



Safesport Policy

March 2024

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INTRODUCTION AND BACKGROUND

Cambridge Boat Club is committed to establishing a supportive environment for all our members and sustaining a culture that is intolerant of misconduct.

In general, we accomplish this through community norms. CBC requires and expects its members, employees, volunteers, parents, and guests to always behave appropriately and respectfully while using CBC facilities; coaching, motivating, and managing athletes; attending regattas; participating in events; and in contributing to public forums or discussions related to CBC or the rowing community. Acts of misconduct which, in the opinion of the CBC Board of Directors, are injurious or detrimental to the good order, welfare, best interests, or character of CBC or its members, or at variance with the requirements of the CBC Bylaws or House Rules, will not be tolerated. These or any other form of misconduct or abuse may result in disciplinary action.

More specifically, CBC has adopted the US Center for SafeSport Code to focus on and address certain types of misconduct. Following the revelation of widespread misconduct in several sports, the US Congress passed The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (a.k.a “SafeSport Act” or “Ted Stevens Act”). To prevent the emotional, physical and sexual abuse of amateur athletes, this Act designated the U.S. Center for SafeSport as the official safe sport organization for all Olympic and Paralympic sports and requires all national governing bodies for those sports to implement various policies and training. USRowing, its members, and its organizational members are thus required to comply with the Code and its reporting requirements, available here:

<https://uscenterforsafesport.org/wp-content/uploads/2020/03/2020-SafeSport-Code-04.01.20.pdf>.

Misconduct may damage an athlete’s psychological well-being; those who have been mistreated can experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and their sport. Misconduct often hurts an athlete’s competitive performance and may cause them to drop out of sport entirely. Our collective attention, vigilance, and courage to act is essential to prevent all forms of misconduct and protect the positive culture we all want at CBC and in rowing generally. Implementing this Safesport Policy is central to our approach.

POLICY SUMMARY

Everyone is responsible, everyone is protected. CBC's Safesport Policy applies to employees, coaches, members, program participants and families, volunteers, and anyone acting on behalf of CBC; though minor athletes are a focus, all members of our community are protected by this policy. All should be familiar with this Policy, and anyone with oversight or contact with minor athletes is required to sign the [Acknowledgement Form](#) indicating they have read and understand it.

The policy has four key elements.

1. Education and training on the Safesport framework for identifying abuse
2. Background checks for everyone working with minor athletes
3. Clear rules and policies guiding Juniors program operations
4. Structured processes for reporting, investigating, and resolving cases of misconduct.

Anyone acting on behalf of CBC whose role includes contact with or oversight of minor athletes must take specified [education and awareness training](#) provided by the US Center for Safesport. The training focuses on identifying and preventing seven primary types of misconduct, each explained and characterized later in this document:

- [Bullying](#)
- [Harassment](#)
- [Hazing](#)
- [Discrimination](#)
- [Emotional Misconduct](#)
- [Physical Misconduct](#)
- [Sexual Misconduct, including Child Sexual Abuse.](#)

Members who are not required to take the Safesport training should be familiar with these behaviors so they can recognize them if they arise.

All coaches and others involved in overseeing minor athletes, including all members of our Board of Directors and the Chairs and Captains of our Coaching and Rowing Committees are required to reveal any criminal history, pending court cases, or bans by other sports organizations. [Background checks](#) are conducted before any individual assumes an oversight or coaching role, and every two years thereafter. Any revelation of such offenses may result in that person being restricted or prevented from interacting with minor athletes, according to the determination of the President and Board.

CBC's Juniors Program follows the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#) as promulgated by the Center for Safe Sport and USRowing. These policies work alongside the Safesport guidelines to set limits for one-on-one adult/minor interactions and define standards for training and sport settings that prevent abuse and misconduct.

