, their own oar, rigging, foot stretchers, seat, and slide. Before launching, check the following:

- Nuts on the rigging are tight, position of foot stretchers and the smoothness of slide are acceptable.
- The forward end of the slide should be blunt and unable to gouge calves.
- Heel ties on shoes must be firmly connected, correct length of 3" and in good condition. Being able to quickly remove feet is critical especially if boat flips. (If using mules or quick-release shoes, make sure they are in working order).
- Clothing cannot become entangled in your seat or oar handle.
- Check the bow ball to make sure it is white and securely fastened. A bow ball can save lives.

WEATHER & RIVER CONDITIONS

Review the weather conditions and river maps before going out on the water each day. Make sure you know the rules of the river, traffic pattern, water hazards and any other important safety information.

Post this document for all rowers and coaches. Emergency Kit (AED, First Aid Kit) should be located with athletes - erg room / on-water / regattas

1. IF PERSON IS UNRESPONSIVE, CALL 911 IMMEDIATELY AND FOLLOW THIS SCRIPT: This is [name] with Gem City Crew. We have a person in cardiac arrest. We are at (choose one of the following):

- **the Great Miami River.** We are trying to get the rower on our boat and will be moving toward the bike trail along the east side of the Great Miami River. Emergency vehicle should drive along the bike trail, enter from (choose one of the following):
 - Rice Field, we are near where Chautauqua bridge crosses the river
 - Rice Field, we are near where the railroad bridge crosses the river
 - Linden Avenue bridge, near where Linden Ave bridge crosses the river
- **9399 Dayton-Cincinnati Pike, Miamisburg (Rice Field)** - entrance near Chautauqua road, sign says "Field 5, River Access"
- **325 North Riverview Avenue, Miamisburg** - enter through door marked "Gem City Crew" on south side of building (near bridge)

2. (on-water) APPROACH AT 90° ANGLE ON ROWER'S SEAT AND PLACE DECK BETWEEN RIGGERS

Coaches will always be the fastest responder to access and move rowers out of rowing shell and in to launch

3. (on-water) USING STRAP (located in emergency kit) HIGH ON THE CHEST UNDER ARMS, REMOVE ATHLETE FROM THE BOAT AND LAY FACE UP ON JONBOAT FLOOR - TRANSFERRING TO LAUNCH FIRST IS ALWAYS BETTER EXCEPT WHEN ROWING SHELL IS WITHIN A FEW STROKES OF DOCK.

4. PULL SHIRT UP TO ACCESS CHEST, DRY CHEST, PLACE AED ONTO PERSON, AND FOLLOW PROMPTS

- If AED is not available start and continue chest compressions

5. (on-water) PROCEED TO STABLE LOCATION

6. UPDATE 911 WITH LOCATION AND ATHLETE STATUS

MINOR SUPERVISION

Proper supervision protocols must be developed and carried out to ensure the safety of the athletes. Under no circumstances should athletes who are minors be unsupervised on the water, without a safety launch.

ROWING PROFICIENCY

The greatest safety measure is an individual's rowing proficiency because it empowers every individual to have the means and ability to keep or get themselves out of a risky situation through their own actions; this is our primary focus with all our rowers. Rowers must meet requirements for carrying and recovering from a capsized boat before being allowed to row a racing single unaccompanied (not under constant and direct supervision of a coach). We teach rowers how to recover from a capsized boat. We teach balance skills to our rowers to develop the innate reflex balance responses necessary for keeping the boat from capsizing in the first place.

IF BOAT CAPSIZES

Stay with the boat. Newer shells have been designed for flotation and have flotation compartments under each rower's bench.

Athletes should not leave their shell unless being rescued immediately.

Caution athletes to not leave the boat, even if the athlete considers themselves a strong swimmer. Advise the athletes to:

- If in distress raise or waive one hand in the air to attract assistance.
- In the event of a person overboard the immediate command should be "Weigh enough! Hold water."
- If the safety launch can get to the victim first, allow the launch to rescue the victim. If the launch is not in the immediate vicinity, back the shell to the victim and have them hang onto the shell until launch arrives.
- If an athlete is injured the immediate command should be "Weigh enough! Hold water!" Signal launch if first aid is needed.
- If the shell is damaged but afloat and not taking on water; Immediate command "Weigh enough! Hold water!" Make adjustments or signal launch for assistance.

WHEN RECOVERING ATHLETES FROM THE WATER

Instruct athletes how to enter the coaching launch from the water. Approach from the leeward side, keeping the outboard propeller away from any victims. Turn off the engine as soon as contact is made. Avoid overloading. If another boat is in distress near your craft, maneuver your shell to the distressed shell. Assist in any way that does not jeopardize the lives in your shell.

Note: Refer to the capacity limits set by the launch manufacturer. This information is on the launch. Stay aware of the capacity, to avoid overloading the launch in an emergency.

AFTER COLD WATER IMMERSION

If a rower falls in to the water, the rower will choose whether they continue with rowing to warm-up or whether they return to the dock as quickly as possible to warm-up. If a rower feels very cold they will be placed into a car with the heat running and we will facilitate the rower changing in to dry clothing when possible (following all safety policies).

OVERALL WEATHER

Assess the situation before you launch. Check the weather before going out on the water. Different threats may require specific responses. In consideration of weather and risk, consider the experience and ability of the crew and type and size of the shell used. Always err on the side of caution.

DARKNESS

Risks: Collision, hitting hazards, getting lost.

Response: Do not launch in darkness without appropriate lighting (bow of every boat should have a red light on the port side and green light on the starboard side, and a white stern light).

TIDES & CURRENTS

Risks: Boat may capsize, run aground, be unable to steer, and strike normally submerged objects.

Response: Do not launch if water flow circumstances are extreme. If caught in high current, get back to the boathouse if safe, or get to shore.

LIGHTNING & THUNDER

Risks: Danger to anyone on the water, coaches, and crews.

Response: If you are about to launch and hear thunder or see lightning, or quickly darkening skies, do not launch. Get out of the water immediately.

FOG

Risks: Collision, hitting hazards, getting lost

Precautions/Prevention: Do not launch in fog with less than 100 yards visibility. Check weather forecasts for predicted fog during your rowing session. Be sure to have land reference points, which can help the athletes get oriented as to location and proximity to the boathouse.

Response: If fog sets in while you are on the water, move slowly, and be prepared to stop quickly.

WIND

Risks: Boats capsizing, boat swamping, inability to maintain safe steering.

Response: Get back to the boathouse or, if too far, get to a safe shore.

WAKES & WAVES

Risks: Capsizing, swamping, getting off course.

Response: If an approaching wake is higher than the gunwale, the shell should be turned parallel to the wake to avoid having part of the shell unsupported by the water. It is possible to split a shell under these conditions. Rowers should stop rowing and lean away from the approaching wake, with oars on the wake side lifted slightly. If the wakes are lower than the gunwale and widely spaced, continue to row without adjusting course. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90° angle with the bow directly toward them. Turning in waves can be tricky; allow plenty of room, energy, and time.

COLD

Risks: Hypothermia occurs when a victim is subject to cold temperatures, cold water, ice or snow. There is potential danger for hypothermia is very dangerous when water temperature is below 50 degrees. Hypothermia can occur without the victim being in the water, as rowing in extremely cold weather can cause symptoms. Initial symptoms include feeling cold, turning bluish, and shivering; those symptoms may be followed by numbness, apathy, lethargy, disorientation, and loss of mental capacity.

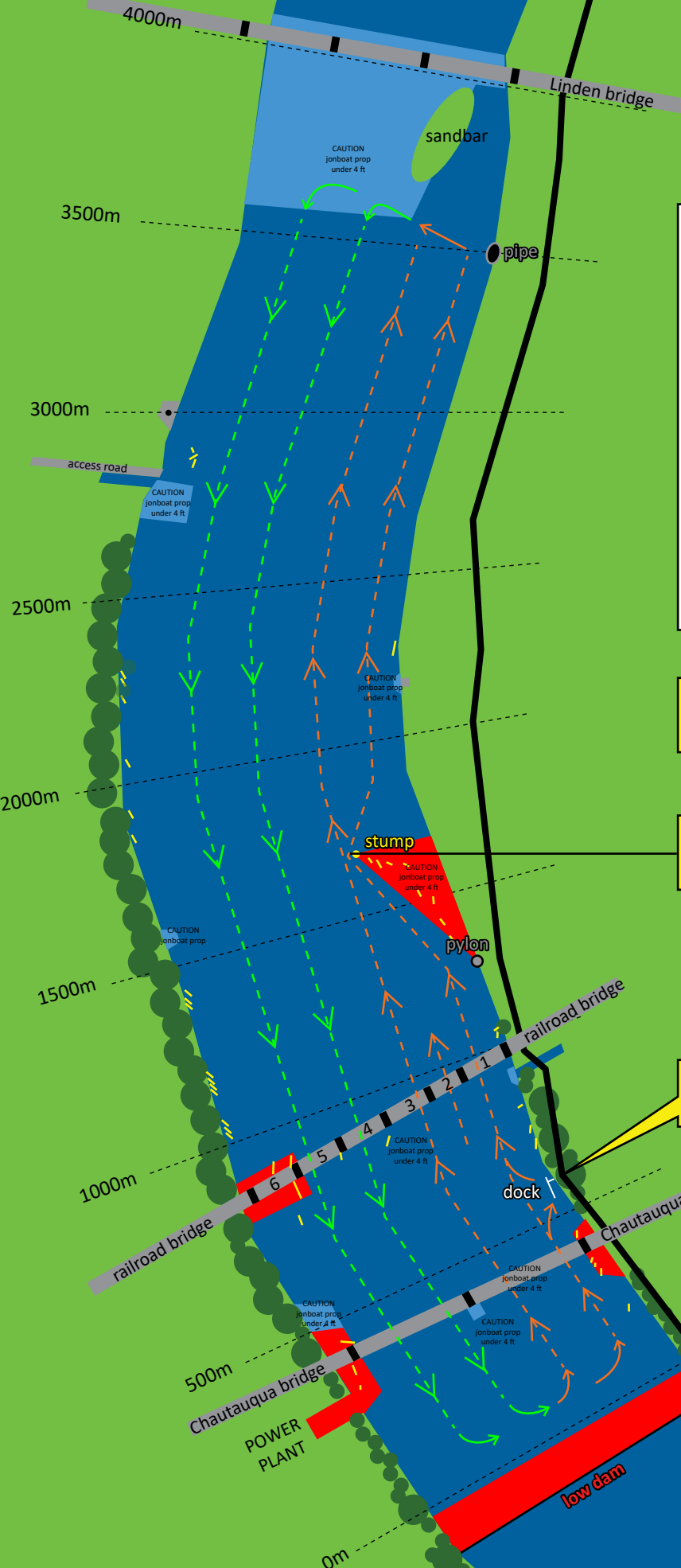
Response: **If someone exhibits signs of hypothermia and they are cold and shivering:** Get them out of the water quickly. Move to shelter quickly, remove wet clothing and re-warm with warm blankets. Do not give any liquids to drink, treat for shock. Obtain medical assistance as soon as possible. **If someone exhibits signs of hypothermia and their shivering has stopped:** Call or assign someone to call for EMS. Treat as above but DO NOT RE-WARM EXTREMITIES! If the victim is no longer shivering, the torso must be re-warmed to avoid circulation of cold blood to the heart. This can kill. Wrap the victim in a warm blanket and apply heat to the underarms and groin area; wrap again in a separate blanket. Wrap each arm and leg separately to prevent rapid re-circulation of blood to the heart. Hot packs should not be placed directly on the victim, a thin layer should be used to protect the victim from burning. Administer CPR if necessary. Always obtain medical assistance as soon as possible.