These guidelines, provided by the US Center for Safesport, document what represents appropriate and inappropriate behavior for:

- [Supervision of minor athletes](#)
- [Physical contact with minor athletes](#)
- [Electronic communications and social media with and by minor athletes](#)
- [Locker rooms and changing areas](#)
- [Local and team travel with and by minor athletes.](#)

Reporting misconduct. Where possible and appropriate, everyone should be prepared to respond immediately to inappropriate or harmful behavior, boundary violations, and potential risk situations by directly confronting and/or redirecting such behavior in the moment. That done, anyone observing any of these behaviors or witnessing other misconduct must immediately report it as follows.

Email, call or text any Coaching Committee Chair, the CBC President, or any Officer with a description of what you saw, when, and indicate whether you think there is any ongoing or imminent danger to those involved. Use the [Incident Reporting Form](#) attached here in Appendix B to make a report if appropriate.

Coaching Committee: coaching@cambridge-boat-club.org

President: president@cambridge-boat-club.org

Vice President: vicepresident@cambridge-boat-club.org

Treasurer: treasurer@cambridge-boat-club.org

Secretary: secretary@cambridge-boat-club.org

Personal contact information for these people including phone numbers is available to members logged in to www.cambridge-boat-club.org.

Suspected physical or sexual abuse must *immediately* be reported to the Massachusetts Department of Children and Families (DCF):

24-hour Child Protection Hotline: 1-800-792-5200

The US Center for Safe Sport has exclusive jurisdiction over all issues involving Sexual Misconduct and Child Abuse. Such issues should also be reported directly to the Center using this form: <https://uscenterforsafesport.org/report-a-concern/>

CBC 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 State authorities and the US Center for SafeSport.

If an allegation of physical or sexual abuse is made against anyone in contact with minor athletes, CBC may immediately remove that individual from contact with the Program until the allegation has been investigated by an official agency as a means to ensure the safety and well-being of program participants. Alternatively, CBC may choose to suspend or change the work assignment of the accused.

Non-sexual misconduct issues may be reported directly to USRowing, but USRowing and CBC encourage initial reporting of such matters to CBC leadership for internal review. If, following the Club's internal process, the issue remains unresolved, it may be reported to USRowing using this form:

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

Responding to reports of non-sexual misconduct, CBC leadership will conduct a timely internal investigation, document findings, and take action as appropriate. According to CBC's discretion, the findings and resolution may be shared with the reporter and in some cases more broadly within the CBC community.

In all cases of reporting misconduct:

- Confidentiality of all involved parties will be maintained to the greatest degree possible
- Reporters will be protected from retaliation
- Bad-faith reporting will be punished.

Failure to report known misconduct is a violation of this policy.

EDUCATION AND AWARENESS TRAINING

CBC requires that its employees and volunteers report abuse, misconduct and violations of our Policy if or when they witness it or believe it is happening. To do so responsibly, all employees, coaches, members, and volunteers (including parents of junior members and chaperones) need to have a basic understanding of different types of misconduct in sport and of the policies for preventing them.

Accordingly, all employees, members and volunteers, including Junior members and their parents, must read and acknowledge understanding the CBC Safesport Policy before performing services for or becoming a member. The acknowledgement form for signature is attached here as [Appendix A](#).

In addition, people with oversight or contact with minor athletes must complete online training provided by SafeSport consistent with their roles, with periodic refreshers. This includes all coaches, volunteers, chaperones, Board members, Coaching Committee chairs, and Rowing Committee chairs and captains. The Club Manager tracks compliance for all included in this group.

CBC members participating in USRowing-sanctioned events may need to complete certain SafeSport training. This is administered by USRowing, and linked in the [members' USRowing profiles](#). All individuals 18 years old or older are required to complete a SafeSport self-attestation to determine whether they are considered a Relevant Adult Participant as defined by the **2023 USRowing SafeSport Policy**.

IDENTIFYING ABUSE AND MISCONDUCT

Some members of the CBC community are not required to take Safesport training courses, and may have questions about what constitutes misconduct under this policy. For those people and others who may want a reference to contextualize an event they have witnessed, the following sections outline categories of abusive behavior, and provide examples and possible exceptions for each.

- A. Bullying
- B. Harassment
- C. Hazing
- D. Discrimination
- E. Emotional misconduct
- F. Physical misconduct
- G. Sexual misconduct, including child sexual abuse.

A. Bullying

(1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted person(s).

(2) Any act or conduct described as bullying under federal or state law.

Exceptions

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples

Examples of bullying prohibited by this Policy include, without limitation:

(1) **Physical behaviors.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping a person; (b) throwing at, or hitting a person with, objects such as sporting equipment.

(2) **Verbal and emotional behaviors.** Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

B. Harassment

(1) A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual person or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability;
or

(2) Any act or conduct described as harassment under federal or state law

Exceptions

None

Examples

Examples of harassment prohibited by this Policy include, without limitation:

(1) **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping a person; (b) throwing at or hitting a person with objects including sporting equipment.

(2) **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about a person’s race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing water rowing time to an athlete based on his or her race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

C. Hazing

(1) Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group’s members; or

(2) Any act or conduct described as hazing under federal or state law

Exception

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

Examples

Examples of hazing prohibited by this Policy include, without limitation:

- (1) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- (2) tying, taping or otherwise physically restraining an athlete
- (3) sexual simulations or sexual acts of any nature
- (4) sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
- (5) social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- (6) beating, paddling or other forms of physical assault
- (7) excessive training requirements focused on individuals on a team

Note: Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

D. Discrimination

Cambridge Boat Club is committed to maintaining a positive and respectful atmosphere free of discrimination. Cambridge Boat Club does not and shall not discriminate on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, admission of members, hiring and termination of staff, selection of volunteers and vendors, and provision of services.

Exceptions

None

Examples

Examples of discrimination prohibited by this Policy include, without limitation:

- (1) Denial of membership on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status

- (2) Hiring or termination of staff, or selection of volunteers on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status
- (3) Denial of selection for crews and/or denial of participation to competition on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status
- (4) Denial of use of equipment on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status
- (5) Exclusion from club sponsored social events on the basis of race, color, religion, gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status

E. Emotional Misconduct

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

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

Exception

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

Examples

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

(1) **Verbal Acts.** A pattern of verbal behaviors that: (a) attack an individual personally (e.g., calling him or her worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular athlete or athletes in a manner that serves no productive training or motivational purpose.

(2) **Physical Acts.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, athletes; or (b) punching walls, windows or other objects.

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

F. Physical Misconduct

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

Exceptions

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

Examples

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

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

- A. punching, beating, biting, striking, choking or slapping an athlete;
- B. intentionally hitting an athlete with objects or sporting equipment;
- C. providing alcohol to an athlete under the legal drinking age (under US law);
- D. providing illegal drugs or non-prescribed medications to any athlete;
- E. encouraging or permitting an athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
- F. prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of an athlete.

(2) **Non-contact offenses.** Behaviors that include:

- A. isolating an athlete in a confined space (e.g., locking an athlete in a small space);
- B. forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
- C. withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

G. Sexual Misconduct

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

Note: An imbalance of power is always assumed between a coach and an athlete.

Types of Sexual Misconduct include:

- (1) sexual assault,
- (2) sexual harassment,
- (3) sexual abuse, or
- (4) any other sexual intimacies that exploit an athlete.

Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

Examples of sexual misconduct include, without limitation:

- **Touching offenses:**
 - Touching an athlete's breasts or buttocks; genital contact
 - Exchange of reward in sport (e.g., team placement, scores, feedback) for sexual acts
 - Sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other members.

Note:

(1) Authority and Trust. Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed,

regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

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

Exception. This section does not apply to a pre-existing relationship between two spouses or life partners.