In a situation of cold-water immersion, be aware that in very cold-water people have survived as long as one hour underwater. Recover a victim immediately and even though there may be no sign of life, administer CPR efforts until medical assistance is obtained.

HEAT

Risks: dehydration, heat exhaustion, heat stroke, physical responses.

Response: Minimize strenuous effort if the crew exhibits signs of heat exhaustion. Maintain a high fluid level. Drink water before leaving the dock and frequently while on the water. Avoid sunburn by using sunscreen and wear a hat or visor to keep the sun off the face and out of the eyes. Wear lightweight, light-colored, moisture-wicking clothing. Remain in the shade or air conditioning when off the water.



RULES OF THE RIVER

- The water does not belong to anyone, it belongs to everyone. (Wildlife, Rowing, Kayaking, Canoeing, S.U.P., Fishing)
- Traffic pattern: Stay to the starboard-half of the river.
- Keep starboard blade 15'+ off grass-lined shore.
- Keep starboard blade 30'+ off tree-lined shore.
- Stay out of red zones.
- Avoid contact with bridges.
- Avoid hazards. Hazards are visible or marked with buoys.
- Boats should communicate to and acknowledge any nearby boat(s) to avoid contact or interference.

EMERGENCY VEHICLE ACCESS
along bike path on east shoreline

PINCH POINT
starboard blades "hug" stump to avoid oncoming boats

CAUTION
when crossing trail

KEY

	river
	shallow
	downstream
	upstream
	do not row
	hazards
	trees
	land
	paved trail

(specifically for Honda 8hp/9.9hp/15hp/20hp outboard motors)

Do not use jonboats/motors unless given permission from Head Coach or another year-round coach. Do not deviate from this checklist or perform any maintenance unless authorized to do so. If you have any questions or find anything out of the ordinary contact Head Coach.

PREPARATION

- carry jonboat safely from container to dock (with paddle, life jacket bag [# for largest boat on water], and anchor in jonboat)
- use dolly to bring motor safely from container to dock
- safely / properly mount outboard motor to jonboat and tie rope connecting boat to hole in the stern bracket
- load fuel tank (w/fuel line and drain plug attached)
- put drain plug in and secure with lever
- check fuel tank is vented, release tank pressure by pressing down on pressure release tab and loosening cap a few turns, retighten until audible “click”, check fuel level, connect fuel line to motor
- check that emergency stop switch clip/lanyard is connected to steering tiller, familiarize yourself with emergency stop switch
- visually inspect motor, fuel line, and fuel tank to make sure nothing is loose, leaking, or damaged
- check propeller is undamaged and castle nut secured with pin
- check that anodes are securely attached to gear case and are not excessively worn (> 2/3 original size)
- check oil level (daily preferred, weekly minimum), if oil level low add oil to reach upper limit mark on dipstick, check oil drain screw
- maintain control of jonboat while you push jonboat off dock and into water (tie to dock cleat if leaving jonboat unattended)

TO START motor

- release motor tilt lever and gently lower motor to vertical using engine cover grip - DO NOT USE TILLER HANDLE
- adjust steering friction lever and throttle friction
- check outboard motor transom angle so antiventilation plate is level with the water surface and shaft is properly in the water
- shift to neutral
- turn throttle to START position
- if motor has NOT been running that day: pull choke out, squeeze priming bulb a few times / if motor has been running that day: push choke in all the way
- gently pull pullcord until you feel tension, then pull it quickly to start engine (return pullcord gently)
- once engine starts, let engine warm-up for 2 minutes (10 minutes if <41° F) minutes then gradually push choke in all the way as engine warms up
- check oil pressure indicator (green light is normal) - if green light is off then stop the engine and determine cause of problem
- check cooling system indicator (water coming out of “pee-hole”) - if no water or hot water then stop the engine (remove stop switch clip) and check cooling water intake screens
- after successful engine start and warm-up, untie from dock cleat and safely shove off dock

USAGE on water

- attach the emergency stop switch lanyard securely to operator
- do not run engine while the boat is near anyone in the water
- do not remove engine cover while the engine is running
- do not push or pull any object with motor directly or rope connected to the motor
- bring engine gradually to idle before shifting to neutral, only shift gears at idle
- vary rev range gradually, do not run only full throttle or only idle
- do not allow water to enter the exhaust port
- do not damage boat or motor

DOCKING

- shift to neutral, disconnect fuel line from motor by pushing release button
- wrap fuel line neatly in loops and gently tie to handle of fuel tank with attached string (white string)
- run engine near idle until empty of internal fuel (engine stops)
- pull jonboats on dock with prop hanging over edge in water
- unsecure drain plug from boat; tie drain plug to tank with attached string (black string)
- lock steering friction lever with motor steering “straight”
- let water drain from motor for one minute before motor tilt
- put tiller handle in up position
- release motor tilt lever and gently tilt motor to out of water position using engine cover grip - DO NOT USE TILLER HANDLE

STORAGE

- untie rope from stern bracket hole and safely / properly unmount outboard motor to jonboat
- use dolly to bring motor safely from dock to container
- carry jonboat safely from dock to container
- return fuel tank (w/fuel line and drain plug attached) to container - make sure fuel line is not cut, kinked or pinched

REFUELING

- tighten cap and close vent screw before transporting to refuel
- use only unleaded 86 octane or higher, ≤10% ethanol
- open fuel tank vent screw, remove cap slowly (press down on pressure release tab), fill fuel only to max fill line on tank
- add recommended amount of fuel treatment each time you fill gas tanks - 1 oz. / 10 gal, 1.8 tsp / 3 gal
- tighten cap until audible “click” is heard, close vent screw

OUTBOARD MOTOR

LONG-TERM STORAGE (indoors during winter)

- store indoors in vertical position covered with a breathable (not plastic) sheet to keep out dust and let moisture escape

CARRY / TRANSPORT

- load and secure vertically on dolly, hold by the carrying handle, or hold carrying handle and the lug (beneath the engine cover latch)
- if carrying or transporting horizontal then make sure the correct side is facing up (labeled THIS SIDE UP), shaft supported to keep propeller from touching floor

SERVICE - ALLCRAFT MARINE (513-533-8800)

- every 6 months: late spring AND after fall season (winter storage)
- (Use only Honda 10W-30 FC-W outboard motor oil or compatible available at Advanced Auto Parts - Quicksilver 4-stroke Marine Engine Oil 10W-30-FC-W) (full oil capacity: 1.1 qt. without oil filter change, 1.4 qt. with oil filter change)

Boat trailers are a critical piece of equipment.

EQUIPMENT INSURANCE

Make sure all equipment is insured. If trailering equipment for another team or individual make sure to get proof of insurance for equipment.

DRIVER & LIABILITY INSURANCE

Make sure trailer driver is competent and able to tow the trailer safely. Liability insurance should cover all drivers. Make sure all drivers' licenses are up to date. Do not let drivers drive too many hours per day. A weary driver may not be alert.

TOW VEHICLE

Make sure tow vehicle is capable of towing the fully loaded trailer weight.

TRAILER REGISTRATION

Maintain current trailer registration. Keep trailer registration with tow vehicle.

TRAILER MAINTENANCE

Ensure trailer is in good working order.

- Replace tires every 6-8 years
- Service hubs and brakes when tires get replaced

TRAILER LOAD PLAN

Have location and list of equipment on trailer for every trip. Know the weights of all your equipment and the load capacity of your trailer. Load trailer with weight centered side to side, as low as possible. Load weight centered over or in front of axles (know tongue weight limit). Heaviest Typically load all boats bow facing the direction of travel. Strap all boats, oars, and equipment properly. Flag overhanging boats. Make sure there is room for bows to swing unobstructed during turns and going up and down hills.

TRAILER TRAVEL CHECK (CHECK EVERY TIME YOU STOP DURING TRAVEL)

Before departing on trip, check:

- know the HEIGHT OF YOUR TRAILER & EQUIPMENT LOADED (for overhead/bridge clearance)
- route - be sure your route allows trailers
- weather - especially ice, fog, and high wind forecast
- secure straps (trips over 5 hours double strap the bows) - make sure straps have no cuts or tears
- flags on overhanging boats
- brakes
- tires (including spare tire)
- lights (left, right, stop)
- hitch
- safety chains (cross once, do not twist, do not let drag on ground or be too taut)
- trailer jack
- towing vehicle

LEVEL ONE SNOW EMERGENCY

We will always have practice during a (Montgomery County / State of Ohio) Level One Snow Emergency, however, every driver should only drive in conditions they feel safe driving.

LEVEL TWO SNOW EMERGENCY

We will always have practice during a (Montgomery County / State of Ohio) Level Two Snow Emergency, however, every driver should only drive in conditions they feel safe driving.

LEVEL THREE SNOW EMERGENCY

We will NOT have practice when road use/access is prohibited during a (Montgomery County / State of Ohio) Level Three Snow Emergency.

CANCELLATIONS

There are no refunds after registration and payment has been electronically finalized.

ATTENDANCE / PRO-RATED AMOUNT

There are no discounts for lacking attendance. We do not pro-rate the program cost based on attendance or joining late.

PARTICIPATION DEPENDENT UPON PAYMENT

Student will not be allowed to row each season until payment is made in full (or see PAYMENT PLAN below). There is no grace period.

PAYMENT PLAN

The payee may work out a payment plan with Gem City Crew: half the seasonal cost must be paid before the student can row/train with the additional payments being due before the end of the season (typically half way through the season) for which the payment plan is for. The deadlines will be agreed upon by the payee AND Gem City Crew and will be in writing via email. At the time of each payment deadline the rower will be allowed to continue rowing/training only if the payment deadline is met. The payee is still responsible for the full amount of the program cost, regardless of how delinquent their payment.

To setup a payment plan, email the Head Coach with the payment schedule: dollar amounts with corresponding payment date deadlines. Upon receiving the payment schedule, and agreement by both parties, a coupon code will be provided to be used for online registration.

EXCEPTIONS

Exceptions to our payment policy are extremely rare and will only be made with the unanimous consensus of the President, Treasurer, and Head Coach of Gem City Crew.

The Gem City Crew fluorescent green is difficult to achieve so here are the best color options per media:

DIGITAL/WEB (RGB)	PRINT (CMYK equivalent of RGB)	WEB (HSL equivalent of RGB)
Red:155	Cyan:40	Hue(H):84
Green:255	Magenta:0	Saturation(S):100%
Blue:0	Yellow:100	Lightness(L):50%
	Black: 0	

■ **PAPER**
Fluorescent Green

■ **SCREENPRINT ON APPAREL**
Fluorescent Green (submit with fluorescent green posterboard for color match)

■ **EMBROIDERY ON TEXTILE**
Erin Green (@ Classic Stitch) or Madeira Polyneon no.40/no.60 #1950

■ **APPAREL**
color: Lime (brand: Augusta)

■ **VINYL WRAP FILM (oars)**
Wrap film series 1080, Satin Neon Fluorescent Green, S3M1080NEONGN12 (brand: 3M)

■ **SCREENPRINT ON CORRUGATED WHITE PLASTIC (yard signs)**
PMS color: 802c

■ **SHIPPING CONTAINER (storage at Rice Field)**
Behr Ultra Exterior Satin/Satin (PPU25-16) Chain Reaction (base: 9854)

Gem City Crew is committed to creating and supporting an environment and a culture free from misconduct. The welfare of all individuals involved with our Member Organization is paramount. Behavior and actions that constitute misconduct will not be tolerated.