- **Non-touching offenses.** Behaviors that include:
 - a coach discussing his or her sex life with an athlete
 - a coach asking an athlete about his or her sex life
 - coach requesting or sending a nude or partial-dress photo to athlete
 - exposing athletes to pornographic material
 - sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting")
 - deliberately exposing an athlete to sexual acts
 - deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
 - sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
 - is sufficiently severe or intense to be harassing to a reasonable person in the context.

Child Sexual Abuse

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

interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

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

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

Exceptions

None

Examples

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

BACKGROUND CHECKS

According to Safesport guidelines, everyone who works directly with or oversees minor athletes is required to disclose any criminal history and undergo a background check that complies with the Fair Credit Reporting Act before providing services. At CBC this includes the Board of Directors, Club Manager, Chairs of the Rowing and Coaching committees, rowing captains, coaches, program staff, and parent chaperones. In doing so, CBC will utilize reasonable efforts to ascertain past criminal history of candidates and people serving in these roles that may disqualify them from service.

Process

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

The Club Manager will provide the individual with instructions to sign up for the background check through the Club's designated vendor. The individual will be required to provide the necessary information so that the vendor can perform the background check which will include at a minimum and without limitation,

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

Per the requirements of the US Center for Safe Sport and USRowing, **background checks will be repeated every two years**, for those individuals who remain in an applicable position.

A. Potentially Disqualifying Factors

- i. **Criminal History.** Cambridge Boat Club will use the background check to gather information about an applicant's prior criminal history. Information revealed by the background check may disqualify an individual from serving as a member of the Board of Directors, employee, volunteer coach, parent chaperone or in other roles.

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

criminal behavior involved sex or violence.

- ii. **Pending Court Cases.** No decision will be made on an individual's eligibility for work as an employee, volunteer or member of the Board of Directors based on a pending court case for any of the potentially disqualifying offenses until that case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.
- iii. **Full Disclosure.** Each person subject to the criminal background check procedure has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by such person during the screening process is grounds for revocation or restriction of employment, volunteer position and/or membership, regardless of when the offense is discovered.

If an applicant (1) is arrested, (2) pleads no contest (3) is subject to a restraining order or (4) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.

In the event a person is serving as an employee, volunteer or member of the Board of Directors and (1) is arrested, (2) pleads no contest (3) is subject to a restraining order or (4) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to the two (2) Trustees of Cambridge Boat Club who are not up for re- election in the calendar year who will evaluate the criminal background checks on behalf of Cambridge Boat Club.

Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must disclose this information. A failure to disclose is a basis for disqualification for applicants and for dismissal for anyone in service to the club.

B. Findings

Notice of findings from the background check will be provided to the Club Manager and will be sent to the individual investigated by the Club's designated vendor. Findings will be reported by the Club Manager to the CBC President. The background check report will return a "green" or "red" status. A "green status" means that the background check vendor located no records that would disqualify the applicant.

A “red” finding means that the background check revealed the existence of certain information that the Club should review and consider whether the individual is suitable for the Club’s employment or volunteer assignment. Individuals who are subject to disqualification under a “red” finding may challenge the accuracy of the reported information reported by the background check vendor. Any disqualified individual has the right to dispute the findings of the background check directly with the Club’s approved background check vendor. CBC is required by this process to accept the findings of our approved background check vendor.

C. Appeal

If an individual is disqualified as a result of the criminal background check and wants to contest the CBC’s decision, the individual may request a hearing before a review panel designated by the Board of Directors. Any decision will be by consensus and final and binding on all parties. (An individual who is not yet cleared by this screening procedure or who is disqualified from being a member of the Board of Directors by this screening procedure is not eligible to participate in the Review Panel.)

AFFIRMATIVE DUTY TO DISCLOSE

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

OTHER POTENTIALLY DISQUALIFYING FACTORS

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

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

- Not met the job requirements.

REVIEW OF DISQUALIFIERS

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

RECORDS

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

MINOR ATHLETE ABUSE PROTECTION POLICIES (MAAPP)

SUPERVISION OF ATHLETES AND PARTICIPANTS

APPROPRIATE ONE-ON-ONE INTERACTIONS

A. Individual Meetings

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

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

B. Individual Training Sessions

An individual training session(s) with an athlete may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and Cambridge Boat Club encourages parents and guardians to attend the training session.

PROHIBITED ONE-ON-ONE INTERACTIONS

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

PHYSICAL CONTACT WITH ATHLETES

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

APPROPRIATE PHYSICAL CONTACT

Cambridge Boat Club adheres to the following principles and guidelines in regards to physical contact with our athletes:

Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact takes place in public
- there is no potential for, or actual, physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

Safety

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

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

Celebration

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

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

Consolation

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

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

PROHIBITED PHYSICAL CONTACT

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

- asking or having an athlete sit in the lap of a coach or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not

- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

VIOLATIONS

Violations of this policy must be reported to a head coach or a member of the Cambridge Boat Club Board of Directors, per the Reporting Policy. Some forms of physical contact may constitute child physical or sexual abuse that **must be reported to appropriate law enforcement authorities.**

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

THIS POLICY APPLIES ONLY TO JUNIOR MEMBERS OF CBC.

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

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

FACEBOOK, BLOGS AND SIMILAR SITES

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

TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA

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

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

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

TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS

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

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the junior athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of Cambridge Boat Club to allow such practices as long as the junior member or junior members are in public view and such imagery is both appropriate and in the best interest of the athlete and the Club.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

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

MISCONDUCT

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

VIOLATIONS

Violations of this policy must be reported to a head coach or a member of the Cambridge Boat Club Board of Directors.

LOCKER ROOMS AND CHANGING AREAS

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas. **Junior Athletes are NOT permitted to use CBC locker rooms.** Gender neutral restrooms with single-stall showers are available on the first floor of the Club.

MIXED-GENDER TEAMS

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

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, use of **A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS IS ALWAYS PROHIBITED.** Violations of this Policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

PROHIBITED CONDUCT

CBC prohibits hazing, bullying, harassment and other forms of misconduct in locker room settings, as set forth herein.

MEETINGS

One-on-one meetings are not to take place in a locker room or changing area.

TRAVEL

CBC has specific guidelines and will monitor how junior team athletes will be supervised during travel to and from competitions.

LOCAL TRAVEL

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

TEAM TRAVEL

“Team travel” is overnight travel that occurs when CBC Juniors sponsors, coordinates or arranges for travel so that our junior teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, volunteer coaches and chaperones will often travel with the athletes. On such trips, CBC Juniors makes efforts to provide adequate supervision through coaches, volunteer coaches and other adult chaperones with the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws. All parent chaperones are subject to criminal background checks in accordance with the CBC screening policy to ensure the safety of its junior athletes.

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

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

INDIVIDUAL TRAVEL

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

- Traveling with an additional coach, volunteer coach or chaperone

- Inviting parents/guardians to travel with their junior athlete .

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

- Compressing the travel schedule to reduce the number of nights athletes are away from home
- Providing regular organizational check-in phone calls to the traveling junior athlete and coach
- Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians
- Complying with reasonable parental requests when a child is away from home without a guardian.

When only one athlete and one coach travel to a competition, *the athlete must have his or her parents' or legal guardians' written permission in advance to travel alone with the coach.*

TRAVEL NOTIFICATION

When possible, CBC will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within CBC. This individual will be the point of contact to confirm the intention to travel and to help with travel details.

CBC will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

MIXED-GENDER TRAVEL

CBC Juniors is made up of male and female athletes. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we often rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach, volunteer coach or chaperone shall not share a hotel room or other sleeping arrangement with a junior athlete (unless the coach, volunteer coach or chaperone is the parent, guardian, or sibling of that particular athlete). Where an adult is registered both as a coach and an athlete-member of CBC, and is

functioning primarily as a coach while on Junior team travel, he or she may share sleeping arrangements with another registered coach.