There are a lot of reasons to play sport – at any level. A life-long activity, people often play sport to have fun and spend time with friends. Sport also encourages a healthy lifestyle, builds self-confidence; athletes also do better off the field. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; youth athletes have higher graduation rates and are more likely to attend college.

Unfortunately, sport can also be a high-risk environment for misconduct, including physical and sexual abuse. Here, we identify six primary types of misconduct:

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

Misconduct may damage an athlete’s psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete’s competitive performance and may cause them to drop out of sport entirely.

All forms of misconduct are intolerable and in direct conflict with the values of Gem City Crew.

In the event that one observes inappropriate behaviors (i.e. policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each individual to immediately report their observations to a supervisor or board member. Where possible and appropriate, everyone should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations by redirecting inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors when necessary.

This policy applies to Gem City Crew employees, individual members, Board members, volunteers, parent chaperones, and anyone in contact with athletes. Policy violations, misconduct and physical and sexual abuse must be reported consistent with the Reporting Policy as described herein.

Gem City Crew 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 and the U.S. Center for SafeSport.

As a member organization, Gem City Crew is in alignment with USRowing as the national governing body of rowing under the U.S. Olympic and Paralympic Committee (“USOPC”). Gem City Crew is grateful to USRowing and the USOPC for their contributions to the Safe Sport initiative and dedication to promoting safe training environments in sport. This policy is based on the template provided by USRowing in complete support of the governing body’s policies and best practices.

Gem City Crew is committed to improving the development and safety of athletes and participants involved in rowing.

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (Public Law 115-126) took effect in February 2018 (“SafeSport Act”). The SafeSport Act designated the United States Center for SafeSport (the “Center”) as the official safe sport organization for all Olympic, Paralympic, Pan American, and Para Pan American sports in the United States. In an effort to prevent the emotional, physical and sexual abuse of amateur athletes, the SafeSport Act requires national governing bodies and Paralympic sports organizations to implement both prevention training and prevention policies.

As a member organization of the U.S. Olympic & Paralympic Committee (“USOPC”), USRowing, its employees, contractors, volunteers, officials, board members, committee members and other designees, members and organizational members (collectively, “Participants”) are required to comply with the U.S. Center for SafeSport Code of the U.S. and Paralympic Movement (the “Code”), including its reporting requirements, available here: <https://uscenterforsafesport.org/wp-content/uploads/2020/03/2020-SafeSport-Code-04.01.20.pdf>

The Code serves as benchmark by which the Center or USRowing evaluates whether a Code violation has occurred. For violations that fall within the Center’s jurisdiction, the Center will determine resolutions and sanctions in connection with the violation. USRowing will process Code violations that occur outside the Center’s jurisdiction pursuant to the procedures outlined in the sections below.

The Code outlines prohibited conduct relating to the following categories for all Participants (hereinafter defined):

- Criminal Charges or Dispositions
- Child Abuse
- Bullying
- Harassment
- Hazing
- Sexual Misconduct
- Emotional Misconduct
- Physical Misconduct
- Aiding and Abetting
- Misconduct Related to Reporting
- Misconduct Related to the Center's Process
- Other Inappropriate Conduct
- Violation of the Minor Athlete Abuse Prevention Policies ("MAAPP")

All Adult Participants in contact with Minor Athletes (hereinafter defined) must adhere to USRowing's MAAPP contained below.

Pursuant to the SafeSport Act as implemented by the Code, and USRowing's Bylaws, the Center has exclusive jurisdiction over all issues involving Sexual Misconduct and Child Abuse (hereinafter defined). Such issues are to be reported directly to the Center and appropriate local authorities. Such reports to the Center should be made through the reporting form found here: <https://uscenterforsafesport.org/report-a-concern/>

While non-sexual misconduct issues may be reported directly to the Center, USRowing encourages initial reporting of such matters to Gem City Crew using the internal reporting processes. If, following review by the Gem City Crew, the issue remains unresolved or is not susceptible to resolution at the Member Organization level, it may be reported to USRowing using the USRowing reporting form found here: https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx

MAAPP RESOURCES

Reporting (see REPORTING section of policy for more details)
Gem City Crew
US SafeSport
reporting information by state can be found at the Child Welfare Information Gateway

SafeSport 1-833-587-7233

SAFESPORT - free, live, confidential help, 24hrs/day, 7days/week:
866-200-0796 or www.safesporthelpline.org

find reporting forms on Safesport.org

The definitions below apply to all sections of this Policy. Where definitions are not included herein, but are contained in the SafeSport Code, the SafeSport Code definitions are adopted as if they are fully set forth herein:

Adult or adult – Any individual 18 years of age or older.

Adult Participant – Any adult (18 years or older) who is:

- A member or license holder of USRowing or its Member Organizations
- An employee or board member of USRowing or its Member Organizations
- Within the governance or disciplinary jurisdiction of USRowing or its Member Organizations
- Authorized, approved, or appointed by USRowing or its Member Organizations to have regular contact with or authority over Minor Athletes. This may include volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, officials, adult athletes, staff, board members, and any other individual who meets the Adult Participant definition.

Adult Participant Personal Care Assistant (PCA)– An Adult Participant who assists an athlete requiring help with activities of daily living (**ADL**) and preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant PCAs must be authorized by the athlete’s parent/guardian.

Amateur Athlete: An athlete who meets the eligibility standards established by the National Governing Body or paralympic sports organization for the sport in which the athlete competes.

Athlete – Any rower who participates in any USRowing licensed competition or USRowing sanctioned event.

Authority – When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person.

Center – The U.S. Center for Safe Sport.

Close-In-Age-Exception – An exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old). Note: this exception only applies within the prevention policies and not regarding conduct defined in the SafeSport Code.

Child, Children, Minor, and Youth – An individual who is, or is believed by the Respondent to be, under the age of 18. The terms child, children, minor and youth are used interchangeably throughout this policy.

Child Abuse – The term “child abuse” has the meaning set forth in Section 203 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341) or any applicable state law.

Claimant – The person who is alleged to have experienced conduct that constitutes a Code violation, or a violation of this Policy.

Coach – Any adult who has or shares the responsibility for instructing, teaching, training, or advising an athlete in the context of rowing.

Code – The policies and procedures adopted by the Center for the U.S. Olympic and Paralympic Movement’s National Governing bodies, which can be found at <https://www.uscenterforsafesport.org>.

Criminal Charge or Disposition – Means that a Participant (a) is or has been subject to any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to: an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an “Alford” or “Kennedy” plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement; (b) is subject to a pending criminal charge(s) or warrant(s) for arrest. Criminal Charges may be evaluated by USRowing upon the original charges, amended charges, or those to which a plea was entered.

Dual Relationship – An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete’s parent/guardian has provided written consent at least annually authorizing the exception.

Event – USRowing sanctioned or organized travel, lodging, practice, competition, health or medical treatment, and the meaning set forth in the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).

Facility – Any facility (including docks, gyms, or other locations used by a team or rowing organization), when at such time the Facility is either owned or being leased, rented or used by USRowing or Member Organization.

Interaction with Athletes – Contact in association with any USRowing licensed or sanctioned activity or Event.

In-Program-Contact – Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples of In-Program Contact include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

Local Affiliated Organization (LAO) - A regional, state, or local club or organization that is directly affiliated with an NGB or that is affiliated with an NGB by its direct affiliation with a regional or state affiliate of said NGB. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB (see Member Organization definition below).

Member Organization – A rowing organization with active USRowing organizational membership. This also includes any organization that hosts a property or event that USRowing sanctions, including competitions, training programs, clinics and courses.

Minor Athlete – is an amateur athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of USRowing or its Member Organizations.

National Governing Body (NGB) – A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the U.S. Olympic & Paralympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501, et seq. This definition shall also apply to the USOPC, or other sports entity approved by the USOPC, when they have assumed responsibility for the management or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

Paralympic Sport Organization (PSO) – An amateur sports organization recognized and certified as an NGB by the USOPC.

Partial or Full Jurisdiction – Includes any sanctioned Event (including all travel and lodging in connection with the event) by the NGB, PSO, USOPC, or LAO, or any facility that the NGB, PSO, USOPC, or LAO owns, leases, or rents for practice, training or competition.

Participant – Any individual who: (a) currently is, or was at the time of a possible SafeSport violation, within the governance or disciplinary jurisdiction of USRowing, (b) is an Athlete or USRowing Designee, (c) a participant or attendee of a USRowing licensed competition or sanctioned event, including team staff, medical or paramedical personnel, administrator, official, or other athlete support personnel, employee, or volunteer, or (d) USRowing employees, contractors, volunteers, officials, board and committee members and other designees, members and organizational members.

Power Imbalance – A Power Imbalance may exist where, based on the totality of the circumstances one person has supervisory, evaluative, or other authority over another. Whether there is a Power Imbalance depends on several factors, including but not limited to: the nature and extent of the supervisory, evaluative or other authority over the person; the actual relationship between the parties; the parties' respective roles; the nature and duration of the relationship; the age of the parties involved; where there is an aggressor; whether there is a significant disparity in age, size, strength, or mental capacity. Once a Coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the Coach-Athlete relationship (regardless of age) and is presumed to continue for Minor Athletes after the Coach-Athlete relationship terminates until the Athlete reaches 20 years of age. A Power Imbalance may exist, but it is not presumed, where an Intimate Relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).

Regular Contact – Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s). USRowing defines ongoing interactions as five (5) or more instances of In-Program Contact during a 12-month period (For purposes of this definition, a competition is considered a single instance of In-Program Contact regardless of duration). NOTE: NGBs, PSOs, and the USOPC must submit/include categories of members/individuals that fall under the definition including specific volunteer designations.

Respondent – A Participant who is alleged to have violated the Code or this Policy.

Sexual Misconduct – Offenses (further described in Section IV of this Policy including, but not limited to:

- Sexual or gender-related harassment
- Non-consensual sexual contact (or attempts to commit the same)
- Non-consensual sexual intercourse (or attempts to commit the same)
- Sexual exploitation
- Bullying or hazing, or other inappropriate conduct of a sexual nature

Third-Party Reporter – Individual other than the Claimant bringing reports (“third-party report”) under this Policy.

U.S. Olympic & Paralympic Committee (USOPC) – A federally chartered nonprofit corporation that serves as the National Olympic Committee and National Paralympic Committee for the United States.

USRowing Designee – USRowing Staff, USRowing Licensed Officials, USRowing Board members, USRowing National Team Coaches and Technical Advisors, USRowing Trainers, Athletes selected by USRowing to select the United States, or any other individual that USRowing formally authorizes, approves, or appoints to (a) serve in a position of authority over, or (b) have regular contact with any Athlete.

The U.S. Center for SafeSport is committed to building a sports community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. USRowing supports this mission and is committed to ensuring our competition and training environments are free from abuse. The Gem City Crew set of policies is for keeping young athletes safe.