COACH AND VOLUNTEER COACH RESPONSIBILITIES

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

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

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

- prepare junior athletes for team travel and make junior athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- conform to, and monitor for others' adherence, the Safesport Policy and all policies during team travel
- encourage junior athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- help junior athletes be on time for all team commitments (as possible)
- assist with team travel logistical needs (as possible)
- support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- ensure junior athletes are complying with hotel room restrictions based on gender or age bracket requirements
- make certain that junior athletes are not alone in a hotel room with any adult apart from family member; this includes coaches, volunteer coaches and chaperones
- not use drugs or alcohol in the presence of juniors or be under the influence of alcohol or drugs while performing their coaching duties

- immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- notify parents before taking any disciplinary action against a junior athlete if the junior athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

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

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

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

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

REPORTING MISCONDUCT

Where possible and appropriate, everyone should be prepared to respond immediately to misconduct by directly confronting and/or redirecting such behavior in the moment. That done, anyone observing or suspecting misconduct of any type described above or witnessing other inappropriate or harmful behavior must immediately report it as prescribed below.

HOW TO REPORT BULLYING, HARASSMENT, HAZING, DISCRIMINATION, EMOTIONAL MISCONDUCT, AND OTHER NON-PHYSICAL, NON-SEXUAL MISCONDUCT and VIOLATIONS OF THE MINOR ATHLETE'S ABUSE PROTECTION POLICIES

Misconduct of this type is described in sections A - E above. Anyone observing or suspecting this behavior should report it to any club leader below by phone, text, or e-mail, per the preference of the reporter. Multiple contacts provide reporters with options to reach out to the person they may know or feel most comfortable with:

Coaching Committee chairs: coaching@cambridge-boat-club.org

President: president@cambridge-boat-club.org

Vice President: vicepresident@cambridge-boat-club.org

Treasurer: treasurer@cambridge-boat-club.org

Secretary: secretary@cambridge-boat-club.org

Personal contact information for these people including phone numbers is available in the member directory at www.cambridge-boat-club.org to members logged in to the club website.

Reports of misconduct should ideally include:

- the name(s) of the complainant(s) (see note on anonymous reporting below)
- the type of misconduct alleged
- the name(s) of the individual(s) alleged to have committed the misconduct
- the date(s) 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.

The Incident Reporting Form appended [here](#) in Appendix B provides a useful framework for preparing a report.

Misconduct of this type may be reported directly to the Center for Safesport, but USRowing and CBC encourage initial reporting of such matters to CBC leadership for internal review and resolution. If, following the Club's internal process, the issue remains unresolved, it may be reported to USRowing using this form:

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

HOW TO REPORT CHILD PHYSICAL OR SEXUAL ABUSE

Misconduct of this type is described in sections F and G above. In situations where there is clear or suspected danger, or any threat or risk of imminent or ongoing harm, contact the Massachusetts Department of Children and Families (DCF) immediately:

24-hour Child Protection Hotline: 1-800-792-5200

The US Center for Safe Sport has exclusive jurisdiction over all issues involving Sexual Misconduct and Child Abuse. Such activity must also be reported directly to the Center using this form: <https://uscenterforsafesport.org/report-a-concern/> or by calling (720)-531-0340.

In situations with no apparent threat of imminent or ongoing harm and where the reporter would prefer not to take the lead in engaging with State and Safesport authorities, they may immediately mail, call or text any Coaching Committee Chair, the CBC President, officer or any Board member with a description of the misconduct as outlined above. Club leadership can help determine and carry out the appropriate approach to reporting.

CBC 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 US Center for SafeSport.

Note:

Peer-to-Peer Sexual Abuse. Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children,

and/or whether there is an imbalance of power or intellectual capabilities. Anyone with suspicions or concerns that an interaction between children may constitute sexual abuse must report it immediately according to the process above.

Grooming. Sexual abusers sometimes “groom” children for abuse – by selecting a child, winning the child’s trust (and the trust of the child’s parent or guardian), manipulating the child into sexual activity and keeping the child from disclosing abuse. Anyone witnessing behavior that may be intended to groom a child for sexual abuse (but not observing actual misconduct) must report it immediately to Club leadership who will investigate and determine an appropriate path forward.

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality. To the extent permitted by law, and as appropriate, CBC will keep confidential the complainant’s name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse. CBC may disclose such names on a limited basis when conducting an investigation, or reporting to the Center, or reporting to law enforcement authorities.

Anonymous Reporting. CBC recognizes it may be difficult for an athlete, teammate, friend or family member to make a written report alleging misconduct by another member of the CBC community, but club leadership wants to be made aware of such issues as soon as possible. **Incident Reporting Forms submitted anonymously and verbal, non-written reports will be accepted and pursued.** Note that anonymous reporting may make it difficult for CBC and authorities to investigate or properly address allegations.

Note that all suspicions of child physical or sexual abuse will be reported to the appropriate authorities and anonymity can be protected only to the extent permitted by law.

“Whistleblower” Protection. Regardless of outcome, CBC will support the complainant(s) and his or her right to express concerns in good faith. CBC will not encourage, allow or tolerate attempts from any individual to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered grounds for disciplinary action.

Bad-Faith Allegations. A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our Code of Conduct and grounds for disciplinary action including loss of

membership. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

FAILURE TO REPORT KNOWN MISCONDUCT

Any person's failure to report misconduct that is known to them promptly via the processes outlined here is a violation of this SafeSport Policy and grounds for possible termination of employment or demand for resignation or removal from the club's membership rolls.

HOW REPORTS OF MISCONDUCT ARE HANDLED

Reports of non-physical, non-sexual misconduct and MAAPP violations

On receipt of an allegation, the CBC President or his/her designee will determine the steps to pursue and address the conduct based on several factors, including the age of the victim, the age of the accused, and the nature, scope and extent of the allegations. As appropriate, and at its discretion, CBC may institute formal investigations and hearings to address serious allegations of misconduct. Such investigations will be undertaken to address only the most serious allegations and patterns of behavior that may warrant significant sanctions. In general, investigations will involve interviewing all witnesses to the alleged conduct that can be identified along with any others familiar with the circumstances; such investigations will be documented in an [Incident Investigation Report](#) in the form of that provided in Appendix C

When an investigation is conducted, the victim and accused shall have the right to:

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

As part of any investigation, the accused individual will be offered a hearing. Any such hearing will not affect CBC's ability to immediately suspend or terminate the accused individual from employment or performing services for the organization.

If involved, USRowing may undertake a formal investigation and hearings at its discretion.

Sanctions

Any disciplinary sanctions for violations of the Policy will depend on the nature and seriousness of the incident and will be proportionate and reasonable under the circumstances. Actions may include the following:

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

Before taking any disciplinary action, the accused individual will be offered an opportunity to be heard. If the perpetrator is a minor, Cambridge Boat Club will first contact his or her parents or guardians before taking disciplinary action.

Reports of Child Physical or Sexual Abuse

All allegations of child physical or sexual abuse received by CBC will be reported to State authorities and the Center for SafeSport. A parallel or independent investigation can cause harm and/or interfere with the legal investigative process, and CBC does not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to these authorities. If the reporter has approached CBC leadership to assist them in bringing forward allegations, they may ask clarifying questions to adequately and clearly report the suspicion or allegation.

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against anyone in contact with minor athletes, CBC may immediately remove that individual from contact with the program until the allegation has been investigated by an official agency as a means to ensure the safety and well-being of program participants. Alternatively, CBC may choose to suspend or change the work assignment of the accused.