A. AUTHORITY: PREVENTION AND TRAINING POLICIES

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 authorizes the Center to develop training and policies to prevent abuse—including physical, emotional, and sexual abuse—within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(1). Federal law requires that, at a minimum, national governing bodies and Paralympic sports organizations must offer and give consistent training related to the prevention of child abuse: (1) to all adult members who are in regular contact with amateur athletes who are minors and (2) subject to parental consent, to members who are minors. 36 U.S.C. § 220542(a)(2)(E). Federal law requires that these policies contain reasonable procedures to limit unobservable and uninterrupted one-on-one interactions between an amateur athlete, who is a minor, and an adult, who is not the minor's legal guardian, at facilities under the jurisdiction of organizations within the U.S. Olympic & Paralympic Movement. 36 U.S.C. § 220542(a)(2)(C).

What is the MAAPP?

To that end, the Center has developed the Minor Athlete Abuse Prevention Policies (MAAPP). The MAAPP is a collection of proactive prevention and training policies for the U.S. Olympic & Paralympic Movement. It has three primary components:

1. An Education & Training Policy that requires training for certain Adult Participants within the Olympic & Paralympic Movement;
2. Required Prevention Policies, focused on limiting one-on-one interactions between Adult Participants and Minor Athletes, that Organizations within the Olympic & Paralympic Movement must implement to prevent abuse;
3. Recommended Prevention Policies.

The Center developed the MAAPP to assist National Governing Bodies (NGBs), Paralympic Sport Organizations (PSOs), Local Affiliated Organizations, Member Organizations (LAOs), the U.S. Olympic & Paralympic Committee (USOPC), and other individuals to whom these policies apply in meeting their obligations under federal law (note: implementing these policies does not guarantee that an organization or individual fully complies with federal law or all applicable legal obligations). These Organizations should share these policies with all Participants and with parents/guardians of minor athletes. Those implementing these policies should consider the physical and cognitive needs of all athletes.

The MAAPP focuses on just two important aspects of a much larger comprehensive abuse prevention strategy. These policies address training requirements and limiting one-on-one interactions between adults and minor athletes. These policies are intended to be enforceable and reasonable, acknowledging, for example, that when a 17-year-old athlete turns 18, they become an adult athlete, and a complete prohibition of one-on-one interactions may not be necessary or practical. Additionally, there may be other instances when one-on-one interactions could occur, and in those cases, these policies provide strategies so parents/guardians can provide informed consent if they choose to allow a permitted interaction. **The Center recommends that parents first complete training on abuse prevention to be informed about potential boundary violations and concerns before consenting to the interaction.**

While the MAAPP will help organizations implement these policies to greatly improve minor athlete safety, in no way can they guarantee athlete safety in all circumstances, especially when the policies are not fully implemented, followed, or monitored. These policies are not comprehensive of all prevention strategies, nor are they intended to be. These policies should be implemented alongside the SafeSport Code (refer to sections III-VII of this policy). Additionally, other resources are available that may assist organizations in improving athlete safety.

How Does the Center Ensure Compliance with the MAAPP?

Federal law requires the Center to conduct regular and random audits of the NGBs to ensure compliance with these policies. 36 U.S.C. § 220542(a)(2)(E). More specific organizational compliance requirements can be found in Part II. Additionally, it is the responsibility of the USOPC and each NGB, Gem City Crew, and Adult Participant to comply with the MAAPP. The aforementioned Organizations can act in their respective programs for violations of the MAAPP by Adult Participants. Adult Participants also have an independent responsibility to comply with these MAAPP provisions. Violations of these provisions can result in sanctions under the SafeSport Code.

Is the MAAPP Different from the SafeSport Code?

Yes. The SafeSport Code works alongside the MAAPP to prevent abuse. The MAAPP includes proactive prevention policies for organizations and individuals, while the SafeSport Code contains misconduct policies for individuals. However, violations of the MAAPP can violate the SafeSport Code, and violators can be sanctioned.

Why should I care about the MAAPP?

The MAAPP is designed to create a safer and healthier environment in which Minor Athletes within the Olympic and Paralympic Movement can thrive. Minors who experience an athletic environment free from sexual, physical, and emotional abuse will perform better, and they will seek to remain active in the Olympic and Paralympic Movement to positively impact the next generation of athletes. The MAAPP also supports the Center's vision that every athlete will be safe, supported, and strengthened through sport.

> SAFE: Athletes are protected from emotional, physical, and sexual abuse.

> SUPPORTED: Athletes enjoy welcome, respectful environments, and diversity is actively embraced.

> STRENGTHENED: Athletes use the skills they have learned in sport to contribute to the well-being of their communities. Every athlete thrives, within and outside their sport.

How can the MAAPP help high performance sport environments?

Creating a sport environment free from abuse does not mean creating an environment free from high expectations. Coaches and athletes alike will continue to prioritize accountability, commitment, work ethic, and sport skills to foster success while involved in the Olympic and Paralympic Movement. Abusive behaviors of any kind have no place in sport and should not be viewed as synonymous with high performance.

Additionally, coaches and staff members can still form professional, meaningful, and healthy relationships with Minor Athletes while following the MAAPP. The positive impact that a coach or staff member can have on a Minor Athlete cannot be overstated, and the MAAP policies are designed to allow for these types of appropriate relationships within the context of sport.

The MAAPP Applies to “In-Program Contact” Within the Olympic & Paralympic Movement

The MAAPP is required for the U.S. Olympic & Paralympic Committee (USOPC), National Governing Bodies (NGB), Local Affiliated Organizations (LAO), and Paralympic Sport Organizations (PSO) within the Olympic & Paralympic Movement (each an “Organization”).

What is In-Program Contact?

In-Program Contact includes sanctioned events and facilities, but it also applies more broadly to sport-related interactions. **The MAAPP defines “In-Program Contact” as:** Any contact between an Adult Participant and any Minor Athlete(s) related to participation in sport. All three components must be present for the MAAPP to apply:

ADULT PARTICIPANT + MINOR ATHLETE + RELATED TO SPORT

If one component is absent, then the interaction or activity would NOT be considered IN-PROGRAM and thus not covered by the MAAPP.

Examples of in-program contact include, but are not limited to: training/practices/instructional sessions, competition, camps/clinics, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.



When determining the jurisdiction of the MAAPP, it is important to note that the term **facility** applies in some but not all Required Prevention Policies. When jurisdiction is limited to a facility or sanctioned events, it means that the policy **only** applies at those facilities that are partially or fully under the jurisdiction of the Organization and at all sanctioned events. For the remaining policies that apply to all In-Program Contact, In-Program interactions can occur at any location. Electronic Communications does not have a jurisdictional component. The Electronic Communication policy must always be followed by an Adult Participant unless there is an exception that exists.

JURISDICTIONAL COMPONENTS OF THE MAAPP		
IN-PROGRAM CONTACT JURISDICTION	FACILITY (FULL OR PARTIAL) AND/OR SANCTIONED EVENT	NO JURISDICTIONAL COMPONENT*
One-on-One Individual Training Sessions Athletic Training Modalities Locker Rooms Transportation Lodging	Meetings With: Licensed Mental Health Care Professional/Health Care Provider Locker Rooms – Monitoring Locker Rooms – Private and Semi-Private Spaces	Electronic Communications

Does the MAAPP Have Any Exceptions?

Yes. The MAAPP was written with certain appropriate exceptions in mind. Exceptions are addressed in each policy and include:

1. A Close-in-Age Exception

This exception applies to certain policies and allows for In-Program Contact between an Adult Participant and a Minor Athlete if:

- a. The Adult Participant has no authority over the Minor Athlete; and
- b. The Adult Participant is not more than four years older than the Minor Athlete.

Note: This exception is different than the close-in-age exception in the SafeSport Code pertaining to misconduct.

2. Exceptions for Adult Participant Personal Care Assistants Working with a Minor Athlete

3. Exceptions for Dual Relationships

This exception applies to certain policies when the Adult Participant has a dual role or relationship with a Minor Athlete. The exception requires written consent of the Minor Athlete's parent/guardian at least annually. Many of the exceptions require parent/guardian consent. The Center recommends parents take training on child abuse prevention before providing consent under these policies. The Center offers a free Parent Course at www.athletesafety.org.

4. Emergency Exception

Common examples of emergency circumstances are listed below. Please note that this list is not exhaustive, and that Adult Participants must carefully consider whether a specific circumstance meets the threshold of "emergency."

- a. After practice, a coach is waiting in his car for all the athletes to be picked up. While waiting for the last Minor Athlete to be picked up, a strong storm rolls into the area. In order to shield the Minor Athlete from the storm, the coach has the Minor Athlete come sit in the car. To mitigate the situation, he contacts the parents via phone while waiting to let them know the Minor Athlete is sitting in his car due to the storm and stays on the line with them until they arrive.
- b. The following could all be considered emergencies: (1) a Minor Athlete is injured, (2) an athlete needs to be taken to the hospital immediately, or (3) treatment is provided at the location of a life-threatening injury.
- c. Practice location/event start time has changed at the last minute, and the coach calls the Minor Athlete to be sure they get the message that the practice location changed.
- d. A Minor Athlete calls an Adult Participant because of an unplanned, serious event (e.g., accident, weather emergency, suicidal thoughts/behavior, or to report abuse). In this situation, the Adult Participant should stay on the call as long as needed to ensure the safety of the Minor Athlete. The Adult Participant should follow the Organization's emergency protocol and be sure to contact the proper individual at the Organization and/or authorities.

Many of the exceptions require parent/guardian consent. The Center recommends parents take training on child abuse prevention before providing consent under these policies. The Center offers a free Parent Course at www.safesporttrained.org.

Am I required to take SafeSport Training?

Adult Participants within the Olympic & Paralympic Movement who have (i) Regular Contact with amateur athletes who are a minor, (ii) authority over amateur athletes who are a minor, or (iii) are employees or board members of USRowing or Member Organizations as well as (iv) adult athletes who have regular contact with amateur athletes who are a minor are required to take the SafeSport Trained Core course or its relevant refresher training as applicable. The specific training requirements can be found in Part I and Member Organizations shall implement policies and procedures sufficient to comply with federal requirements.

B. REPORTING VIOLATIONS

Violations of these MAAPP policies can be reported to USRowing by submitting a USRowing Incident Report Form, which can be found at https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx, or by contacting the Safe Sport Protection Team at: USRowingSafeSport@usrowing.org, (609) 751-0713.

PART ONE : EDUCATION & TRAINING POLICIES

A. Mandatory Child Abuse Prevention Training for Adult Participants

1. Adult Participants Required to Complete Training

a. The following Adult Participants must complete the SafeSport Trained Core course or its relevant refresher training as applicable, either through the Center's online training available on the USRowing Membership Portal at <https://membership.usrowing.org> or the Center's approved, in-person training on an annual basis:

- (i) Adult Participants who have Regular Contact with any amateur athlete who is a minor
- (ii) Adult Participants who have authority over any amateur athlete who is a minor
- (iii) Adult Participants who are an employee or board member of USRowing or a Member Organization:
 - i. Adult Participants who have regular contact with any amateur athlete(s) who is a minor;
 - ii. Adult Participants who have authority over any amateur athlete(s) who is a minor;
 - iii. Adult Participants who are an employee or board member of USRowing or a Member Organization.

b. Adult Participants who are medical providers for USRowing are required to take training under Section (a) can take the Health Professionals: Your Role in Preventing Abuse in Sport course in lieu of the SafeSport Trained Core course.

Specific to USRowing, the above Adult Participants include the following:

- Adult participants who have regular contact with amateur athletes who are minors
- Adult athletes
- Any adult authorized by USRowing to have regular contact with or authority over an amateur athlete including:
Licensed Officials and Referees, Coaches, Physical Therapists, Masseurs & Healthcare Providers
- USRowing Adult staff, interns and Board of Directors. (Collectively "USRowing Adults")

Specific to Gem City Crew (Member Organization), the above Adult Participants include the following:

- Adult participants at Gem City Crew who have regular contact with amateur athletes who are minors
- Adult athletes
- Any adult authorized by Gem City Crew to have regular contact with or authority over an amateur athlete who is a minor
- Adult staff, interns, and board members of Gem City Crew (Collectively "Member Organization Adults") (Collectively "Required Adults")

2. Timing of Training

Adult Participants must complete this training:

- a. Before regular contact with an amateur athlete who is a minor begins; **and**
- b. Within the first 45 days of either initial membership or upon beginning a new role subjecting the adult to this policy.

3. Refresher Training

The above listed Adult Participants must complete a refresher course on an annual basis, beginning the calendar year after completing the SafeSport Trained Core. Every four years, Adult Participants will complete the SafeSport Trained Core training. Medical providers can take the Health Professionals Course in lieu of the SafeSport Trained Core and are required to take the refresher courses on an annual basis if they meet the criteria for A(1).

B. Minor Athlete Training Must Be Offered and is Encouraged

- 1. Minor athletes of USRowing and/or a USRowing Member Organization are strongly encouraged to take the SafeSport for Youth Athletes.
- 2. USRowing and Member Organizations, on an annual basis, must offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse.
- 3. The Center offers youth courses that meet this requirement. These courses are accessed through the individual's personal profile on the USRowing Membership Portal at <https://membership.usrowing.org>.

C. Parent Training Must Be Offered and is Encouraged

- 1. USRowing and Member Organizations, on an annual basis, must offer training to parents on the prevention and reporting of child abuse.
- 2. The Center offers a parent course. These courses are accessed through the individual's personal profile on the USRowing Member Database at <https://membership.usrowing.org>.

D. Optional Training

- 1. Adult Participants serving in a volunteer capacity, who will not have regular contact with or authority over Minor Athletes, should take the Center's brief Volunteer Course (or SafeSport Trained Core) before engaging or interacting with any Minor Athlete(s).
- 2. Gem City Crew may provide training in addition to the SafeSport Trained Core, although they cannot refer to this training as "SafeSport" training. **Training other than the SafeSport Trained Core or Refresher does not satisfy this policy.**

E. Exemptions and Accommodations

- 1. Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport at exemptions@safesport.org.
- 2. The Center will work with Gem City Crew on appropriate accommodations for persons with disabilities and individuals with limited English proficiency to satisfy these training requirements. Gem City Crew must provide reasonable accommodations and track any exemptions for individuals with disabilities and individuals with limited English proficiency.

PART TWO : REQUIRED PREVENTION POLICIES

The following athlete abuse prevention policies go into effect January 1, 2023:

- a. One-on-one interactions (USRowing is required to establish reasonable procedures to limit one-on-one interactions, per federal law.)
- b. Meetings and training sessions
- c. Athletic training modalities, massages, and rubdowns
- d. Areas where athletes change clothes
- e. Social media and electronic communications
- f. Transportation
- g. Lodging

PART THREE : REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS

The majority of child sexual abuse is perpetuated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions must protect children while allowing for these beneficial relationships.

A. ONE-ON-ONE INTERACTIONS

1. Observable and Interruptible
 - a. All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
 - b. The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In- Program Contact not specifically addressed in other policies:
 - i. When a Dual Relationship exists; or
 - ii. When the Close-in-Age Exception applies; or
 - iii. If a Minor Athlete needs an Adult Participant Personal Care Assistant, and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy; or
 - iv. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if USRowing or the Member Organization receives parent/guardian consent.

B. MEETINGS AND TRAINING SESSIONS

1. Observable and Interruptible

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.
2. Individual Training Sessions
 - a. One-on-one, In-Program, individual training sessions must be observable and interruptible except if:
 - i. A Dual Relationship exists; or
 - ii. The Close-in-Age Exception applies; or
 - iii. A Minor Athlete needs an Adult Participant Personal Care Assistant, and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.
 - b. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and
 - c. Parents/guardians must be allowed to observe the individual training session.
3. Meetings with licensed mental health care professionals and health care providers (other than athletic trainers. Athletic trainers who are covered under these policies must follow the "Athletic Training Modalities, Massages, and Rubdowns" policy.) If a licensed mental health care professional or licensed health care provider meets one-on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under USRowing or Member Organization's jurisdiction, the meeting must be observable and interruptible except:
 - a. If the door remains unlocked; and
 - b. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and
 - c. USRowing is notified that the provider will be meeting with a Minor Athlete; and
 - d. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

4. Recommended Best Practices

- a. **Monitoring** : If a permitted meeting or training session takes place between an Adult Participant(s) and a Minor Athlete(s) at a facility partially or fully under USRowing or Member Organization's jurisdiction, another Adult Participant will monitor each meeting or training session. Monitoring includes reviewing the parent/guardian consent form, knowing that the meeting or training session is occurring, knowing the approximate planned duration of the meeting or training session, and dropping in on the meeting or training session.
- b. **Parent Training** : Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.

C. ATHLETIC MODALITIES, MESSAGES, AND RUBDOWNS (ALL HEALTHCARE PROVISION)

1. Athletic training modality, massage, or rubdown

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

- a. Be observable and interruptible; and
- b. **Always** have a second Adult Participant physically present for the athletic training modality, massage, or rubdown; and
- c. Have documented consent as explained in subsection (2) below; and
- d. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
- e. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.

2. Consent

- a. Providers of athletic training modalities, massages, and rubdowns or USRowing/Member Organization, when applicable, must obtain consent at least annually from Minor Athletes' parents/guardians before providing any athletic training modalities, massages, or rubdowns.
- b. Minor Athletes or their parents/guardians can withdraw consent at any time.

3. Recommended Best Practices

- a. USRowing recommends the following components: USRowing recommends obtaining the annual written consent from a legal guardian with respect to each practitioner providing massage or rubdown/athletic training modality to a minor athlete.
- b. Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.
- c. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.
- d. When possible, techniques should be used to reduce physical touch of Minor Athletes.
- e. Only licensed providers should administer a massage, rubdown, or athletic training modality.
- f. Coaches, regardless of whether they are licensed massage therapists, should not massage Minor Athletes.
- g. Keep treatment room at a suitable temperature where possible (fans or heaters may be required).
- h. Practitioners should seek to ensure they never place themselves between the athlete and the door.

D. AREAS WHERE ATHLETES CHANGE (may include, but are not limited to, locker rooms, the boathouse, and restrooms)

1. Observable and Interruptible

Adult Participants must ensure that all one-on-one In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

- a. A Dual Relationship exists; or
- b. The Close-in-Age Exception applies; or
- c. A Minor Athlete needs a Personal Care Assistant and:
 - i. the Minor Athlete's parent/guardian has provided written consent to Gem City Crew for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - ii. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - iii. the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.

2. Conduct in Locker Rooms, Changing Areas, and Similar Spaces

- a. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.
- b. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a Minor Athlete.
- c. Adult Participants must not shower with Minor Athletes unless:
 - i. The Adult Participant meets the Close-in-Age Exception; or
 - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
- d. Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. USRowing, Member Organizations, and the Adult Participant(s) must abide by this request.

3. Personal Care Assistants

Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements in subsection (1)(c) above.

4. Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces

- a. Gem City Crew must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially (rented/utilized) or fully (owned) under USRowing's or Gem City Crew's jurisdiction. A semi-private area is an area that is not separate from where other individuals are changing but offers the Minor Athlete some privacy to change. For example, a bathroom stall with a door would meet this requirement. A semi-private area can also be created by a partition or drapery. A private area is an area separated completely from anyone else changing. This area would be fully enclosed with a door, and no other individual would be able to enter without the Minor Athlete's permission. This could be a single restroom or family restroom, where the Minor Athlete can change alone and lock the door.
- b. Gem City Crew must monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under USRowing's or Gem City Crew's jurisdiction.

5. Recommended Best Practices

- a. Adult Participants should make every effort to recognize when a minor athlete goes to a locker room or changing area during practice and competition and, if they do not return in a timely fashion, check on the minor athlete's whereabouts.
- b. Parents should not enter locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent when other minor athletes are changing in the same locker room or changing area. If this is necessary, parents should let a coach or administrator know about this in advance.

E. ELECTRONIC COMMUNICATIONS

Electronic communications include, but are not limited to: phone calls, video conferencing, video coaching, texting, and social media.

1. Open and Transparent

- a. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:
 - i. When a Dual Relationship exists; or
 - ii. When the Close-in-Age Exception applies; or
 - iii. If a Minor Athlete needs a Personal Care Assistant and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or the Member Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.
- b. Open and Transparent means that the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.
 - If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.
- c. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

2. Team Communication

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

3. Content

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in (1)(a) exists.

4. Requests to discontinue

Parents/guardians may request in writing that the Organization or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. Gem City Crew and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

5. Recommended Best Practices

- a. **Hours** : Electronic communications should generally be sent only between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.
- b. **Social Media Connections**: Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

F. TRANSPORTATION

1. Transportation

- a. An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel, except if:
 - i. A Dual Relationship exists; or
 - ii. The Close-in-Age Exception applies; or
 - iii. A Minor Athlete needs a Personal Care Assistant and:
 - (1) the Minor Athlete's parent/guardian has provided written consent to USRowing or Gem City Crew for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
 - (2) the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) the Adult Participant Personal Care Assistant has complied with USRowing's background screening policy; or
 - iv. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete's parent/guardian.
- b. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.
- c. An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.
- d. Written consent from a Minor Athlete's parent/guardian is required for all transportation sanctioned by USRowing or Gem City Crew at least annually.

2. Recommended Best Practices

- a. **Shared or Carpool Travel Arrangement** : Gem City Crew encourages parents/guardians to pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.
- b. **Parent Training** : Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to travel one-on-one with an Adult Participant.

G. LODGING

1. Hotel Rooms and Other Sleeping Arrangements

- a. All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:
 - i. A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided Gem City Crew with advance, written consent for the lodging arrangement;
 - ii. The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided Gem City Crew with advance, written consent for the lodging arrangement; or
 - iii. The Minor Athlete needs a Personal Care Assistant, and:
 - (1) The Minor Athlete's parent/guardian has provided advance, written consent to Gem City Crew for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement;
 - (2) The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - (3) The Adult Participant Personal Care Assistant has complied with USRowing's background screening policy.
- b. Written consent from a Minor Athlete's parent/guardian must be obtained for all In- Program lodging at least annually.

2. Monitoring or Room Checks During In-Program Travel

If USRowing, Gem City Crew performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and at least two adults must be present for the room checks.

3. Additional Requirements for Lodging Authorized or Funded by the Organization

- a. Adult Participants traveling with Gem City Crew must, at least annually, agree to and sign the lodging policy of Gem City Crew.
- b. Adult Participants that travel overnight with Minor Athlete(s) are assumed to have Authority over Minor Athlete(s) and thus must comply with the Center's Education & Training Policy.

4. Recommended Best Practices

- a. [Parent Training](#) : Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for lodging arrangements under this policy.

H. ADDITIONAL RECOMMENDED POLICIES FOR KEEPING YOUNG ATHLETES SAFE

- 1. Out-of-Program Contact: Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without legal/parent guardian consent, even if the out-of-program contact is not one-on-one.
- 2. Gifting:
 - a. Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).
 - b. Gifts that are equally distributed to all athletes and serve a motivational or education purpose are permitted.
- 3. Photography/Video
 - a. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.
 - b. Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if the Adult Participant has not obtained the Parent/Guardian and Minor Athlete's consent.

PART FOUR : ORGANIZATIONAL REQUIREMENTS FOR POLICIES

Gem City Crew must implement proactive policies designed to prevent abuse. These organizational requirements are described below.

A. Organizational Requirements for Education & Training

1. Gem City Crew must track whether Adult Participants under its jurisdiction complete the required training listed in Part I. USRowing highly recommends Gem City Crew also track whether Adult Participants under their jurisdiction complete the required training listed in Part I.
2. Gem City Crew must, on an annual basis, offer and, subject to parental consent, give training to Minor Athletes on the prevention and reporting of child abuse.
 - a. For training to Minor Athletes, Gem City Crew must track a description of the training and how the training was offered and provided to Minor Athletes.
 - b. USRowing is not required to track individual course completions of Minor Athletes.
3. Gem City Crew must, on an annual basis, offer training to parents on the prevention and reporting of child abuse.

B. Required Prevention Policies and Implementation

1. USRowing must develop minor athlete abuse prevention policies that contain the mandatory components of the Center's model policies in Part III. These model policies cover:
 - a. One-on-one interactions
 - b. Meetings and training sessions
 - c. Athletic training modalities, massages, and rubdowns
 - d. Locker rooms and changing areas
 - e. Electronic communications
 - f. Transportation
 - g. Lodging
2. The policies must be approved by the Center as described in subsection (C) below. The policies may include the recommended components in Part III and the recommended policies in Part IV.

Given the uniqueness of each sport, however, some recommended components or policies may not be feasible or appropriate. An Organization may choose to implement stricter standards than the model policies.

3. USRowing must also require that Gem City Crew implement these policies.
4. Gem City Crew must implement these policies for all In-Program Contact.
 - a. At sanctioned events and facilities partially or fully under its jurisdiction, the organization must take steps to ensure the policies are implemented and followed.
 - b. For In-Program Contact that occurs outside USRowing's sanctioned event or facilities, implementing these policies means:
 - i. Communicating the policies to individuals under its jurisdiction;
 - ii. Establishing a reporting mechanism for violations of the policies;
 - iii. Investigating and enforcing violations of the policies.
5. Gem City Crew must have a reporting mechanism to accept reports that an Adult Participant is violating USRowing's minor athlete abuse prevention policies. Gem City Crew must appropriately investigate and resolve any reports received, unless the violation is reported to the Center and it exercises jurisdiction over the report. This requirement is in addition to requirements to report abuse under the SafeSport Code.

C. Policy Approval and Submission Process

1. Member Organizations are encouraged to incorporate the MAAPP into their individual Safe Sport Policies. Member Organizations are also permitted to independently adopt policies that enhance or further the athlete protections set forth in the MAAPP, but are prohibited from adopting any policies that are, in the judgment of USRowing, less protective of athletes than the MAAPP. Further, should there exist any conflict between the MAAPP and the provisions of a Member Organization's athlete protection policies, the MAAPP will take priority over any such conflicting policy.

A. EXCLUSIVE JURISDICTION

The Center has the exclusive jurisdiction to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Sexual Misconduct, including, without limitation, child sexual abuse and any misconduct that is reasonably related to an underlying allegation of Sexual Misconduct
- Criminal Charges involving Child Abuse or Sexual Misconduct
- Misconduct Related to Reporting, where the underlying allegation involves Child Abuse or Sexual Misconduct
- Aiding and Abetting, when it relates to the Center's process
- Misconduct Related to the Center's Process
- Other Inappropriate Conduct, as defined in the Code.

B. DISCRETIONARY JURISDICTION

Gem City Crew has jurisdiction, USRowing and the Center has discretionary jurisdiction, to investigate and resolve allegations that a Participant engaged in one or more of the following:

- Non-sexual Child Abuse
- Emotional and physical misconduct, including stalking, bullying behaviors, hazing and harassment
- Criminal Charges not involving Child Abuse or Sexual Misconduct
- USRowing Minor Athlete Abuse Prevention Policies (MAAPP) or other similar Proactive Policy violations.

USRowing has the authority and jurisdiction to investigate and address any allegations of violations of this Policy and/or the Code that are not within the Center's exclusive jurisdiction, provided that, in the event that the Center does exercise its jurisdiction, USRowing, and/or Gem City Crew shall no longer exercise jurisdiction over the matter.

C. JURISDICTION NOTIFICATION & REPORTING

USRowing promptly informs an identified reporting party of its jurisdictional determination regarding their report to USRowing, communicating that the matter either is being referred to the Center, is being addressed by USRowing, or is being referred to the local Member Organization.

USRowing has a mandatory reporting policy that comports with the mandatory reporting of child abuse provisions in the SafeSport Code, including mandatory reports to law enforcement, compliance with any other applicable reporting requirements under state law, and mandatory reports to the Center.

Although USRowing strongly encourages all Participants to report allegations of Prohibited Conduct, adult Participants are mandatory reporters under this Policy. If an adult Participant learns of any allegation of Prohibited Conduct, they must report the allegation as follows:

If a Participant becomes aware of an allegation of Sexual Misconduct or Child Abuse, or Retaliation the Participant MUST report this to the Center immediately and report Child Abuse to Law Enforcement.

IMPORTANT: If an adult Participant learns of information and reasonably suspects that a Minor has suffered an incident of Child Abuse (to include neglect, physical, emotional, and sexual abuse), they must report this to law enforcement (or in some states child protective services) and the Center immediately. Filing a report with the Center does not satisfy the reporting requirement to law enforcement.

All Participants are bound by and must comply with this Policy as well as the Code. Participants are responsible for knowing the information outlined herein, and in the Code, and by virtue of being a Participant, have expressly agreed to this Policy and the Code, including the applicable policies and procedures.

Participation in Gem City Crew activities is a privilege, not a right. Such participation may be limited, conditioned, suspended, terminated, or denied if a Participant's conduct is or was inconsistent with the Code, this Policy, and/or the best interests of the sport of rowing and those who participate in it.

It is a violation of this Policy for a Participant to engage in or tolerate: (i) Prohibited Conduct; (ii) any conduct that would violate any current or previous standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or (iii) any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then-applicable criminal and/or civil laws.

Gem City Crew formally adopts the definitions of Prohibited Conduct contained in the Code and set forth below. Any changes to the Code's categories and definitions of misconduct are immediately adopted by USRowing and effective upon the Center's publication of them unless otherwise noted.

Prohibited Conduct includes:

- Criminal Charge or Disposition
- Child Abuse
- Sexual Misconduct
- Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment
- Aiding and Abetting
- Misconduct Related to Reporting
- Other Inappropriate Conduct
- Violation of USRowing MAAPP

All Participants must familiarize themselves with each form of misconduct and the policies herein and in the Code and must refrain from engaging in misconduct and/or violating any of these policies.

A. CRIMINAL CHARGE OR DISPOSITION

It is a violation of this Policy for a Participant to have a Criminal Charge or Disposition. Criminal Conduct is relevant to an individual's fitness to participate in sport. The age of a Criminal Charge or Disposition is not relevant to whether a violation of this Policy occurred but may be considered for sanctioning purposes.

Sex Offender Registry: A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to be a Participant.

B. SEXUAL MISCONDUCT AND CHILD ABUSE

Gem City Crew and USRowing apply the same policies prohibiting Sexual Misconduct and Child Abuse as the applicable policies of the Code, which can be found here: <https://www.uscenterforsafesport.org>. All persons within the jurisdiction of Gem City Crew and USRowing shall comply with the Sexual Misconduct and Child Abuse policies of the Code. Any violation of the Sexual Misconduct or Child Abuse policies of the Code by a Participant shall subject such person to appropriate disciplinary action by the Center and/or USRowing, including, but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities.

Prohibited Conduct and Jurisdiction: The Center shall have authority and jurisdiction over the investigation and resolution of any allegations of violations by any Participant of the Sexual Misconduct policies set forth in the Code, which prohibit sexual behavior involving minors by any adult Participant and in some cases between minors, including without limitation, (as such terms are defined in the Code):

- Sexual or Gender-related Harassment
- Non-consensual Sexual Contact
- Non-consensual Sexual Intercourse
- Sexual Exploitation
- Bullying or Hazing or Other Inappropriate Conduct of a sexual nature, including:
 - An adult Participant engaging in an intimate or romantic relationship where a Power Imbalance exists.
 - An Adult Participant exposing a minor to imagery of a sexual nature
 - An Adult Participant intentionally exposing private areas, or inducing another to do so, to an adult where there is a Power Imbalance, or to a minor, or
 - An Adult Participant engaging in inappropriate physical contact with a Participant where a Power Imbalance exists.

The Center shall also have exclusive jurisdiction to investigate and resolve allegations that a Participant has a Criminal Charge or Disposition involving Child Abuse or Sexual Misconduct.

The Center shall also have authority and exclusive jurisdiction over any conduct described in the Code as Aiding and Abetting when it relates to the Center's Process, Misconduct Related to Reporting where the underlying allegation involves Child Abuse or Sexual Misconduct (including failing to report to the Center and intentionally filing a false allegation), and Misconduct Related to the Center's Process (including an abuse of process and retaliation). The behaviors or conduct prohibited by the Code may be found here: <https://www.uscenterforsafesport.org>.

The Center shall also have authority and jurisdiction over the investigation and resolution of reports or allegations of USRowing SafeSport policies other than Sexual Misconduct (e.g., Physical Misconduct, Bullying, Locker Room Policy, etc.) where such conduct is reasonably related to and accompanies a report or allegations involving Sexual Misconduct.

Notwithstanding the forgoing, prior to the Center expressly exercising such jurisdiction, USRowing and Gem City Crew retain the authority to address any allegations of sexual abuse or misconduct on a temporary basis, including through issuance of summary suspension over a credibly accused Participant.

Upon the Center's issuance of a Notice of Exercise of Jurisdiction, any temporary suspension, discipline, or other measures previously imposed by USRowing or Gem City Crew will be automatically and immediately adopted by the Center as its own, will be applicable throughout the Center's jurisdiction, and will remain in effect unless and until the Center modifies those measures. Once the Center exercises jurisdiction over particular allegations regarding a particular Participant, neither USRowing nor Gem City Crew may issue a new suspension in response to those allegations. However, USRowing and Gem City Crew may put in place any necessary safety plan(s) or interim measure(s) short of those measures that may deny or threaten to deny a Participant's opportunity to participate.

C. EMOTIONAL AND PHYSICAL MISCONDUCT

It is a violation of this Policy for a Participant to engage in Emotional or Physical Misconduct, when that misconduct is reasonably related to sport, which includes, without limitation:

- Emotional Misconduct
- Physical Misconduct
- Bullying Behaviors
- Hazing
- Harassment
- Threats

1. Emotional Misconduct

Emotional Misconduct includes: (i) Verbal Acts, (ii) Physical Acts, (iii) Acts that Deny Attention or Support, (iv) Criminal Conduct, and/or (v) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

a. Verbal Acts: Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.

b. Physical Acts: Repeated and/or severe aggressive behaviors, including but not limited to, throwing sport equipment, water bottles or chairs at or in the presence of others, punching walls, windows or other objects.

c. Acts that Deny Attention or Support: Ignoring or isolating a person for extended periods of time, including routinely or arbitrarily excluding a Participant from practice.

d. Criminal Conduct: Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect).

e. Stalking: Stalking when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) the safety of a third person, or (iii) to experience substantial emotional distress.

"Course of conduct" means at least two or more acts, in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

"Substantial emotional distress" means significant mental suffering or anguish.

Stalking also includes "cyber-stalking," wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

f. Exclusion: Emotional Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improved Athlete performance. Emotional Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participant's participation.

2. Physical Misconduct

Physical Misconduct is any intentional contact or non-contact behavior that causes, or reasonably threatens to cause, physical harm to another person.

Examples of Physical Misconduct may include, without limitation:

- a. Contact Violations:** Punching, beating, biting, striking, strangling or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting an Athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional.
- b. Non-Contact violations:** Isolating a person in a confined space, such as locking an Athlete in a small space; 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); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.
- c. Criminal Conduct:** Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, assault).
- d. Exclusion:** Physical Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports but have no place in rowing. Physical Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participants participation.

3. Bullying Behavior

Repeated and/or severe behavior(s) that are (i) aggressive, (ii) directed at a Minor, and (iii) intended or likely to hurt, control, or diminish the Minor emotionally, physically or sexually. Bullying-like behaviors directed at adults are addressed under forms of misconduct, such as Hazing and/or Harassment.

Examples of Bullying Behavior may include, without limitation, repeated and/or severe:

- a. Physical:** Hitting, pushing, punching, beating, biting, striking, kicking, strangling, spitting or slapping, or throwing objects (such as sporting equipment) at another person.
- b. Verbal:** Ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.
- c. Social Media, Including Cyberbullying:** Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate someone; socially excluding someone and asking others to do the same.
- d. Criminal Conduct:** Bullying Behavior includes any conduct described as bullying under federal or state law.
- e. Exclusion:** Conduct may not rise to the level of Bullying Behavior if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Bullying does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

4. Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, humiliate, degrade or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization. Purported Consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

Examples of Hazing include:

- a. Contact Acts:** Tying, taping, or otherwise physically restraining another person; beating, paddling or other forms of physical assault.
- b. Non-Contact Acts:** Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g., public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water and/or food; restrictions on personal hygiene.
- c. Criminal Acts:** Any act or conduct that constitutes hazing under applicable federal or state law.
- d. Exclusion:** Conduct may not rise to the level of hazing if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as a part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Hazing does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

5. Harassment

Repeated and/or severe conduct that (a) causes fear, humiliation or annoyance, (b) offends or degrades, (c) creates a hostile environment (as defined above), or (d) reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or (e) any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior.

Conduct may not rise to the level of Harassment if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as a part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Harassment does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

6. Threats

A Participant violates this Policy by threatening to harm another Participant. A threat to harm others includes any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior by a Participant is prohibited in any manner in connection with any USRowing-sanctioned activities or events.

D. AIDING AND ABETTING

Aiding and Abetting occurs when one aids, assists, facilitates, promotes, or encourages the commission of Prohibited Conduct by a Participant, including but not limited to, knowingly:

1. Allowing any person who has been identified as suspended or otherwise ineligible by USRowing to be in any way associated with or employed by a Member Organization or organization affiliated with or holding itself out as affiliated with USRowing, an NGB, LAO, Member Organization, the USOPC, or the Olympic & Paralympic Movement;
2. Allowing any person who has been identified as suspended or otherwise ineligible by USRowing to coach or instruct Participants;
3. Allowing any person who has been identified as ineligible by USRowing to have ownership interest in a facility, an organization, or its related entities, if that facility/organization/related entity is affiliated with or holds itself out as affiliated with an NGB, LAO, Member Organization, USOPC or the Olympic & Paralympic Movement.
4. Providing any coaching-related advice or service to an Athlete who has been identified as suspended or otherwise ineligible by USRowing.
5. Allowing any person to violate the terms of their suspension or any other sanctions imposed by USRowing.

In addition, a Participant also violates this Policy if someone acts on behalf of the Participant to engage in aiding or Abetting, or if the guardian, family member, or Advisor of a Participant, including Minor Participants, engages in Aiding or Abetting.

E. INTENTIONALLY FILING A FALSE ALLEGATION

Any person making a knowingly false allegation in a matter over which USRowing has jurisdiction shall be subject to disciplinary action by USRowing.

1. An allegation is false if the events reported did not occur, and the person making the report knows the events did not occur.
2. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable misconduct, an unsubstantiated allegation alone is not grounds for a violation.

F. MINOR ATHLETE ABUSE PREVENTION POLICIES/ PROACTIVE POLICIES

It is a violation of this Policy for a Participant to violate any provision of the MAAPP or other proactive policies adopted by USRowing (hereinafter set forth). Proactive policies set standards for professional boundaries, minimize the appearance of impropriety, and have the effect of preventing boundary violations and prohibiting grooming tactics.

G. WILLFUL TOLERANCE

A Participant violates this Policy by willfully tolerating any form of Prohibited Misconduct, when there is a Power Imbalance between that Participant and the individual(s) who are being subjected to the Prohibited Conduct.

H. PROHIBITION OF RETALIATION

USRowing expressly prohibits retaliation before, during, and after the submission of a complaint or the process of an investigation (whether led by a Member Organization, USRowing, or by the US Center for SafeSport).

This Policy is designed to reduce misconduct and abuse, but it can still occur. Gem City Crew and USRowing do not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities. Participants shall follow the reporting procedures set forth in the reporting policy below.

A. RETALIATION

Retaliation is any adverse action taken by a Participant against a person participating in USRowing proceedings. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in USRowing's processes and proceedings when the action is reasonably related to the report or engagement with USRowing. Retaliation may be present even where there is a finding that no violation occurred. Retaliation does not include good-faith action lawfully pursued in response to report of a USRowing Policy violation.

B. REPORTING SEXUAL MISCONDUCT

All reports of Sexual Misconduct must be reported directly to the Center at www.uscenterforsafesport.org or (720)-531-0340. No statutes of limitation apply to reports of incidents of Sexual Misconduct. All such reports received by Gem City Crew or USRowing will be forwarded to the Center. Reporting such conduct to the Center does not satisfy an Adult Participant's obligation to report to law enforcement or other appropriate authorities consistent with federal law.

C. REPORTING NON-SEXUAL MISCONDUCT

For reporting any non-sexual misconduct, Gem City Crew or USRowing will take a report in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal, or written report. Regardless of the method of reporting, it is helpful to USRowing to get the following information:

- The name of the Claimant(s)
- The type of misconduct alleged
- The name(s) of the alleged victim(s)
- The name(s) of the individual(s) alleged to have committed the misconduct.

Individuals may report non-sexual misconduct, including violations of the Minor Athletes Abuse Prevention Policies, to Gem City Crew or USRowing by completing an Incident Report Form. Required information on this form will include:

- The name(s) of the Claimant(s)
- The type of misconduct alleged
- The name(s) of the individual(s) alleged to have committed the misconduct
- The approximate date(s) and location(s) where 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.

Except for mandatory reporting to the authorities and the Center, USRowing will withhold the Claimant's name upon request, to the extent permitted by law. A copy of the USRowing Incident Report form can be found here:

https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx.

D. CONFIDENTIALITY AND ANONYMOUS REPORTING

1. Confidentiality – To the extent permitted by law, and as appropriate, Gem City Crew will handle any report it receives confidentially and discretely and will not make public the names of the Claimant(s), potential victim(s), or accused person(s); however, Gem City Crew may disclose such names on a limited basis when conducting an investigation, or reporting to the Center, or reporting to law enforcement.

2. Anonymous Reporting – Gem City Crew recognizes that it can be difficult 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:

- a. Completing (without including a name) an Incident Report Form found here: https://usrowing.org/sports/2018/4/13/18827_132107104230772015.aspx
- b. Expressing concerns of misconduct to USRowing directly
- c. Expressing concerns to the Safe Sport Protection Team at USRowingSafeSport@usrowing.org

E. HOW REPORTS ARE HANDLED

1. Suspicions or Allegations of Child Physical or Sexual Abuse Reported to Law Enforcement and/or Child Protected Services – All allegations of child physical or sexual abuse will be reported to law enforcement authorities and the Center. Gem City Crew does 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, Gem City Crew may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.

2. Misconduct and Policy Violations- Gem City Crew will address all alleged violations of this Policy.

3. Notification- Following Gem City Crew's receipt of an allegation involving SafeSport-related prohibited conduct, Gem City Crew may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. At Gem City Crew's discretion, and as appropriate or required by the Center, Gem City Crew may notify relevant persons, i.e., competition managers, staff managers, contractors, volunteers, parents, and/or athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that the Center is investigating. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other prohibited conduct.

Gem City Crew will not enter into an investigation that undermines a pending legal investigation. This Policy addresses Gem City Crew's disciplinary role where there is: (i) an allegation of misconduct, as defined in this Policy, that does not involve child abuse or sexual abuse, or (ii) an adverse employment determination by a local club for emotional, physical or sexual misconduct as set forth in this Policy.

A. DISCIPLINARY RULES

On receipt of an allegation, Gem City Crew will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant, (ii) the age of the respondent, and (iii) the nature, scope and extent of the allegations.

Gem City Crew will address allegations against a staff member and/or volunteer under relevant organizational policies.

Gem City Crew's disciplinary response will depend on the nature and seriousness of the incident, and in extreme cases, misconduct will result in summary dismissal.

USRowing may undertake a formal investigation and hearing at its discretion. Before taking any disciplinary action, however, Gem City Crew will offer the respondent an opportunity to be heard. If the respondent is a minor, Gem City Crew will first contact his or her parents or guardians.

B. DISCIPLINARY ACTION

Sanctions for violations of the Policy will be proportionate and reasonable under the circumstances. USRowing may take the following disciplinary actions, without limitation:

- Inform the Respondent's direct supervisor, or, in the case of a minor, the minor's parent or guardian
- Provide the Respondent with guidance, redirection and instruction
- File a formal incident report
- Issue a verbal warning
- Issue a written warning
- Limit an individual's access to certain buildings, boathouses, competitions or people
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to supervise the respondent
- Engage in restorative and educational practices
- Suspend or terminate employment or membership

C. ONGOING EMPLOYMENT AND/OR PARTICIPATION

Upon receipt of a credible and specific allegation of child abuse, serious misconduct or any other violation of this Policy, USRowing may immediately suspend or terminate the Respondent's membership or employment as a means to ensure participant safety.

D. COMPLAINANT PROTECTION

Regardless of outcome, Gem City Crew will support the Complainant and his or her right to express concerns. Gem City Crew will not encourage or tolerate attempts from any individual to retaliate, punish, or in any way harm any individual who reports a concern in good faith. Any action to the contrary will be considered a violation of this Policy and grounds for disciplinary action by Gem City Crew.

E. BAD-FAITH ALLEGATIONS

Any allegation of misconduct under this Policy that is determined to be frivolous, fraudulent or otherwise made in bad faith, will be considered a violation of the Policy itself. Such reports may also be subject to criminal prosecution and/or civil proceedings.

A. INVESTIGATIONS

As appropriate, and at its discretion, Gem City Crew may institute formal investigations and hearings to address serious allegations of misconduct under this Policy. Such investigations will be undertaken to address only the most serious allegations and patterns of behavior that may warrant significant sanctions.

Where an investigation under this Policy is conducted by Gem City Crew, the Respondent, Claimant, and/or accused shall have the right to:

- Receive written notice of the report or complaint, including a statement of the allegations (reacted as appropriate)
- Present relevant information to the investigator(s)
- Legal counsel, at his or her own expense

B. HEARINGS

1. Procedural Safeguards: Any disciplinary hearing undertaken pursuant to this policy shall be conducted in accordance with USRowing's Grievance Procedures, found here: https://usrowing.org/sports/2016/5/27/858_132107060397257413.aspx. Any incurred costs do not apply to SafeSport complaint filings.

2. Preliminary Determinations: Where there is sufficient reliable and persuasive evidence to support the Complainant's allegations, USRowing's Chief Program Officer (CEO) may, at his or her discretion, make a preliminary determination on the merits of a complaint, prior to any disciplinary hearing.

3. Notice: The respondent will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Grievance Panel (as defined in the Grievance Procedures) requires the individual to attend the hearing in person, the Respondent may appear by video conference or conference call. The respondent has the right to be represented by legal counsel at the hearing.

4. Timing: The Grievance Panel shall have the authority to set practical rules (e.g., timing and conduct) as it deems necessary. At the request of the respondent, and if necessary, to expedite the proceeding to resolve a matter relating to a scheduled training or competition, the Grievance Panel may render an expedited determination.

5. Evidence: At the hearing, the accused individual will be permitted to present any reasonable evidence or argument that he/she wishes the Grievance Panel to consider. The Grievance Panel may require or permit certain documentary evidence prior to the hearing, including the names of any witnesses. The Grievance Panel may also consider a Member Organization's employment determination as evidence to be considered.

- a. If the complainant is a minor, the investigator's report may substitute for the minor witness' direct testimony, provided that the respondent had a bona fide opportunity to present and respond to relevant information collected during the investigation and before the report was transmitted to the Grievance Panel.
- b. The Grievance Panel may proceed in the respondent's absence if it cannot locate the individual, or if the individual declines to attend the hearing.

6. Findings and Sanctions: The Panel has the discretion to impose sanctions on the respondent if it finds, based on a preponderance of the evidence that emotional, physical, or sexual misconduct has occurred. The Panel will communicate its findings to the respondent. The Grievance Panel may impose sanctions on the respondent in its findings. Any sanctions imposed by the Grievance Panel 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 panel deciding each complaint. In imposing a sanction, the Grievance Panel shall consider:

- a. The legitimate interests of USRowing in providing a safe environment for its Participants
- b. The seriousness of the offense or act alleged
- c. The age of the accused individual and victim when the offense or act occurred
- d. Any information produced by the respondent, or produced on behalf of the respondent, regarding the respondent's rehabilitation and good conduct
- e. The effect on USRowing's reputation
- f. Whether the individual poses an ongoing concern for the safety of USRowing's athletes and participants
- g. Any other information, which in the determination of the Grievance Panel, bears on the appropriate sanction

Sanctions may range from a warning and a reprimand to suspension from sport involvement with USRowing for a period of time. Suspension from sport involvement with USRowing may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from sport involvement and expulsion from USRowing. For the purposes of this Policy, a suspension from sport involvement shall mean that the respondent may not participate in any capacity or in any role in the business, events or activities of the relevant organization or its affiliated members for the duration of the period of suspension.

7. Confidentiality: The conduct of the hearing will be private. If the Grievance Panel determines that the individual has violated policy, it may publish its decision or a summary of its decision, unless the accused is a minor. However, if the individual appeals, the summary of the Panel's decision will not be disclosed until an appellate decision has been made. If the Panel determines the accused individual did not violate the relevant policy, the Grievance Panel will publish a summary only at the individual's written request.

8. Appeal: If the individual disagrees with the finding or sanction of the panel and wishes to appeal, he or she may file an appeal with the USRowing Board of Directors within 10 days of USRowing's finding. On appeal, the USRowing Board of Directors will address the merits of USRowing's decisions de novo, and not the process that was utilized. A decision rendered by the USRowing Board of Directors shall be final and binding on all parties.

USRowing uses a background check process in its support of its commitment to athlete safety. This process is also required by the USOPC. **Any Adult Participant who is in a position of authority over athletes of any age or any Adult Participant who has Regular Contact with youth athletes is required to complete a background check every two years and to annually complete the on-line SafeSport training course or SafeSport training refresher course, provided by the Center.** This includes employees, coaches, referees, full-time volunteers, board members, staff, administrators, and any other non-athlete member.

- The applicable Adult Participants shall undergo a background check that complies with the Fair Credit Reporting Act. Through this background check, USRowing will utilize reasonable efforts to ascertain criminal history. This USRowing Background Check Policy assists USRowing in promoting the safety and welfare of its athletes.
- The background check must be completed before Regular Contact with any Minor, or upon beginning a new role subjecting the adult to this Policy.
- USRowing requires background checks in accordance with the USOPC Responsible Member Organization Policy. Background checks must be refreshed every two years.

A. PROCESS

The Background Check Consent and Waiver Release Form must be submitted to USRowing's third-party background check vendor and the designee must be cleared before he or she may perform services for Gem City Crew. Upon submission of the Background Check Consent and Waiver Release Form, USRowing will request that its vendor perform the background check. As part of its background check, the vendor will run a full background screen that includes at least the following search components below.

1. Full Background Check

- a. Social Security Number validation (or suitable identification verification process as determined by background check vendor)
- b. Name and address history records
- c. Two independent multi-jurisdictional criminal database searches covering 50 states plus Washington DC, Guam, and Puerto Rico
- d. Federal District Courts search for each name used and district where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable
- e. County criminal records for each name used and county where the individual currently lives or has lived during the past seven years, going back the length of time records are available and reportable for each county searched
- f. National Sex Offender Registry database search of all available states, plus Washington DC, Guam, and Puerto Rico
- g. Multiple national watch lists
- h. Comprehensive international records search of U.S. citizens who have lived outside the United States for six consecutive months in any one country, during the past seven years
- i. Motor vehicle records of at least a 3-year history in the state of licensure; (if driving is required for position)

2. Supplemental Background Check. A supplemental off-year background check screen will be conducted using at least the following search components:

- a. Multi-jurisdictional criminal database covering 50 states plus Washington DC, Guam, and Puerto Rico
- b. Sex offender registry database searches of all available states, plus Washington DC, Guam, and Puerto Rico; and
- c. SafeSport disciplinary records.

B. CRIMINAL HISTORY

Any background check that results in a report of a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, for any of the below criminal offenses will be subject to USRowing's policies and procedures to determine the individual's level of access and involvement:

- Any felony
- Any misdemeanor involving:
 - All sexual crimes, criminal offenses of a sexual nature to include but not limited to: rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant
- Any drug related offenses
- Harm to a minor and vulnerable person, including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor
- Violence against a person (including crimes involving firearms and domestic violence)
- Stalking, harassment, blackmail, violation of a protection order and/or threats
- Destruction of property, including arson, vandalism, and criminal mischief
- Animal abuse or neglect

C. FULL DISCLOSURE

Each Participant and prospective Participant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for Participant status revocation or restriction, regardless of when the offense is discovered. Participants have the ongoing duty to disclose criminal history. Participants need not disclose arrest in which charges are not filed, charges are dismissed, or the Participant is acquitted; however, Participants are required to disclose non-convictions involving deferred sentences, deferred adjudications, or other similar dispositions as well as accusations, arrests, indictments, or convictions of a criminal offense set out above or a criminal offense against a child.

- If a prospective Participant has been or (1) is accused, (2) arrested, (3) charged, (4) indicted, (5) has an adjudication other than not guilty, or (5) is convicted of any offense identified above during the application process, he is required to disclose such information immediately.
- In the event a Participant has been or is (1) is accused, (2) arrested, (3) charged, (4) indicted, (5) has an adjudication other than not guilty, or (5) is convicted of any offense identified above during the application process, he is required to disclose such information immediately to the USRowing Safe Sport Protection Team.
- Any Participant or prospective Participant who has been banned by another NGB, another sport organization, or the Center has an affirmative duty to disclose such information immediately to the USRowing Safe Sport Protection Team.

D. FINDINGS

Notice of findings will be provided to:

- (1) The designated contact of Gem City Crew that submitted the application;
- (2) Club President or Treasurer, when necessary;
- (3) Other designated individuals, where necessary to protect the safety of minors.

USRowing's criminal background check report will return a "red light" or "green light" finding. A green light finding means that the background check vendor located no records that would disqualify the individual. A green light score, however, is not a certification of safety or permission to bypass/ ignore other screening efforts. Other disqualifying factors may exist and can be revealed through other means. A red light finding means the criminal background check revealed criminal records that suggest the individual does not meet the criteria and is not suitable for Participant status. Individuals who are subject to disqualification under a red light finding may challenge the accuracy of the information reported by the criminal background check vendor.

E. APPEALS TO BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the criminal background check vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to USRowing.

USRowing is required by this Policy to accept the findings of the criminal background check vendor. Individuals disqualified are excluded from participation in any USRowing licensed competition and USRowing sanctioned events and/or activities as a Participant unless an exemption is granted in accordance with the exemption request process below.

F. EXEMPTION REQUESTS TO USROWING

Any disqualified individual has the right to seek an exemption from the USRowing Ethics Committee. The individual shall, within 30 days from the date he or she was notified of disqualification, file a written appeal to the Chief Executive Officer of USRowing to demonstrate that the conviction or charge does not violate the spirit of SafeSport and that he or she poses no risk to the sport.

Within 30 days of the receipt of the appeal being submitted, a hearing panel will be assembled to hear the appeal. The Ethics Committee Chair shall appoint three members of that Committee to serve as the group, which will hear the appeal (the **"Hearing Panel"**). The Chair of the Ethics Committee may appoint himself/herself to the Hearing Panel. The appointment of the three---member Hearing Panel will include the designation of a Chair of the Panel. An athlete member of the Ethics Committee will be included on the Hearing Panel.

The Hearing Panel shall decide the appeal with majority vote. The Panel may choose to uphold the "red light" determination from the third-party provider, or, if warranted by the circumstances may overturn the decision and render a "green light" for the background check. In the case of an overturned "red light," the membership record will be noted as such and will be subject to continuous review. Any decision rendered by the Hearing Panel is considered final and binding on all parties.

G. FREQUENCY

Criminal background checks for Participants will be refreshed every two years or as otherwise required by law.

H. OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an individual passes a criminal background check, USRowing may determine that an individual may be disqualified and prohibited from Participant status. Disqualification may occur if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to, domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated, been banned, or been asked to resign from a position- paid or unpaid - due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates the individual may be a danger to athletes and participants
- Failed to disclose background in accordance with this Policy

I. REVIEW OF DISQUALIFIERS

USRowing will review its disqualifiers from time to time or as otherwise required or modified by law.

The enforcement of this Policy falls under the jurisdiction of the USRowing Disciplinary Committee, except:

- Allegations of sexual misconduct, which falls under the exclusive jurisdiction of the Center; and
- Allegations of non-sexual misconduct that the Center takes discretionary jurisdiction over.

USRowing shall recognize and enforce all penalties imposed by the Center, including lifetime bans. Temporary suspensions apply to the suspended person, but not to the suspended person’s business. Final and non-appealable suspensions and bans apply to the person and any rowing-related business the suspended or ban person owns.

No individual who is an employee, contractor, or agent of USRowing may assist a member or former member of USRowing in obtaining a new job (excluding the routine transmission of administrative or personnel files) if the individual knows that the member or former member (a) violated the policies or procedures of the Center related to sexual misconduct; and/or (b) was convicted of a crime involving sexual misconduct with a minor in violation of applicable law or the policies and procedures of the Center.