In those cases where the Ted Stevens Act may apply, the accused individual will be offered a hearing. A hearing under the Ted Stevens Act will not necessarily affect CBC's

ability to immediately suspend or terminate the accused individual's employment or suspend their performing services for the club.

Notification

Following CBC's notice of a credible allegation that results in a person's suspension or dismissal, CBC may notify other members and/or parents of junior athletes with whom that individual may have had contact about the incidence of misconduct and its resolution.

In CBC's discretion, as appropriate, and after consultation with counsel, it may notify its employees, volunteers, parents, and/or members of any allegation of child physical or sexual abuse or other criminal behavior that is under active investigation by DCF or the Center or that CBC is investigating internally; advising others of the allegation may lead to additional reports of misconduct.

APPENDICES

A. SAFESPORT POLICY ACKNOWLEDGEMENT FORM

I hereby acknowledge and certify that I have been provided with a copy of the Cambridge Boat Club SafeSport Policy, and have read and understood it.

I understand and agree that compliance with the Policy is a condition of my employment, participation, and/or membership with the Cambridge Boat Club and that failure to adhere to the requirements contained therein may result in disciplinary action, up to and including my immediate dismissal.

Dated: _____, 20__

Signed: _____

Name: _____

B. SAFESPORT INCIDENT REPORTING FORM

CBC'S Safesport Policy relies on prompt reporting of misconduct and Club leadership wants to be made aware of any concerning behavior that may violate this policy.

Information provided on this form will be treated confidentially to the degree possible and allowed by law. By completing and submitting this form, you acknowledge and agree that CBC may be required to report the described incident and/or activity to appropriate State agencies and the US Center for Safesport in accordance with applicable law. In addition, you acknowledge and agree that you will not hold any members of CBC, including its officers and directors, involved in the investigation process liable for their efforts in investigating and attempting to resolve the matters reported.

SECTION I. Please provide as much information as possible about the individual whose misconduct you are reporting.

1. Name of Individual (First & Last):

2. Age or Approximate Age:

3. Gender (circle one): Male Female Non-binary

4. Address, if known (City, State required):

5. Position or role this individual holds or held: _____

6. Organization where individual works and/or volunteers or worked/volunteered previously, if not CBC:

SECTION II. Please provide as much specific information as you are able about the incident or incidents you are reporting.

7. When and where did the incident or incidents take place? (Include specific location, as well as City, State and any other available location information)

8. Please describe what happened, including name(s) of all people present (if known). Attach separate pages if needed.

SECTION III. Victim information. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and affiliation (if other than CBC). You acknowledge and agree that, in the event you wish to remain anonymous, CBC may be limited in its ability to investigate this report to the extent required to achieve a full understanding and resolution of the matter.

9. Name:

10. Age (or approximate age):

11. Gender (Circle one): Male Female Non-binary

12. Affiliation (if other than CBC):

13. Contact phone number (Note, if this person is under 18, please provide contact information for his/her parent or guardian if known):

14. Contact Email address if known (if this individual is under 18, please provide contact information for parent or guardian if known):

SECTION IV. Your information: You may remain anonymous if you wish. However, providing your information is helpful to a swift and effective investigation. You acknowledge and agree that, in the event you wish to remain anonymous, CBC may be limited in its ability to investigate this report to the extent required to achieve a full understanding and resolution of the matter.

15. Reporter name (if different from victim):

16. Phone Number:

17. Email Address:

18. Affiliation:

19. Relationship to victim:

SUBMITTED: _____, 20__

SIGNED (IF NOT ANONYMOUS):

C. SAFESPORT INCIDENT INVESTIGATION REPORT

Incident:

Reported By:

Date:

Individuals (s) Involved:

Investigated By:

Location of Incident:

Summary of Complaint:

Statements Provided By:

Conclusion:

Recommendation:

ACTION TAKEN:
