



2019-20

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Forms to be signed and Returned on
first day of Practice

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Norcal Code of Conduct

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Norcal 2019-20 Handbook

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Norcal Safesport Policy



NORCAL CREW Release of Liability Waiver

IN CONSIDERATION of being given the opportunity to participate in any NORCAL CREW ("Club") activities ("Activity"), I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. **ACKNOWLEDGE**, agree and represent that I understand the nature of Rowing Activities, both on water and land based, and that I am qualified, in good health, and in proper physical condition to participate in such Activity.
2. **FULLY UNDERSTAND** that: (a.); **ROWING ACTIVITIES INVOLVE RISKS AND DANGERS** of serious bodily injury, including permanent disability, paralysis and death ("Risks"); (b.) these Risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or the negligence of the Releasees named below; (c.); there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I **FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES** I incur as a result of my participation in the Activity.
3. **AGREE AND WARRANT** that I will examine and inspect each Activity in which I take part as a member of the Club and that, if I observe any condition which I consider to be unacceptably hazardous or dangerous, I will notify the proper authority in charge of the Activity and will refuse to take part in the Activity until the condition has been corrected to my satisfaction.
4. **HEREBY RELEASE**, discharge, and covenant not to sue Norcal Crew, the Club, their administrators, directors, agents, officers, volunteers and employees, other participating regatta organizers, any sponsors, advertisers, and if applicable, owners and lessors of premises, on which the Activity takes place, (each considered one of the Releasees herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations; and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement, I, or anyone on my behalf, makes a claim against any of the Releasees, I **WILL INDEMNIFY, SAVE AND HOLD HARMLESS** each of the Releasees, from any litigation's expenses, attorney fees, loss, liability, damage, or cost which any may incur as a result of such claim, to the fullest extent permitted by law.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Printed Name of Participant: _____ **Date:** _____

Address: _____

Phone: _____

Signature (only if age 18 or over)

PARENTAL CONSENT

AND I, the minor's parent and/or legal guardian, understand the nature of rowing activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue, and **AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS** each of the Releasees from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to be caused in whole or part by the operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I **WILL INDEMNIFY, SAVE, AND HOLD HARMLESS** each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any may incur as the result of any such claim.

Name of Parent/Guardian: _____ **Date:** _____

Address: _____

Phone: _____

Parent/Guardian Signature (if participant is under the age of 18)

AQUATIC ACTIVITY RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT (“AGREEMENT”)

IN CONSIDERATION of being given the opportunity to participate in any way in any **BAIR ISLAND AQUATIC CENTER** (“Club”) activities (“Activity”) I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of Rowing and Paddling Activities, both on water and land based, and that I am qualified, in good health, and in proper physical condition to participate in such Activity;
2. FULLY UNDERSTAND that: (a) ROWING AND PADDLING ACTIVITIES INVOLVE RISKS AND DANGERS of serious bodily injury, including permanent disability, paralysis, and death (“Risks”); (b) These Risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or the negligence of the Releasees named below; and (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity;
3. AGREE AND WARRANT that I will examine and inspect each Activity in which I take part as a member of the Club and that, if I observe any condition which I consider to be unacceptably hazardous or dangerous, I will notify the proper authority in charge of the Activity and will refuse to take part in the Activity until the condition has been corrected to my satisfaction;
4. HEREBY RELEASE, discharge, and covenant not to sue USRowing, the Club, their administrators, directors, agents, officers, members, volunteers, and employees, other participants, regatta organizers, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the Releasees herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations; and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement, I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this Agreement, Fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and affect

PRINTED NAME OF PARTICIPANT: _____
ADDRESS: _____
PHONE: (H) _____ (C) _____ DATE: _____
PARTICIPANTS SIGNATURE (age 18 or over): _____

PARENTAL CONSENT (for participants under the age of 18)

AND I, the minor’s parent and/or legal guardian, understand the nature of rowing activities and the minor’s experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue, and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to be caused in whole or in part by the negligence of the releases as or otherwise. including negligent rescue operations, and further agree that If, despite this release, I, the minor, or anyone on the minor’s behalf makes a claim against any of the above releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any may incur as the result of any such claim.

PRINTED NAME OF PARENT/GUARDIAN: _____
ADDRESS: _____
PHONE: (Home) _____ (Cell) _____ DATE: _____
PARENT/GUARDIAN SIGNATURE: _____



SWIMMING CERTIFICATE OF COMPETENCE

Rowing is a water sport that carries with it certain basic risks. Norcal Crew plans activities and rowing practice on the inlet waters of the San Francisco Bay. Albeit rare, crew members may unexpectedly land in the water for any (but not limited to) the following reasons.

1. Boat flipping over
2. Collision with another boat
3. Ejection from the boat as a result of catching a crab (the oar getting caught underneath the water)
4. Falling off of platform or dock
5. Authorized or unauthorized swimming

Although all practices and regattas are supervised by adults, a boat may go beyond the view of a coach or supervising adult because of the physical geography of the Redwood City inlet waters, boat positions in a regatta or other less predictable circumstances. Intended or accidental immersion into the cold water can occur at any time and it may take some time for a boat to reach a rower in need of assistance. Therefore, **all crew members must be competent swimmers**. For your child to participate in the program, you must confirm his/her ability to swim a minimum continuous distance of 100 meters.

I certify that my child is a competent swimmer, can swim 100 meters continuously and is fit to participate in the sport of crew.

Name of Crew Member _____

Parent or Guardian's Signature: _____ **Date** _____

DRIVING PERMISSION WAIVER

We give permission for our son/daughter to be transported to and from Norcal Crew activities by private car. This permission is in effect for their tenure as an athlete at Norcal Crew, unless revoked in writing. We waive any claims related to such transportation, and hereby indemnify and hold harmless the Norcal Crew organization, its coaches, employees, officers, agents and parent drivers from any claims related to such transportation.

We authorize the coaches of the Norcal Crew to authorize any medical treatment deemed necessary, in the absence of a parent or guardian. We hereby give permission for our son/daughter to receive emergency medical or surgical treatment, and to be hospitalized if necessary.

Parent/Guardian Signature: _____ **Date:** _____

Address: _____



Policies & Rules of Conduct

2019 - 2020

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Program Mission

Norcal Crew's mission is to provide High School and Middle School rowers of all backgrounds the opportunity to learn to row and ultimately compete at a national level, in an environment that nurtures development of character, strength of commitment, and passion for excellence.

Norcal strives to provide a comprehensive training program in order to strengthen its student-athletes' personal development. It is the team's goal to foster a sense of team spirit while helping athletes develop both physical and mental strength and broaden their horizons as they learn to trust and support teammates while establishing their own sense of confidence and commitment.

Program Goals

- Provide rigorous physical training and fitness that permits the maximum athletic development of each individual rower.
- Develop each rower's character in dealing with difficult and strenuous training, competition, and adversity through persistence, determination, and commitment.
- Compete at the top level of youth rowing both regionally and nationally.
- Provide excellent coaching and training in the fundamentals and techniques of rowing.
- Develop a sense of shared purpose, commitment, and teamwork.
- Develop a discipline of training so that the individual rower will take personal responsibility for obtaining the maximum fitness through exercise and good nutrition.
- Achieve success by demonstrating that a successful crew is one where all individuals are working towards a common goal.
- Adopt a personal goal to achieve proficiency in athletics as the basis for lifetime fitness, self-esteem, and good health.

Rules of Conduct

Participation in crew demands fitness, determination, strength, and a competitive instinct. It also bestows friendship, camaraderie, and an enormous sense of teamwork. It is with this in mind that the following rules of conduct and behavior are offered.

1. I will not work out in the boathouse or row until I have been fully registered and paid my tuition.
2. I will pay the required dues and fees on time. Students expelled from Norcal Crew for disciplinary infractions, or who quit the team, will also forfeit payments.
3. I will participate to the best of my ability in all fund raising events.
4. I will maintain a satisfactory record of conduct, citizenship, grades, and attendance in school.
5. I will demonstrate support for coaches and fellow rowers and show team spirit for all Norcal Crew regattas and competitions.
6. I will be responsible for the proper care and use of equipment. Any equipment willfully or negligently damaged or lost will be paid for by the member. Removal of any equipment from the boathouse buildings and/or facility without the approval of the coaches, Executive Director or the BIAC Director of Operations is forbidden.
7. I will be punctual for practices and meetings.
8. My family and I understand that we are expected to volunteer our time for the Norcal Crew program each year and we promise to fulfill our obligations to help.
9. I will pay any separate fees for away meets (transportation, lodging, meals, etc.) before travel.
10. I understand that the use of tobacco, alcohol, vaping, or any illegal substances is unacceptable by participants and will not be tolerated.
11. I promise to conduct myself with decorum and good sense, to behave courteously and considerately, and to refrain from vulgar language.
12. I will respect the authority of coaches and officers of Norcal Crew as well as that of adult chaperones and other appropriate authorities.
13. My parents and I will observe the rules regarding transportation to away rowing events. For safety reasons all rowers must travel to and from regattas by bus, as a team.

ATHLETES MAY BE SUSPENDED FROM TEAM ACTIVITIES OR EXPELLED FROM NORCAL CREW FOR ANY INFRACTION OF THE RULES.

Administration of Rules of Conduct

For the *Rules of Conduct*, each family must sign and acknowledge that he/she understands the rules and the possible disciplinary actions for violations, which could vary from a verbal warning to suspension or expulsion from the program.

Violations of the code of conduct that require suspension of the athlete's participation in the program will be addressed with the utmost importance. It is the coach's responsibility to promptly confer with the head coaches and the Executive Director, and to notify the Board, and the athlete's parent(s) within 48 hours. The Executive Director will help the coach communicate with the Board and the athlete's parent(s) in order to ensure that all concerned parties have been notified and are fully informed. Norcal

Crew realizes that suspending or ending an athlete's participation in the program is a serious action. Therefore, prompt communication with all parties is critical.

Respect Contract

Athlete's Agreement between all Fellow Athletes and Norcal Crew

Everyone has the right to feel physically and emotionally safe while at Norcal. I will refrain from doing or saying anything that would make a peer feel uncomfortable, threatened, or hurt. As a member of the Norcal Crew, I personally promise to commit to these rules.

- **Respect:** I will respect my peers and coaches at all times, either at the Norcal facility, or outside of the club. I will respect my peers' and coaches' personal space.
- **No Recruitment:** I will not recruit a fellow athlete to harass another rower.
- **No Retaliation:** I will not take part in any form of retaliation toward another rower.
- **Reassurance:** I will reassure my peers that I will not treat them disrespectfully and will get help from an adult I trust when needed
- **Responsible Leadership:** If called upon, I will lead a team meeting to clarify team rules, responsibilities, and what it means to be a member of Norcal Crew.

If I mindfully break any of the above five R's mentioned in this contract, disciplinary action will be enforced by Norcal Crew. In addition, I make the following commitments:

- I will not make inappropriate physical contact with any teammate.
- I will not put-down a teammate or coach for any reason.
- I will not use words such as "obsessed", "psycho", "retarded", or other derogatory clinical terms to describe another teammate.
- I will not call a fellow rower or coach names of any kind.
- I will ask for help if I feel followed, pursued, stalked, or pestered.
- I will not gossip or spread rumors about anyone else.
- I promise that I will not harass my peers in person, by telephone, by computer, text, or in any other manner of communication including social networking services.

Zero-Tolerance Alcohol and Illegal Substance Policy

Norcal Crew maintains a "Zero-Tolerance" Policy regarding the acquisition, use, or possession of alcohol, marijuana, vaping paraphernalia (aka Juuling), tobacco products and/or any other illegal substance, drug paraphernalia and/or inhalants. Prohibited substances also include unauthorized prescription narcotics. Simply stated, this policy provides that any Norcal Crew member who is found to have acquired, used, or to be or have been in possession of any prohibited substance or items at any time during an Norcal Crew activity or official event will be immediately removed from the venue where the violation is discovered. In addition, they will have his or her membership immediately suspended, pending a termination proceeding before the Norcal Crew Board.

If, after the Board hearing, a violation is found to have occurred, the Board will determine an appropriate sanction, which can, and likely will, include termination from Norcal Crew. In the event of a termination of membership as a result of this policy, the affected member will forfeit, without right of reimbursement, all membership dues. The member may reapply for membership after a period to be determined by the Board, with the understanding that the decision whether or not to re-admit the member shall be solely within the discretion of Norcal Crew. No assurance of readmission after the expiration of the designated period is promised or made. The Board may require any application for readmission to be accompanied by a letter from the applicant and the applicant's parent or guardian accepting responsibility for the past violation of the policy and providing appropriate assurances no future violation will occur, and may impose any other conditions for readmission the Board deems necessary.

This policy applies to all Norcal Crew activities, including all practices, regattas, and official Norcal Crew social events. It also applies at all times during those activities, including from the time a member enters the Norcal Crew parking lot, boards a team bus, or arrives at the airport for a team flight, or enters the premises of an official social event, until such time as the member ceases to be engaged in the activity or event and has left the premises.

Anti-Bullying and Harassment Policy

Norcal Crew believes all athletes should be able to compete in a safe, competitive and respectful environment free of discrimination and have a right to a safe, respectful, accepting, and emotionally nurturing environment. Our organization has an obligation to promote mutual respect, tolerance, and acceptance.

Norcal Crew will not tolerate behavior that infringes on the well-being of any rower and his/her right to participate. A rower shall not intimidate or harass another rower through words or actions. Such behavior includes, direct physical contact (e.g. hitting or shoving), verbal assaults (e.g. teasing or name-calling), and social isolation or manipulation.

Norcal Crew prohibits acts of bullying/harassment/cyber-bullying because a safe and civil environment in the club is necessary for rowers to learn and achieve high athletic success. Bullying is conduct that disrupts both a rower's ability to learn and a club's ability to educate its rowers in a physically and emotionally safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of board members, coaches, and volunteers.

Club Climate

Norcal rowers, board members, parents/guardians, Executive Director and coaches shall work together to produce an atmosphere that encourages rowers to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for club and community property on the part of rowers, board members, parents/guardians, and coaches.

What is Bullying?

Definition of Bullying / Harassment / Cyber-Bullying:

Any negative or hurtful gesture, written, verbal, graphic, or physical act including electronically transmitted acts, that could reasonably be perceived as motivated by actual or perceived characteristics, such as, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity/expression, or a mental, physical or sensory disability or impairment, or by any other distinguishing physical or personality characteristic, or by social status.

Examples of Bullying / Harassment / Cyber-Bullying:

Bullying

- Put downs, verbal or written, including derogatory comments and name-calling
- Exclusion (social exclusion or isolation)
- Unwanted physical contact, such as hitting, kicking, shoving, and spitting
- Gossip, lies and false rumors
- Intimidation by threats or being forced to do things
- Property either damaged or taken

Harassment

- Persistent (multiple incidences)
- Unwanted advances
- Adversely affects the ability of a rower to participate in or benefit from the club's programs or activities because the conduct, as reasonably perceived by the rower, is so severe, pervasive, and objectively offensive as to have this effect

Cyber-Bullying

Cyber-bullying is the use of electronic information and communication devices to willfully and repeatedly threaten, harass, intimidate or harm either a person or persons through the use of an electronic device. Online activities and technologies include, but are not limited to, social networking, chat rooms, discussion groups, instant messaging, text messaging, computers, cell phones, personal digital devices, all cameras, and video devices. Examples include:

- Sending false, cruel, or vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an e-mail account and sending vicious or embarrassing materials to others
- Engaging someone in chat, tricking a person into revealing sensitive personal information and forwarding that information to others
- Posting of an unflattering athlete's picture without his/her permission

Additionally, if the cyber-bullying conduct occurs off Norcal Crew grounds yet still causes or threatens to cause a substantial disruption at Norcal Crew or interferes with the rights of our athletes to be secure, Norcal Crew may impose consequences. Norcal Crew may also report the cyber-bullying to law enforcement.

How Norcal Crew Handles Bullying

Expectations

Norcal Crew expects rowers to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with proper regard to the rights and welfare of other rowers, coaches, volunteers, contractors, and property.

Consequences

Consequences and appropriate remedial actions for a rower who commits one or more acts of bullying may range from positive behavioral intervention to suspension or termination from Norcal Crew.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Effective discipline should employ a club-wide approach to adopt a rubric of bullying offenses and the associated consequences.

Intervention

Norcal Crew believes that it is the responsibility of the coaches to use disciplinary situations as opportunities for helping rowers learn and assume responsibility and consequences for their behavior. Coaches who interact with rowers shall apply best practices designed to prevent disciplinary problems and encourage rowers to develop self-discipline. Coaches and board members will develop, implement, and annually review procedures that ensure both the appropriate consequences and intervention responses to a rower who commits one or more acts of harassment or bullying.

Reporting

Norcal Crew expects rowers and coaches to immediately report incidents of bullying to the coach or designee. Coaches are expected to immediately intervene, as trained, when they see a bullying incident occur. All other members of the team, including rowers, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the coach or designee. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Each complaint should be promptly investigated. This policy applies to rowers on club grounds, while traveling to and from a race or a club-sponsored activity, or during practice.

Retaliation

Norcal Crew prohibits reprisal or retaliation against any person who reports an act of bullying. The Board shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity, and circumstances of the act. Consequences for reprisal or retaliation will be equal to or more severe than the original act of bullying.

Bystanders

Since bystander support of bullying can promote these behaviors, Norcal Crew prohibits both active and passive support for acts of bullying. Coaches should encourage rowers who constructively attempt to stop bullying or report bullying to the designated authority, to walk away from bullying if it puts them in an unsafe situation.

Training

Norcal Crew commits to annually training athletes and Coaches in regards to club climate expectations and bullying reporting, intervention, and consequences.

Anti-Bullying Pledge

Student's Agreement between all Athletes and Norcal Crew

I believe that everyone should have the opportunity to row at our club equally, feel safe and secure, and accepted regardless of actual or perceived color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion, nationality, physical, emotional, and/or social differences. I promise to:

1. Value rower differences and treat others with respect.
2. Avoid becoming involved in any bullying incidents or being a bully in person or on the internet
3. Be aware of the team's policies and support systems with regard to bullying and cyber-bullying.
4. Report honestly and immediately all incidents of bullying, cyber-bullying, and/or harassment to a Norcal Crew staff member.
5. Be alert in places around the boathouse where there is less adult supervision, such as, bathrooms, work-out areas, parking lots or on the Internet like social networking sites.
6. Support rowers who have been or are subjected to bullying/cyber-bullying/harassment.
7. Talk to the Norcal Crew staff and parents about concerns/issues regarding bullying/cyber-bullying/harassment.
8. Work with other rowers and staff to help the team deal with bullying, cyber-bullying and any type of harassment effectively.
9. Participate in discussions at crew and at home about bullying/cyber-bullying/harassment issues.
10. Be a good role model for younger rowers and support them if bullying occurs.
11. Acknowledge that whether I am being a bully or see someone being bullied, and if I don't stop or report the bullying, I am just as guilty.

Anti Discrimination Policy

Norcal Crew provides equal opportunity to athletes, coaches, volunteers, and administrators to participate in the sport of rowing. Athletes are allowed to participate and compete to the fullest extent allowed by the rules and guidelines established by USRowing. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender identity, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, is prohibited.

State and Federal Laws Regarding Discrimination and Harassment

It is important to protect young people from all forms of bullying and harassment especially when the bullied or harassed involves a protected individual. Interventions beyond discipline may be required to substantially comply with state and federal anti-discrimination laws.

Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. Title IX, prohibits discrimination on the basis of sex in athletic activities and sexual harassment, defined as unwelcome verbal or physical conduct related to an athlete's sex. Section 504 of the Rehabilitation Act of 1973, protects qualified individuals from discrimination based on their disability. California goes further to add religion, sexual orientation, national origin, ancestry, family status, income, or age.

Financial Aid

Norcal offers financial aid to offset the cost of club dues based on the demonstrated need of the rower's family. The goal is to make rowing possible for families that could not otherwise afford the standard dues. In general, financial aid is aimed at families with on-going total family income below the medium income of the area (approximately \$100,000). All applications must be accompanied by a statement of need, outlining the financial situation and tax returns for the most recent year. Full requirements are shown here: <https://norcalcrew.org/wp-content/themes/norcal-crew/forms/NorcalCrewFinancialAidApplication.pdf>

Financial aid applications are due no later than September 20. Awards are made for both the Fall and Spring seasons. Applications must be resubmitted each year. Financial aid awards may be impacted by the club budget and the overall demand for aid.

Lightweight Policy

At Norcal, our primary concern at all times is the health and safety of our athletes. In regards to athletes losing weight to be below the maximum weight to compete in the Lightweight category, we are concerned that done inappropriately it could cause short and long term physical and psychological damage. The goal is to have those athletes racing in the Lightweight category to have their "natural," healthy weight be at or below the maximum weight for the category.

The following procedures are based on those used by nearly all collegiate lightweight programs, as well as most weight based high schools sports, such as wrestling.

Maximum Weight at Lightweight weigh-ins (this weight applies at San Diego Crew Classic, SW Youth Championships, Youth National Championships. Note that regattas earlier in the season may have a higher maximum weight):

- Youth Men: 150 lbs.
- Youth Women: 130 lbs.

The process of certifying as a lightweight will be threefold:

1. In January, any athlete wishing to compete as a lightweight and at the maximum weight or higher (150 lbs. for men, 130 lbs. for women), must have a Body Composition test performed by February 1st. Payment is the responsibility of the athlete/parent.
 - a. Recommend that the Body composition test be a DXA scan (considered to be on of the most accurate processes for determining body fat %). This can be arranged at:
 - DexaFit San Carlos
1354 El Camino Real
San Carlos, CA 94070
 - Preferred contact method: lizzy@dexafit.com, her mobile phone: 650-847-0757
 - Please say that you are with Norcal Crew and request a DEXA test
 - Cost: \$50 per DEXA test (test is regularly \$150, a 67% discount)
 - **NOTE: A PARENT WILL NEED TO ACCOMPANY ANY ATHLETE UNDER THE AGE OF 18 TO THIS TEST.**
 - b. Body Composition test results

- The standard for a healthy athlete is:
 - Men: 7% body fat at 150 lbs.
 - Women: 12% body fat at 130 lbs.
 - For individuals over 150 lbs., we will look at current body fat % and projected body fat % at target weight (150 lbs./130 lbs.)
2. If it is determined by the Head Coach in conjunction with the Executive Director by analyzing the DXA scan that the athlete who is currently above weight, is deemed capable of maintaining race weight healthily; a plan agreed on by the coach, athlete, and parents to achieve and sustain race weight.
 - a. These plans will involve checkpoints, to make sure that an athlete is not trying to crash diet, and drop all of the weight at once, which can be detrimental to their health and performance.
 3. Spot checks throughout the spring season to ensure that athletes are maintaining appropriate weight in a healthy manner, and not binge/crashing throughout the season.
 - a. A range will be established that the athlete needs to fall within at any given point. For those losing weight, the range will shift as they get closer to their goal.
 - i. If an athlete fails their spot check, they will be issued a warning, and their plan altered to adjust to their current weight.
 - ii. If they fail a second time, they will be decertified, and not allowed to row lightweight.
 - b. Some athletes simply do not function well at low levels of body fat irrespective of the 7%/12% line. If a coach notices a substantial drop-off in performance, and deems it related to weight loss, they will de-certify a potential Lightweight rower even if they are otherwise meeting their target. We expect this case to be rare, but possible.

Boathouse Policy

Speaker Use

These rules apply to all speakers (boathouse and erg rooms) at all times (even if you are the only person in the room). Above all, be polite to others.

- No offensive lyrics. Should be “radio friendly,” no words derogatory to race, gender, sexual preference and/or sexual identification.
- Volume must allow others to hear each other
- Honor requests to change lyrics or volume
- Say something if you find the music offensive or loud
- Use headphones if your playlist might offend.

Personal items

- Please clean up after yourself. Pick and deposit in the appropriate waste container coffee, water bottles, etc.
- Do not leave your clothing or water bottles in the boathouse or docks. If found, they will be put in the Lost and Found bins (on the second floor of the boathouse).

- Finding your clothing and other personal items in the Lost and Found bins is the responsibility of the athlete.
- NOTE: The Lost and Found bins are emptied in late December, late May, and late August. Items unclaimed are donated to local charities.

Equipment

- Put away your weights, rollers, mats, and balls after use.
- For your health, wipe down your erg before and after use. Wipes are in the erg room.
- Ensure that the correct ergs are in the erg mods, classroom mod, and boathouse. Do not move an ergometer between these rooms without approval by your coach.
- PFD life jackets in the launches are not for sitting on, and must be kept on the launches in their bags.
- Clean and roll up yoga mats after use.

Locker Rooms:

- Pick up any items that you may have dropped.
- Lock all valuables, using the day lockers with a lock.
 - Remove the lock at the end of the day.

Parents

Norcal Crew depends on the Parents group for the success of the program. We strongly believe that an engaged and active Parent group is vital to making the athlete's experience rewarding.

For many families, participation with the Norcal Crew is their first experience with professional coaches. Professional coaches bring a wealth of knowledge and experience to the program, and are unbiased towards the success of any individual athlete.

High School is a time for Parents to take a step back from their child's athletic experience. We strongly encourage you to allow your athlete to advocate for themselves with their coaches. We acknowledge that for many athletes there is a difficult and steep learning curve as they try to speak to their coaches and navigate the team environment. This may result in frustration from time to time, but allowing your athlete to learn this skill will better prepare them as they prepare for college and beyond. We pledge to provide an environment where your athletes will feel comfortable speaking up with any concerns in a non-judgmental atmosphere.

As Parents, the instinct to step in to smooth the path for your child is strong. However, these actions often lead to undermining the relationship between your child and their coach. We urge you to be continuously supportive of your athlete, but understand the boundaries of your interaction with the coaches. Every athlete's journey is unique; do not judge your child's performance based on other athletes or even the day to day frustrations that they express to you. Athletic progress takes time, and your support is important as they find themselves in this sport.

As such, Parents shall abide by the following code of conduct as they interact with the club.

Parental Code of Conduct

1. I am committed to upholding the goals of the team my child is on and the mission statement of Norcal Crew. I will encourage and support my child in the same commitment.
2. I understand the Athlete Code of Conduct and will support my child's commitment and understanding of what it entails. I will encourage my child to abide by the rules and to resolve conflict without resorting to gossip, hostility or violence.
3. I understand that my child will face challenges, successes and failures both on and off the water. I will allow those experiences to be their experiences.
4. I will leave the coaching and coaching decisions to the coaching staff. I will treat the coaching staff with respect and not undermine the coaches. If I have a question or a concern I will direct it appropriately and respectfully.
5. When I have questions about my child's experience I will follow the appropriate protocol and contact the Executive Director. If my questions cannot be resolved I understand the next step will be to meet with the Executive Director, my child and myself. If further resolution is required it may result in a meeting with the Executive Director, the coach, my child and myself.
6. I acknowledge that rowing might help my child with their college admission. However, I understand it is up to my child how successful they are in achieving that goal and it is not the responsibility of Norcal Crew to get my child into college.
7. I will never encourage them or support them in lying to a prospective college program.
8. I will never act as or imply that I am an agent of Norcal Crew to other clubs, colleges, regatta committee, hotel, etc. without the prior consent of the Board or Executive Director.
9. I will respect and show appreciation for the volunteers who give their time to rowing for my child.
10. I will never ridicule or yell at my child for making a mistake or losing a race.
11. I will remember that children learn by example. I will applaud good efforts by both my child's team and their opponents. I will not be critical of or embarrass any rowing including opposition team.
12. I will never question the official's judgment or honesty in public. I recognize that officials are usually volunteers who are trying their best to be fair and honest.
13. I will insist that my child rows in a safe and healthy environment. I will support a sports environment that is free of alcohol, drugs, tobacco, vaping, or performance enhancing drugs or supplements.
14. I understand the benefits from participating in a team sport, the commitment, the discipline and the social skills learned, acquired and required to be a great teammate.
15. I will remember that my child rows for his/her enjoyment, not mine.
16. I will make every effort to show respect and courtesy to others when communicating via electronic means such as email, texts or social media. If I have a problem to resolve, I will resolve it in person or on the phone and NOT through the use of social media or emails/texts sent to multiple recipients.



2019-20 Handbook

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Program Mission

Norcal Crew's mission is to provide High School and Middle School rowers of all backgrounds the opportunity to learn to row and ultimately compete at a national level, in an environment that nurtures development of character, strength of commitment, and passion for excellence.

Norcal strives to provide a comprehensive training program in order to strengthen its student-athletes' personal development. It is the team's goal to foster a sense of team spirit while helping athletes develop both physical and mental strength and broaden their horizons as they learn to trust and support teammates while establishing their own sense of confidence and commitment.

Program Goals

- Provide rigorous physical training and fitness that permits the maximum athletic development of each individual rower.
- Develop each rower's character in dealing with difficult and strenuous training, competition, and adversity through persistence, determination, and commitment.
- Compete at the top level of youth rowing both regionally and nationally.
- Provide excellent coaching and training in the fundamentals and techniques of rowing.
- Develop a sense of shared purpose, commitment, and teamwork.
- Develop a discipline of training so that the individual rower will take personal responsibility for obtaining the maximum fitness through exercise and good nutrition.
- Achieve success by demonstrating that a successful crew is one where all individuals are working towards a common goal.
- Adopt a personal goal to achieve proficiency in athletics as the basis for lifetime fitness, self-esteem, and good health.

Club Operations

Norcal Crew Website

www.norcalcrew.org

The Norcal Crew website is a valuable source of information about the Norcal Crew and the sport of rowing. The site includes: general team information, coaching staff, news articles, race results, and contact information. The website also includes links to various rowing resources, information on rowing at a collegiate level, and tips on how to watch a race.

Fees and Expenses

The tuition fees to row with the Norcal Crew for the Fall and Spring 2018-2019 are as follows:

Varsity Racing Team Tuition	(per season, Fall and Spring)	\$2,500
Novice Racing Team Tuition	(per season, Fall and Spring)	\$2,500
8 th Grade Development Program	(per season, Fall and Spring)	\$1,350
Trial Fee (Novice, 8 th grade)	(two week trial, to be credited against season tuition)	\$200

The Norcal Crew is a Non-Profit 501(c)(3) Organization. Our members and volunteers work hard to keep our fees as low as possible. The membership fees cover:

- Approximately 15+ hours per week of expert coaching
- Regatta expenses for local/single day regattas
- Transportation to most out of area one day regatta's
- End-of-year banquet attendance for all athletes
- The maintenance of top-flight equipment
- Uniforms (Mandatory)
- BIAC Membership
- Liability insurance

Membership fees do NOT include the required membership in USRowing (\$35), wet-weather gear, Optional uniforms, or any travel related to overnight regatta's. Below, you will find the estimated costs of these items.

A full year of participation is estimated to cost between \$6,000-\$6,500 for the average rower. This includes the dues plus costs associated with certain select regattas and events. The actual cost will vary: senior crews and top boats go to more events, many of which involve travel. For example, those rowers who qualify to attend the Head of the Charles and Youth Nationals should expect to pay approximately \$1500 to \$2000 travel costs per event. Please see below for an estimate of travel costs for the various regattas we attend.

Financial Aid

Norcal Crew is committed to extending the benefits of rowing to as many athletes as possible. Need-based financial assistance is available for qualified applicants. Financial aid awards have no effect on the Competitive Team selection process. All information submitted is kept confidential and is only viewed by the Scholarship Committee. Coaches do not participate in the award process, and are not aware of who has received awards. For additional information please refer to the Norcal Policies and Rules of Conduct Manual, Financial Aid section and online at <https://norcalcrew.org/wp-content/themes/norcal-crew/forms/NorcalCrewFinancialAidApplication.pdf>

Travel Related Expenses

Norcal Crew is a competitive rowing club, and our athletes will compete in regattas throughout the state of California, as well as the Northwest and East Coast. Every year our ultimate goal is to send qualified boats to the US Rowing Youth Nationals. Away regattas are a great opportunity for athletes, as they not only get to test themselves in races against the top clubs in the U.S., but also deepen friendships with their teammates, learn self-sufficiency, and create memories that last a lifetime.

Membership fees for the fall and spring seasons cover travel expenses to most Bay Area events. However, during each season, there will be several regattas for which rowers will be invited to compete. Travel fees for these events will be charged separately and only to participating rowers. Regatta fees for these events will be provided in a race announcement prior to the event.

Norcal Crew strives to keep travel costs as low as possible. The travel fees noted below are approximate, based on the costs of the last several year and are subject to change due to costs of airfare, hotels, rental vans, etc.

Regatta	Approximate Cost
Head of the Charles (select crews)	\$1,500-\$2,000
Head of the Lake (select crews)	\$500-\$650
San Diego Crew Classic (select crews)	\$650-\$750
Southwest Regional Championships (all crews)	\$400 - \$600
USRowing U15/U17 National Championships (selected U17 crews)	\$1,500-\$2,000
USRowing Youth Nationals (selected Varsity)	\$2,000-\$2,500

Fundraising Commitment

Effective fundraising is necessary for Norcal Crew to provide the extraordinary lifetime experience for our youth rowers, as well as compete with the top crews in the Bay Area and throughout the U. S. Fundraising allows us to maintain fees as low as possible and still make necessary capital purchases, provide scholarships, and provide competitive coach's salaries.

Our goal in 2018-19 is to raise \$150,000-200,000, to invest in new capital equipment, including racing shells and rigging, wakeless launches, oars, and stationary bikes. Donors can get the opportunity to name boats. Contact the Executive Director for specifics. Our top priority is to have 100% participation of all Norcal families in our fundraising activities. We hope that each family can contribute at least \$475 (either through solicitation or personal donation). We have created giving levels, and will recognize the generosity of our donors appropriately.

Norcal Crew is a tax-exempt organization under IRS Section 501(c)(3). The organization's Tax Identification Number is 46-0612640. Many Bay Area corporations strongly encourage their employees to give to the community with matching grants. Your company may be one of them.

Norcal Crew can also accept stock/equity based gifts. Contact the Executive Director if you would like to know more.

Car Traffic and Parking at BIAC

BIAC's Maple Street location, combined with common arrival and departure times for large groups, causes some issues with traffic flow and parking.

Safety is everyone's responsibility - Masters, Juniors and parents alike! Please do your part and adhere to the following traffic and parking guidelines.

Maple Street is used by many people who live and work past BIAC at Docktown or other businesses. Understandably, they get frustrated by having access to their homes blocked every day. I have witnessed frustrated drivers speed past the front of BIAC's gates, narrowly missing people crossing the street ("road rage" style). So please realize – **the parking situation is not just a hassle, it also creates a serious safety issue for us and our children.** We would all like to avoid losing anybody – so I'm asking your help.

To that end:

- DO NOT STOP IN THE STREET in front of BIAC to drop off/pickup. Pull completely off the street before stopping. There is a wider place next to the building and just past it where you can pull to the side to let people in or out - briefly!
- DO NOT PARK IN THE STREET. There is usually parking available around the corners to the north or south on Maple Street, please find a space if you need to park and wait. Parents - your kids will find you.
- DO NOT PARK ONLY HALFWAY OFF THE STREET. Pulling only halfway off the street does not allow both lanes to flow, it's the same as parking in the street. Please pull all the way off the street when you park.
- DO NOT MAKE A U-TURN JUST AFTER THE MAPLE ST CORNER. It is a blind corner and people coming around can't see you. And it jams up traffic. Travel through to the Docktown end of Maple Street where there is a little more space and (carefully!) turn around there.
- CARPOOL when possible.
- PARENTS, TALK TO YOUR KIDS. Emphasize as pedestrians they to keep their eyes open and away from their phones in this area. For those who can drive, emphasize their responsibility to use care in this crowded area.

BIAC's and Norcal's relationship with the community, and our ability to remain where we are, depends on us being reasonable neighbors. Please do your part to respect our neighbors and other user groups and let's use some common sense and manners to mitigate the traffic before and after practices.

Finally, if you see someone exhibiting the dangerous behaviors above, please help by kindly and politely reminding them that it worsens the traffic for all of us and to please find a better spot to park or turn around.



General Team Communications (Coach, Parent, and Athlete)

All communication will be done through email. Please use e-mail as the first effort to contact all Board members, volunteers or Norcal coaches. The email addresses will be available on the website. All registration will be on-line and the same site will be used to send the e-mail communications every Wednesday you should expect a note from Norcal crew.

Coach Relations and the Parent Liaison

An important goal of the club is the development of a strong and mutually respectful relationship between Coach and Athlete. With this goal in mind, we encourage athletes to take the lead in their role and participation on the team, with parents playing a secondary, or background role.

We hope that most of the time, our athletes can represent themselves in a mature and effective manner. However, in the event that a parent feels it necessary to get involved for any reason, we strongly encourage contacting the Parent Liaison member of our Board of Directors. This Parent representative or the Executive Director. Both of their contact information will be listed on the website. Both of these people will listen and respond to help the situation as an unbiased, experienced, person between all concerned parties. It is important that if you have any concerns you not hesitate to contact either party. All questions, concerns, or comments regarding the coaching staff, coach/rower, or coach/parent relationship, and/or your child's placement in a boat. All matters will remain confidential.

Norcal Crew Parent Volunteer Positions

Our coaches and Executive Director are the only paid members of our club. In an effort to keep expenses as low as possible, we rely on dedicated parents and patrons as volunteers to fulfill many crucial and necessary jobs. Below you will find a description of the volunteer positions and committees available within Norcal Crew. All families are expected to volunteer for a minimum of 15 hours per year. We hope that parents benefit from volunteering too by getting to know each other, staying connected with their kids, and learning about this intriguing sport! This year, hours will be logged on the registration site. Stay tuned for more information.

Job Title	Description
Parent Committee Chair/Regatta Captain	Lead coordination of Parent Support for Norcal events and regattas; Coordinate with leadership team to determine food donations, shift times, and misc. needs specific to each regatta. primary point of contact for Executive Director for parent support needs.
Co Chair of Parent Committee/ Communications Captain	Communications: Send out updated Volunteer Sign Up emails with job descriptions for each regatta and team events. Coordinate with leadership team to determine food donations, shift times, and misc. needs specific to each regatta. Point person for questions pertaining to volunteer jobs. Helps oversee annual events for Norcal as co-chair of parent group.
Awards	Help prepare awards for graduation seniors and 1st year varsity rowers; bring to Banquet
Food Captain	Fall and Spring season: Assist leadership team in planning food menus, developing shopping list to share with volunteer coordinator and manage food prep at each regatta.
Supply Trailer "The Harley" Towing	Tow supplies trailer, when needed, to and from specific regattas.
Inventory Planning and Management Captain	Fall and Spring seasons: Assist leadership team in regatta preparation by maintaining inventory in equipment bins in the Harley trailer, forward shopping lists to volunteer coordinator, check and pack equipment in and out before and after each regatta.
Marketing & PR	Fall and Spring season: Responsible for marketing and branding Norcal campaigns. Create digital and print campaign materials, announcements to local papers/websites.
Novice Parent Social	Organize and host novice parent social in private home or local business. (September)
Parent Table	Organize coffee/tea and a small selection of food for Parents at the Norcal tent during Regattas.
Photographers	Fall and Spring season: Staff each regatta as a dedicated photographer; help ensure yearbook editor has all photos needed.
Season Social Planning	Organize parent or team social events to be held at the boathouse, people's homes or other locations.
Social Media	Keep Facebook and Instagram accounts updated with regular posts?
Spring Banquet	Plan/organize all squad/ family year end celebration and recognition event in May.
Varsity Parent Social	Organize and host varsity parent social at private home or local business (September)
Website	Work with Executive Director to develop, manage and maintain Norcal's website.
Yearbook	Fall and Spring season: coordinate with photographers, layout yearbook, secure printer and distribute

Understanding the Sport of Rowing

Rowing Boats

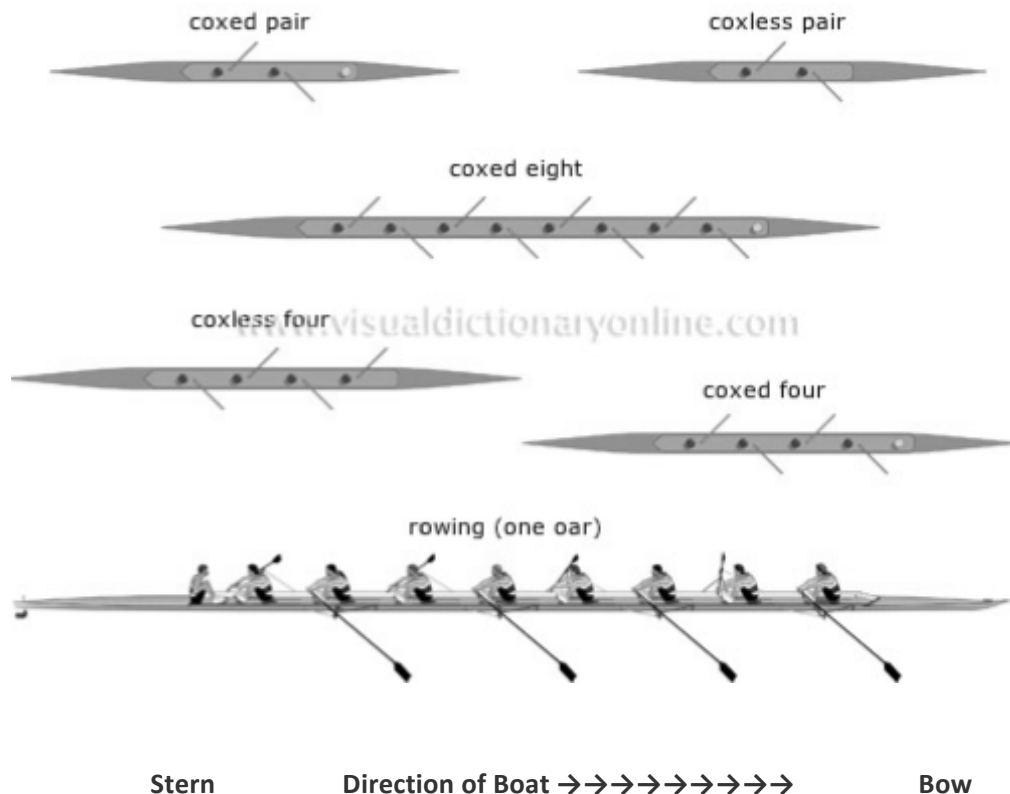
There are sculling and sweep boats in rowing.

Sculls: Scullers use a pair of oars or sculls (ie two oars per athlete). Sculling events are marked with an "x". A single rower with a pair of oars is a 1x, the double is a 2x, and the quad is a 4x.

Sweep: Athletes with only one oar are sweep rowers. Sweep boats are pairs (2), fours (4) and eights (8). Sweep boats may or may not carry a coxswain with the exception of an 8, which always has a coxswain (8+). A sweep boat will be marked with a "+" indicating a coxswain (ie 2+, 4+). A sweep pair or four without a coxswain is marked with a "-" (as in 2- or 4-).

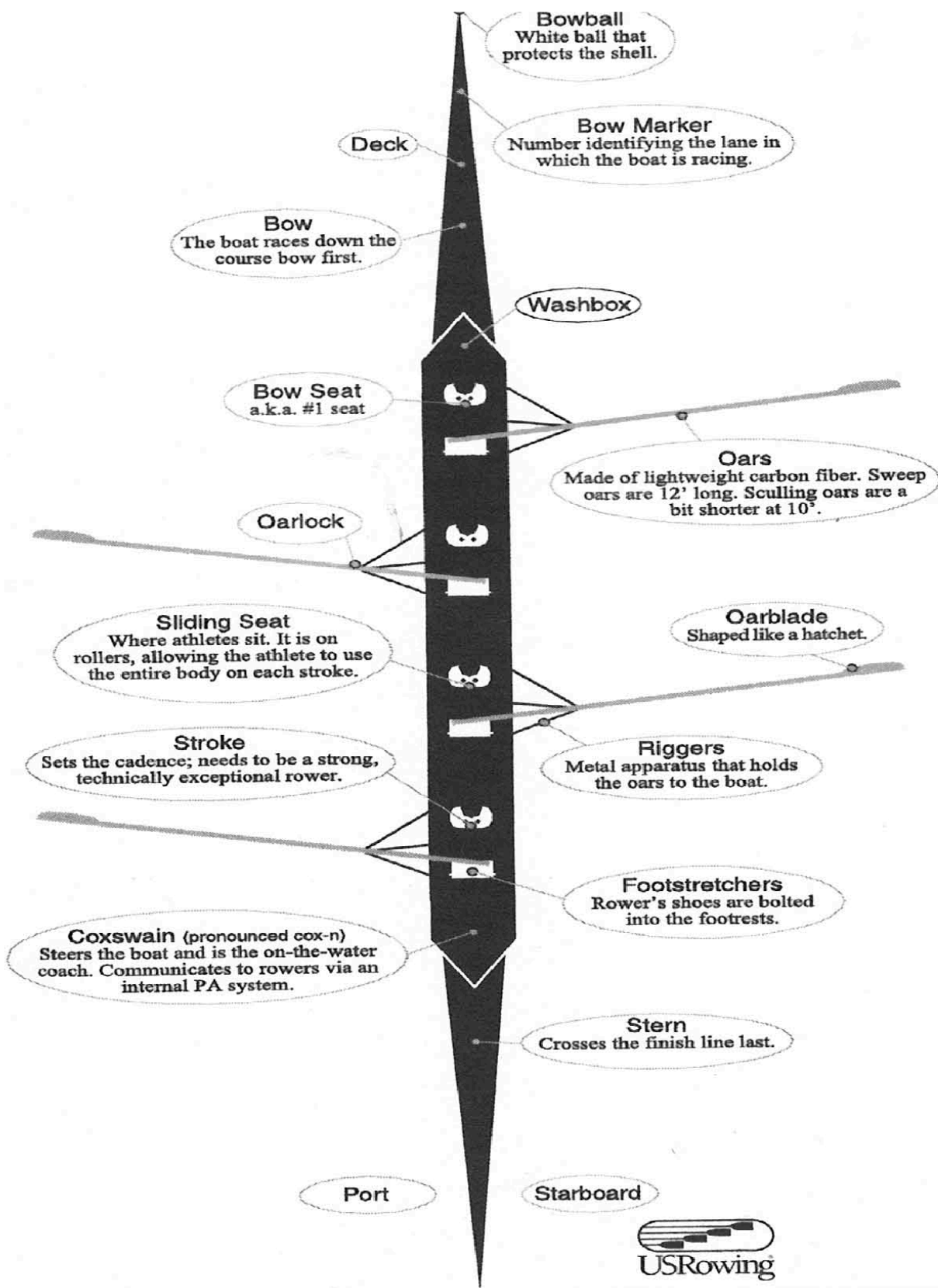
Shell: A "Shell" can be used interchangeably with boat.

Straight: A "Straight" refers to a shell without a coxswain e.g. a straight four or straight pair.



Seat Number from Stern to Bow:

Coxswain Stroke=8 Seat 7 Seat 6 Seat 5 Seat 4 Seat 3 Seat 2 Seat Bow=1 Seat



Seating in a Rowing Boat

- Bow:** The "Bow" is the first part of the boat that crosses the finish line. While it is the forward section of the boat, the rowers have their backs turned to it.
- Stern:** The "Stern" is the rear side of the boat, it is the direction the rowers are facing.
- Bow Seat:** The person in the seat closest to the bow and crosses the finish line first. The "Bow" Seat is also known as #1 position.
- Boat Positions:** These are also called seats. In an eight, from the stern, you have stroke, 7-seat, 6-seat, and so on up to the bow seat. In a four the stroke is the four seat, followed by 3-seat, and so on.
- Coxswain:** The Coxswain's responsibilities include steering, strategy, and motivating the rowers. Traditionally, coxswains are thrown in the water after a winning race. The term "Coxswain" is a noun and to "Cox" is a verb.
- Stroke:** The rower who sits closest to the stern. The "Stroke" Seat sets the rhythm of the boat. The rowers behind him/her must follow his/her cadence or rhythm.
- Bow Coxed Boat / Bow Loader:**
This is when a coxswain is near the bow instead of the stern. It is harder to see the coxswain in this type of boat, because only the head is visible. Having the coxswain virtually lying down in the bow reduces wind resistance and the weight distribution is enhanced, e.g. a Bow Coxed 4.
- Port:** The left side of the boat is called "port", while facing forward, in the direction of movement. Rowers on the port side of the boat are usually (from the stern) stroke, #6, #4 and #2.
- Starboard:** The right side of the boat is called "starboard", while facing forward, in the direction of movement. With standard rig 8, with a port stroke, rowers on the starboard side of the boat are Bow, #3, #5 and #7.
- Run:** The "Run" is the distance the shell moves during one stroke. You can figure the run by measuring the distance between the puddles (swirling eddies) made by the same oar.
- Set:** The "Set" is the balance of the boat. A good crew rows without touching the water on the recovery, keeping their bodies and hand heights controlled, balancing the boat with minute movements of their hands, and the oars, up and down. All rowers in a boat set the boat. If the boat is down to port, portside should raise their hands and starboard should lower theirs. If the boat is down to starboard, port should lower their hands and starboard raise theirs.
- Swing:** A near-perfect synchronization of motion in the shell, enhancing performance & speed. After rowers learn to set the boat, they must learn to catch together, to apply their power correctly and in a uniform manner, and to finish cleanly and together.

Internal Set-up of a Rowing Boat

- Cox box:** The PA system used by Coxswain in the boat. You know you are a rower when you don't giggle when handling one.
- Bucket, German, or tandem rigging:** An alternative boat configuration where two consecutive rowers row on the same side of the boat (in a sweep boat) instead of alternating from side to side all the way down.
- Gate:** The bar across the oarlock that keeps the oar in place.
- Oar:** A rower moves the boat with one (in sweep) or two oars (in sculling). The oar is made up of a shaft and blade. A collar on the shaft keeps the length of oar inside the oarlock constant. Modern oars have designated smooth sections for placing the hands. The color and design on the blade identify the rowing club. Oakland Strokes blades are orange and white with a green stripe.
- Oarlock:** The oarlock sits on the rigger and holds the oar. It swivels during the rowing motion.
- Rigging:** The moveable hardware of the shell, particularly the riggers, are referred to as the rigging. Adjusting and altering accessories in a shell, such as the riggers, foot stretchers, tracks, sliding seats etc is referred to as rigging.
- Rigger:** The triangular or wing shaped, metal or carbon fiber structure bolted onto the side of the shell, or across it, and holds the oarlock.
- Track:** The set of runners mounted in the shell for the wheels of each seat in the boat.
- Stretcher or Foot-Stretcher:**
Where the rower's feet go. The stretcher consists of two inclined footrests that hold the rower's shoes. The rower's shoes are bolted into the footrests. The foot stretcher position (and, with a bit more trouble, the position of the slide) are adjustable, to suit the height of the rower.

The Action of Rowing

- Catch:** The part of the stroke during which the blade enters the water. At the opposite end of the stroke from the catch is the 'release', when the blade comes out of the water.
- Check:** If a crew rushes up the slide into the catch, the boat can be seen to visibly dip in the water and slow down significantly. This is called check and is caused by the momentum of the rower's bodies reversing direction. For good run of the boat, check should be minimized.
- Crab:** A crab occurs when the oar is not properly set in the oarlock at the catch and slices into the water. As the boat moves past the oar, the rower cannot get the oar blade out of the water and the result is that the oar goes parallel to the boat. If the rower fails to lie back and get out of the way he/she can be thrown out of the boat by the oar handle sweeping through the boat. The oar and oarlock are shaped so that the oar sits correctly during recovery and drive, without undue pressure from the rower. Crabs typically happen to inexperienced rowers gripping the oar too tightly. If the rower maintains a loose grip on the oar during the catch and drive, the oar will sit correctly in the water.

Drive:	While the catch and release are the turning points in and out of the water, the drive and the recovery are the two main parts of the rowing stroke. After the oar catches the water, the rower drives the oar(s) through the water by pushing with the legs, followed by the swinging the back to the bow and finally pulling with the shoulders and arms. After the oar is released from the water, the 'recovery' starts. The whole stroke is catch, drive, release, recovery.
Feathering:	Action of turning the oar blade parallel to the surface of the water during the recovery. Under normal circumstances, the blade is always feathered during the recovery. Feathering cuts down the wind resistance of the blades and makes it easier to balance the boat without touching the water. During the drive, the blade is always 'on the square' being perpendicular to the water. Sometimes crews will practice rowing with square blades on the recovery, to improve their catch, finish, and balance.
Finish:	As part of the stroke cycle, the finish is the last part of the drive when the oar is released from the water with a downward motion of the hands, starting the recovery. A 'clean finish' means that water is not thrown by the blade as it is feathered. This is accomplished by extracting the blade on the 'square' before feathering.
Leg power:	Power applied by the legs pushing against the foot stretcher, levering the boat through the oarlock, past the anchor point of the oar in the water. The legs are the part of the body that can put out the most power and the leg drive is the most important part of the rowing stroke.
Stroke length:	The length of the stroke in the water. All other things being equal between two boats, the boat with greater stroke length will go faster.
Miss water:	A defect in the catch when the oar blade fails to drop immediately into the water at the maximum outreach, missing air before anchoring in the water.
Recovery:	The recovery is the other main part of the rowing stroke after the drive and release when the rower moves towards the stern of the boat, preparing for the next catch and drive. The order of the recovery is the opposite of the drive: first the hands move away, then the trunk of the body swings forward, and then, after the hands come over the knees, the rower bends the legs and pulls up the slide. A properly controlled recovery is an important factor in the run of a boat.
Run:	A measure of how far a boat moves during each stroke. Mainly, this can be judged by looking at the position of the 2-seat's puddle in the water when the boat takes the next stroke. With good run, at a low stroke rating, the puddle will clear the stern of the boat. At higher stroke ratings, it becomes more difficult to maintain good run.
The slide:	The part of rowing motion when a rower moves the seat. A rower is 'rushing the slide' when they move the seat too rapidly during recovery, out of proper proportion to the boat speed and the other parts of the recovery. Rushing the slide forces the rower to come to a hard stop at the catch, slowing down the boat. A rower is "shooting the slide" when they apply their leg power and the seat moves, but the oar doesn't move with the seat. Shooting the slide wastes energy and makes a proper rowing stroke impossible.

- Stroke rating:** The number of strokes taken per minute. High level international crews start at 48 strokes per minute and race the main part of a 2000 m race at 38 strokes per minute. High level junior crews in peak form race at slightly lower ratings. Longer head races are typically at lower ratings of 30-34. A typical rating for steady-state rowing during practice is 22 strokes per minute.
- Skying:** When the blade is too high above the water during recovery, particularly when approaching the catch, caused by a rower dipping the hands.
- Washing out:** When an oar blade comes out of the water during a drive, creating surface wash and losing power.

About Rowers

- Ergometer:** Commonly known as an “erg”, it’s a rowing machine that closely approximates the actual rowing motion. Erg scores from 2K tests (or other distances) are used by coaches to assess a rower’s aerobic and endurance capabilities. The rowers use the Concept II, which utilizes a flywheel and a digital readout so that the rower can measure his “strokes per minute”, the distance covered and power output. While power output can be read in Watts, it is typically measured as a 500 m split. Rowers say they went “1:42” for 2000 m. This means their time for 2000 m was 4 x 102 seconds or 6:52. Rowers may say they “improved a full split.” This means they went one second faster per 500 m for whatever length piece they rowed. If they rowed 2 k, they rowed 4 sec faster.
- Erg Piece:** The set distance done on the erg for determining an erg score. Typical erg pieces are 2K, 5K, 6K and 10K meters.
- Erg Test:** This is a test to measure a rowers maximum energy output on a rowing machine over a specified distance or time interval. Since rowing speed is largely determined by power output, this is an important measure of rowing ability. A good erg score, however, does not in itself indicate ability to effectively move a boat. Therefore, coaches also use seat racing, observation of rowing technique, and other selection criteria to select rowers for boats.
- Split:** The standard measurement of speed, being the time in minutes and seconds required to travel 500 meters. So a split of 2:00 is a speed of 2 minutes per 500 meters or 4.17 meters per second. A world championship or Olympic rowing course is typically divided into four 500 m long sections.
- In 2:** A coxswain command meaning, “in two strokes...”
- Power 10:** A coxswain call for rowers to do 10 of their best, most powerful strokes during a race or practice piece. It is typically an attempt to move ahead of another boat.
- Junior:** A Junior is a competitor who in the current calendar year does not attain the age of 19, or who is and has been continuously enrolled in secondary school as a full time student seeking a diploma. A competitor thus ceases to be a Junior after December 31 of the year of his or her 18th birthday, or of the year in which he or she completes the 12th grade of secondary school, having been a full time student, whichever is later.

Junior Open weight (Heavyweight) / Lightweight:

Refers to a rower and not a boat. When a male rower is 150 lbs or under, he may qualify for a lightweight entry. When a female rower is 130 lbs or under she may qualify as a lightweight. Otherwise a rower is considered to be an open weight or heavyweight.

Open weight races make no distinction for the weight of the rowers. The benefit of weight classes is that weight affects not only the amount of height and muscle that an athlete has, but also how much mass an athlete has to adversely affect the acceleration of the boat.

Lightweight crews tend to be slower than open weight crews, though only marginally. Lightweight rowing is popular at the junior level because many of the athletes have not finished growing yet. Coxswains have their own weight limitations and do not affect the weight classification of a crew.

About Races/Regattas

Uniform (Uni): The team spandex uniform worn at regattas and often for practice.

International Distance:

The standard international rowing race distance of 2000 m, commonly known as a 2K.

Beginning a Race:

At the start of a race, all boats are aligned in lanes, with the stern of each boat even with the others and squarely facing the course. Each boat is allowed only one false start; two means a disqualification.

Racing Start: Refers to the first strokes of the race, usually shorter and quicker than those used during the body of the race.

Head Race: A timed race in which the boats have a staggered start, and a total distance covered generally around 4500m. Typically held in the fall season.

Sprint Race: A timed race where the boats start at the same time in parallel lanes, generally 2000m in distance. Typically held during the spring season.



SafeSport Policy

V1.0

March 2019

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OVERVIEW

Norcal Crew is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensure that it promotes an environment free of misconduct. In the event that any staff member or volunteer observes inappropriate behaviors (i.e. policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and volunteer to immediately report his/her observations to an immediate supervisor or board member.

This policy applies to Norcal Crew staff members, Board and volunteers, parent chaperones, boosters, and Norcal Crew athletes and participants.

By monitoring the interactions among staff, volunteers, and athletes, Norcal Crew strives to prevent, recognize and respond to inappropriate and harmful behaviors while reinforcing appropriate behaviors.

While Norcal Crew has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

Staff members and volunteers are required to report policy violations, misconduct and physical and sexual abuse consistent with Norcal Crew's Reporting Policy. **Norcal 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.**

PURPOSE OF POLICY

It is the policy of Norcal Crew to provide an educational environment free of misconduct. This policy is designed to avert, identify, and address at the earliest level misconduct and to achieve an appropriate resolution to any allegation of misconduct.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

INTRODUCTION

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; they have higher graduation rates and are more likely to attend college.

Unfortunately, sport can also be a high-risk environment for misconduct, including child 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 him or her to drop out of sport entirely.

TRAINING AND EDUCATION

Norcal Crew policies and procedures require staff members and/or volunteers to report abuse, misconduct and violations of its Participant Safety Handbook. To do so, staff members (coaches, riggers, admin, support staff at boathouses) and/or volunteers (volunteer coaches, parent chaperones, referees, other volunteers) should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, staff members and/or volunteers complete an awareness training concerning misconduct in sport before performing services for Norcal Crew. Misconduct in sport includes:

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

Those staff members and/or volunteers who are required to successfully complete the training and the quiz after the test every two (2) years, or no more than 30 day(s) before they have contact with athletes.

SAFESPORT TRAINING

Norcal Staff (whether paid or volunteer), Board Members, and Volunteers with athlete contact.

REQUIRED

1. <https://safesport.org/>
 2. Click "Sign In" in the upper right-hand corner
 3. Click "register" and create a new account (even if you have completed SafeSport previously)
 4. During the registration process when prompted to connect a membership click on that option and then from the dropdown menu select USRowing
 5. Enter the following code when prompted: J5YZ-UJKV-YMFX-4ENI
- Be aware that you will have to complete all three modules of the SafeSport program.
 - The training course length is approximately 90 minutes, you can pause at any point in a module and return to it later.

Sharp observation by athletes, parents and coaches, and open communication between parents and children can help identify when language or a behavior has crossed a painful boundary for a specific child and requires swift, compassionate intervention.

Parent(s)/Guardian(s) RECOMMENDED

Parent's Guide to Misconduct in Sport is designed for the parents of athletes of all ages. This course explains the issues of misconduct in sport and helps parents ensure their children have a positive and safe sport experience.

1. <https://athletesafety.org/training/index>
2. Select Parent’s Guide to Misconduct in Sport

An athlete's parent/guardian may, after viewing this training, determine that this is appropriate for their son/daughter and shared with their youth athlete.

Athletes *RECOMMENDED*

We highly recommend that these training modules are viewed by athlete and parent(s)/guardian(s) together. Additionally if after viewing the Parent's Guide to Misconduct in Sports, the parents

Middle School Athlete Training Modules (*This training is currently in Pilot testing*):

1. Everyone is Looking At Me – Topic is about honoring differences with our body and appearance and policies for addressing abuse, harassment, teasing or bullying.
 - Video: <https://youtu.be/KDaMh85-pHs>.
2. Culture of Respect – Topic is about a culture of respect in sports.
 - Video: <https://youtu.be/VSDobi6PZr4>
3. Red Flags - Topic is appropriate boundaries between adults and youth and how to get support if there is abuse, exploitation or a situation that appears to be crossing boundaries.
 - Video: <https://youtu.be/NcbySxygNYE>
4. Awesome or Ewww? – A review
 - Interactive Activity: <http://safesport-awesomenotawesome.azurewebsites.net>

High School Athlete Training Modules (*This training is currently in Pilot testing*):

1. Team Bonding...or Abuse? – Topic is about rites of initiation, connecting athletes to resources and a commitment that our team does not tolerate abuse.
 - Video: "Hazing" <https://youtu.be/h4GVWZm3b4w>
2. Culture of Respect – Topic is about a culture of respect and values in our sport.
 - Video: <https://youtu.be/VSDobi6PZr4>
3. Reporting Abuse - Topic is information about sexual assault and how to get help should it occur.
 - Video: <https://youtu.be/Yww5AX7ZrJ8>
 - Handouts: See Appendix C
4. Text from a Friend – Provide information about sexual assault and how to get help should it occur.
 - Video: https://youtu.be/u3Q_fMfTqao

SCREENING STAFF MEMBERS AND VOLUNTEERS

APPLICANT SCREENING

Staff members, contractors and/or volunteers must consent to, and pass, a formal applicant screening process before performing services for Norcal Crew.

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

Education about Norcal Crew's Protection Policies

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

- Requiring awareness training before placement and/or before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

Personal Interview

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

References

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

CRIMINAL BACKGROUND CHECK POLICY

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

Process

Norcal Crew shall provide the applicant the instructions to sign up for the background check from its vendor. The applicant shall provide the necessary information so that the vendor can perform the criminal background check. As part of its criminal background check, Norcal Crew will, at a minimum and without limitation,

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

Potentially Disqualifying Factors

Criminal History

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.

Pending Court Cases

No decision will be made on an individual's eligibility for work as a new staff member, contractor and/or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case's pendency, the organization undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the individual.

Full Disclosure

Each applicant 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 an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

- If an applicant (1) is arrested, (2) pleads or (3) 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 a staff member, contractor or volunteer and (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or Norcal Crew administrator.
- **Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.**

Findings

Notice of findings will be provided to Norcal Crew's Executive Director and can be provided to the applicant upon request.

Norcal Crew's criminal background check report will return a "red light" or "green light" score. A **green light** score means that the background check vendor located no records that would disqualify the applicant. 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 an interview, reference checks and a completed application.

A **red light** finding means the criminal background check revealed criminal records which suggest the applicant "does not meet the criteria" and is not suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a "red light" finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

Option One: Appeal to Organization

If an individual receives a red light finding and wants to contest Norcal Crew's decision not to accept his or her application based on the red light finding, the individual may request a hearing before Norcal Crew's A-Level Directors on the Board. If a conflict of interest occurs or if a A-Level Director cannot serve, Norcal Crew will retain a qualified individual from outside the organization to serve in his or her stead.

The A-Level Directors will communicate its finding to the individual and the Executive Director.

Discretion

If any discretion is exercised in the application of this policy, it shall be exercised in a uniform manner so that substantially similar convictions and circumstances result in substantially similar treatment of applicants.

Option Two: Appeal to Criminal Background Check Vendor

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the Norcal Crew's approved Criminal Background Check Vendor. Norcal Crew is required by the policy to accept the findings of the approved criminal background check vendor. Individuals automatically disqualified are excluded from participation in any Norcal Crew sanctioned events and/or activities.

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks will be refreshed every 2 years or as otherwise required by law, for staff members and/or volunteers who are 18 years of age or older and perform services for Norcal Crew. Norcal Crew reserves the right to request additional background checks for staff members and/or volunteers at their discretion.

AFFIRMATIVE DUTY TO DISCLOSE

If, during the course of employment or participation in Norcal Crew's program, a staff member or volunteer is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member or volunteer to notify an immediate supervisor, Norcal Crew's Executive Director or an A-Level member of the Norcal Crew's Board of Directors.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for Norcal Crew's 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 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 they may be a danger to participants in Norcal Crew; or
- Not met the job requirements

REVIEW OF DISQUALIFIERS

Norcal Crew will review its disqualifiers every two years or as otherwise required or modified by law.

RECORDS

Records are secured on a Norcal server for a period indicated by applicable law or until the applicant is no longer affiliated with Norcal Crew, whichever date is later.

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

In the event that any staff member or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and volunteer to immediately report his or her observations to an immediate supervisor, Norcal Crew's Executive Director or a member of Norcal Crew's A-Level Board of Directors.

Norcal Crew is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

Staff members and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor, Norcal Crew's Executive Director or a member of Norcal Crew's A-Level Board of Directors. Complaints and allegations will be addressed under Norcal Crew's Disciplinary Rules and Procedure outlined later in this document.

Norcal Crew recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to

- Staff members, Board of Directors, and volunteers.
- Norcal Crew's athletes and athlete's parents.

Staff members, Board of Directors, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:

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

PROHIBITED CONDUCT

Child Sexual Abuse

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

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

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

Exception

None

Examples

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

Emotional Misconduct

- A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
 - Verbal acts
 - Physical acts
 - Acts that deny attention or support
- 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:

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

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

Physical Misconduct

- Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other sport participants; or
- 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 swimming.

Examples

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

- **Contact offenses.** Behaviors that include:
 - Punching, beating, biting, striking, choking or slapping an athlete;
 - Intentionally hitting an athlete with objects or sporting equipment;
 - Providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - Providing illegal drugs or non-prescribed medications to any athlete;
 - Encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - Prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
- **Non-contact offenses.** Behaviors that include:
 - Isolating an athlete in a confined space (e.g., 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.

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

Sexual Misconduct

- Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;
- 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
- Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

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

Types of Sexual Misconduct

Types of sexual misconduct include:

- Sexual assault,
- Sexual harassment,
- Sexual abuse, or
- Any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

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

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.

Imbalance of Power

Factors relevant to determining whether there is an imbalance of power include, but are not limited to:

- The nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached
- The actual relationship between the parties
- The parties' respective roles
- The nature and duration of the sexual relations or intimacies
- The age of the coach
- The age of the athlete or participant
- 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.

Bullying

- An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or

physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership.

- 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:

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

Comment

A further discussion and policies relating to bullying can be found in Norcal Crew's Anti-Bullying Policy.

Harassment

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

- **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment.
- **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

- 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
- 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:

- Requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- Tying, taping or otherwise physically restraining an athlete
- Sexual simulations or sexual acts of any nature
- Sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
- Social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- Beating, paddling or other forms of physical assault
- Excessive training requirements focused on individuals on a team

Comment

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

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer.

REPORTING

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, Board of Directors, volunteers and participants of Norcal Crew shall follow the reporting procedures set forth in Norcal Crew's Reporting Policy. **Norcal 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 of reporting suspicions or allegations to the appropriate law enforcement authorities.**

VIOLATIONS

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

SUPERVISION OF ATHLETES AND PARTICIPANTS

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

APPROPRIATE ONE-ON-ONE INTERACTIONS

Individual Meetings

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

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

Individual Training Sessions

An individual training session(s) with an athlete or participant 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 Norcal Crew encourages parents and guardians to attend the training session.

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during Norcal Crew activities and Norcal Crew coaches, staff members and/or volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

PHYSICAL CONTACT WITH ATHLETES

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

APPROPRIATE PHYSICAL CONTACT

Norcal Crew 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, administrator, staff member or volunteer
- Lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- "Cuddling" or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- Playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or "horseplay" wrestling)
- Continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- Any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

VIOLATIONS

Violations of this policy must be reported to a supervisor, Norcal Crew's Executive Director, or member of the A-

Level Board of Directors and violations will be addressed under our Disciplinary Rules and Procedure. Some forms of physical contact may constitute child physical or sexual abuse that **must be reported to appropriate law enforcement authorities.**

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

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

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

FACEBOOK, SNAPCHAT, BLOGS AND SIMILAR SITES

Coaches may not have athletes of Norcal Crew join a personal social media page. Athlete members and parents can friend the official Norcal Crew page and coaches can communicate to athlete members through the site. If a coach or administrator sets up a squad based site to provide communications between coaches and athletes, a minimum of two coaches and/or administrators should be members. All posts, messages, text, or media of any kind between coach and 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 athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts. All posts between coach and athlete must be for the purpose of communicating information about team activities.

EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS

Athletes and coaches 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 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 athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in Norcal Crew's videos, posted on Norcal Crew or Norcal Crew associated websites, or offered to the Norcal Crew families seasonally on disc or other electronic form. It is the default policy of Norcal Crew to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and Norcal Crew.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

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

MISCONDUCT

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Policy Manual.

VIOLATIONS

Violations of Norcal Crew's Electronic Communications and Social Media Policy should be reported to your immediate supervisor, Norcal Crew's Executive Director or a member of the Board of Directors for evaluation. Complaints and allegations will be addressed under Norcal Crew's Disciplinary Rules and Procedure.

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.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at Bair Island Aquatic Center (BIAC), 1450 Maple Street, Redwood City, CA 94063. This location has a changing area and locker room that is shared with other members of BIAC. As such, there could be people who are not associated with Norcal Crew in the changing area around the time of practice.

MONITORING

Norcal Crew has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and competitions). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make athletes uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post staff members outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Staff members conduct regular sweeps inside these areas as well, with women checking on female-designated areas, and men checking on male-designated areas.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. Additionally, BIAC has video monitoring outside of the locker rooms that can be accessed if needed.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, if an athlete's disability warrants assistance), then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

MIXED-GENDER TEAMS

If the team consists of both male and female athlete (i.e. a female coxswain on the men's team), both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, Norcal Crew has the male and female athletes dress/undress in separate locker rooms. If separate locker rooms are not available, then the athletes will take turns using the locker room to change.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result,

THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.

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

TRAVEL

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

LOCAL AND TEAM TRAVEL

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

Local Travel

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

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

Coaches, staff members and volunteers who are also an athlete's guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Team Travel

Team travel is overnight travel that occurs when Norcal Crew sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

Norcal Crew makes efforts to provide adequate supervision through coaches and other adult chaperones.

For team travel, hotels and air travel will be booked in advance by Norcal Crew. Athletes will share rooms, with 2-6 athletes assigned per room depending on accommodations. Norcal Crew will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels.

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 athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete by:

- Traveling with an additional coach or chaperone
- Inviting parents/guardians to travel with their athlete (for athletes under age 18)

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

- 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 athlete and coach
- Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor athletes)
- Complying with reasonable parental requests when a child is a way 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 guardian's written permission in advance to travel alone with the coach. Where ever possible, we strongly encourage a parent or legal guardian to travel with their athlete.

TRAVEL NOTIFICATION

When possible, Norcal Crew 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. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Norcal Crew 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 AND MIXED-AGE TRAVEL

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

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).

COACH AND STAFF RESPONSIBILITIES

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

Norcal Crew will arrange for team travel by use of busses, and/or rental vans/cars. If a coach or staff member

transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

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

- Prepare athletes for team travel and make 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 Athlete Protection Policy and all policies during team travel
- Encourage minor 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 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 athletes are complying with hotel room restrictions based on gender or age bracket requirements
- Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- Not use drugs or alcohol in the presence of minors 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 minor athlete if the athlete is traveling without his or her parents.

CHAPERONE RESPONSIBILITIES

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the Norcal's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Norcal Crew's SafeSport Policy.

If a chaperone has not undergone a criminal background check and Norcal Crew's awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in Norcal Crew's SafeSport Policy

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

Chaperones will monitor the activities of all coaches, staff members, volunteers and 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 minor 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 athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- Ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- Immediately report any concerns about sexual and physical abuse, misconduct or policy violations to Norcal Crew's Executive Director or a member of the Board.

REPORTING POLICY

REPORTING POLICY

Every Norcal Crew staff member and/or volunteer must report:

- Violations of the SafeSport Policy,
- Misconduct as defined in Norcal Crew's Athlete Protection Policy, and
- Suspicions or allegations of child physical or sexual abuse.
-

As a matter of policy, Norcal 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 the appropriate law enforcement authorities.

REPORTING CHILD PHYSICAL OR SEXUAL ABUSE

Child Physical or Sexual Abuse

Staff members and/or volunteers at Norcal Crew are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

- Their immediate supervisor,
- Norcal Crew's Executive Director,
- A member of Norcal Crew's A-Level Board of Director and,
- Where applicable, appropriate law enforcement authorities.
 - San Mateo County Child Protective Services – Child Abuse and Neglect Hotline at 650-802-7922
 - Redwood City Police at 650-780-7118

Grooming

Because sexual abusers "groom" children for abuse – the process used by offenders to select a child, to win the child's trust (and the trust of the child's parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a staff member and/or volunteer may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to an immediate supervisor, Norcal Crew's Executive Director or a member of Norcal Crew's Board of Directors.

Peer-to-Peer Sexual Abuse

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

Reporting Misconduct and Policy Violations

If any staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

- Their immediate supervisor,
- Norcal Crew's Executive Director,
- A member of Norcal Crew's Board of Director.

Norcal Crew also encourages member parents, athletes and other sport participants to communicate violations of Norcal Crew's SafeSport Policy and/or allegations and suspicions of child physical and sexual abuse to Norcal Crew's Executive Director or a member of the Board of Directors. Where applicable, parents may also report to the appropriate law enforcement authorities.

REPORTING PROCEDURE

To Whom to Report

Staff members and volunteers may report to any supervisor, Norcal Crew's Executive Director or a member of Norcal Crew's A-Level Board of Director with whom they are comfortable sharing their concerns.

A staff member and/or volunteer may, and in many cases must, report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

How to Report

Norcal Crew will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how you choose to report, it is helpful to Norcal Crew for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

Reporting Form

Individuals reporting child physical or sexual abuse or other misconduct may complete an Incident Report Form. Information on this form will include:

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

Norcal Crew will withhold the complainant's name on request, to the extent permitted by law.

A copy of Norcal Crew's Reporting Form can be found in Appendix A of this document and on our website.

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, Norcal Crew will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

Anonymous Reporting

Norcal Crew recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. **Anonymous reports may be made without the formality of completing an Incident Report Form:**

- By completing the Reporting Form without including their name
- By expressing concerns verbally to Norcal Crew's Executive Director or a member of Norcal Crew's Board of Directors
- Through email, texts or notes left for Norcal Crew's Executive Director or a member of Norcal Crew's Board of Directors

However, anonymous reporting may make it difficult for Norcal Crew to investigate or properly address allegations.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

"Whistleblower" Protection

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

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our SafeSport Policy and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

HOW REPORTS ARE HANDLED

Suspicious or Allegations of Child Physical or Sexual Abuse

- **Reporting to Law Enforcement and/or Child Protective Services**

An independent investigation can harm youth and/or interfere with the legal investigative process. Norcal Crew, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities.** As necessary, however, Norcal Crew may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities. For mandatory reporting laws, visit www.childwelfare.gov.

- **Immediate Suspension or Termination**

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, Norcal Crew may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, Norcal Crew may suspend or change the assignment of a staff member and/or volunteer.

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

A staff member or volunteer's failure to report to a supervisor, Norcal Crew's Executive Director or member of Norcal Crew's Board of Directors is a violation of this policy and grounds for termination of a staff member and/or dismissal of a volunteer.

Misconduct and Policy Violations

Norcal Crew addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law. Staff members and/or volunteer must report policy violations and misconduct to an immediate supervisor, Norcal Crew's Executive Director or member of Norcal Crew's Board of Directors.

Norcal Crew may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Emotional abuse
- Abuse reported outside the relevant statutes of limitation
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial

NOTIFICATION

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

DISCIPLINARY RULES AND PROCEDURE

While Norcal Crew endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for Norcal Crew to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors, which is consistent with Norcal Crew's Bylaws and Constitution.

APPLICATION

This Policy is used to address the following allegations against staff members, athletes, participants and/or volunteers:

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

Norcal Crew will not investigate an allegation of child physical or sexual abuse if it undermines or interferes with a pending legal investigation or criminal prosecution.

DISCIPLINARY RULES

Norcal Crew recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a youth participant who tells a single sexually risqué joke constitutes less serious misconduct and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. In all cases, Norcal Crew's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

DISCIPLINARY PROCEDURE

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

Norcal Crew will address allegations against a staff member and/or volunteer under its Employment Policies and Procedures, Bylaws and Constitution.

Norcal Crew's disciplinary response will depend on the nature and seriousness of the incident and in extreme cases, misconduct will result in immediate summary dismissal, provided that the accused individual shall be advised of their right to a hearing. If the accused individual is a minor, Norcal Crew will contact his or her parents or guardians.

DISCIPLINARY ACTION

Sanctions for violations of the SafeSport Policy will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, the Norcal Crew may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or, in the case of a youth participant, the youth's parent or guardian
- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings or to

youth)

- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- Suspend or terminate employment or membership

ONGOING EMPLOYMENT AND/OR PARTICIPATION

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

COMPLAINANT PROTECTION

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

BAD-FAITH ALLEGATIONS

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

INVESTIGATION AND ADJUDICATION

for **RESOLVING ALLEGATIONS UNDER THE TED STEVENS ACT**

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

On receipt of:

- An allegation of misconduct, as defined in Norcal Crew's SafeSport Policy, that does not involve child physical or sexual abuse
- An adverse employment determination by a local club for emotional, physical or sexual misconduct as set forth in Norcal Crew's SafeSport Policy

Norcal Crew shall determine the appropriate steps to address the conduct based on several factors, including (i) the age of the complainant or victim, (ii) the age of the accused and (iii) the nature, scope and extent of the allegations. Such steps may include, without limitation:

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

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

SUSPENSION BEFORE FINAL RESOLUTION

If the reported complaint or employment/membership decision by a local member of Norcal Crew indicates that an individual's continued employment, membership or participation poses a risk of ongoing physical or emotional harm, Norcal Crew may wish to suspend the accused individual pending final resolution of the complaint to eliminate any danger to an athlete, sport participant or other individual. In such instances, Norcal Crew will provide the individual with notice and offer her/him an opportunity to contest the suspension.

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

- The suspension or termination of employment or membership by one of USRowing's member clubs or other youth sports clubs
- An Incident Report Form with specific and credible information
- Other legal documentation or report supporting a reasonable belief that the individual has committed emotional, physical or sexual misconduct, including abuse of a child (e.g., a criminal indictment).

For the purposes of this Policy, a suspension from sport involvement shall mean that for the duration of the period of suspension, the accused individual may not participate in any capacity or in any role in the business, events, or activities of the Norcal Crew.

Any suspension before final resolution may be appealed to Norcal Crew's Board of Directors at the written request of the accused individual within 10 days of the suspension.

INVESTIGATION

As appropriate, and at its discretion, Norcal Crew may institute a formal investigation and hearing procedure to address serious allegations of misconduct (e.g., physical and sexual misconduct). However, Norcal Crew anticipates that an investigation and hearing will be undertaken to address only the most serious allegations and patterns of behavior that warrant significant sanctions. **Accordingly, Norcal Crew anticipates that this disciplinary procedure will be used rarely.**

If an investigation is conducted, the complainant, victim and accused individual shall have the right to:

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

HEARING

Procedural Safeguards

In every case where a hearing is warranted pursuant to this Policy, an adjudication shall be conducted that shall in all cases comply with Norcal Crew's bylaws. The adjudication shall further conform to the provisions and principles set out hereafter. However, deviations in one or more of the procedural safeguards are permitted, provided the following conditions are satisfied:

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

Preliminary Determination

On receipt of a disclosure and/or additional information made pursuant to this Policy, if the Incident Review Official is satisfied, in the exercise of his or her discretion, that there is a sufficient reasonable, reliable and persuasive evidence to support the complaint alleging emotional, physical or sexual misconduct, he or she shall notify the Review Panel.

Notice

The accused individual will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing, provided that the counsel's participation may be subject to the reasonable hearing rules related to the conduct of the hearing.

Timing

The Review Panel shall have the authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary.

On request of the accused individual, and provided that it is necessary to expedite the proceeding to resolve a

matter relating to scheduled training or competition, the Review Panel may render an expedited determination.

Evidence

At the hearing, the accused individual will be allowed to present any reasonable evidence or argument that he or she wishes the Panel to consider. The Panel may require or permit documentary evidence, such as the written report of any investigator or other fact-finder, before the hearing and that the names of any witnesses be disclosed before the hearing. The Panel may also consider a local club's employment determination as evidence to be considered.

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

The Review Panel may proceed in the accused individual's absence if it cannot locate the individual or if the individual declines to attend the hearing.

Findings and Sanctions

The Panel has the discretion to impose sanctions on the individual if it finds based on a preponderance of the evidence that emotional, physical or sexual misconduct has occurred.

The Panel will communicate its finding to the individual. The Panel may impose sanctions on the individual in its findings.

Any sanctions imposed by the 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 Review Panel shall consider:

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

Sanctions may range from a warning and a reprimand to suspension from sport involvement with the Norcal Crew for a period of time. Suspensions from sport involvement with Norcal Crew may be temporary or permanent. The most severe sanction possible to impose will be permanent suspension from sport involvement and expulsion from the Norcal Crew.

For the purposes of this Policy, a suspension from sport involvement shall mean that the individual 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.

Confidentiality

The conduct of the hearing will be private. If the Panel determines that the individual has violated policy, it may publish its decision or a brief summary of its decision, unless the accused is a minor. However, if the individual

appeals, the summary of the panel's decision will not be disclosed until an appellate decision has been made.

If the Panel determines the accused individual did not violate the relevant policy, the panel will publish a summary only at the individual's written request.

MONITORING

By monitoring the interactions among staff, volunteers, athletes, and other, Norcal Crew works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our SafeSport Policy, while reinforcing appropriate behaviors.

MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES

Norcal Crew monitors for compliance with its policies and procedures, including without limitation its Awareness Training, Travel, Locker Room and Changing Areas, and Physical Contact Policies.

MONITORING METHODS

Norcal Crew utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site.

RESPONDING TO INTERACTIONS

While Norcal Crew has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

REPORTING

Staff members and volunteers are required to report policy violations, misconduct and physical and sexual abuse consistent with Norcal Crew's Reporting Policy. **Norcal 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.**

APPENDIX A – REPORTING FORM

Norcal Crew strongly encourages the reporting of misconduct and appreciates your willingness to report inappropriate behavior.

This section is about the individual you are reporting. Please provide as much information as possible.

1. Name of Individual you are reporting (First & Last):

Comments

2. Age or Approximate Age:

3. Gender:

4. Address (City, State required):

5. Position(s) this individual holds or held:

- Executive Director
- Head Coach
- Assistant Coach
- Norcal Crew Employee
- Volunteer Official
- Other/Not Sure

Comments

This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as possible.

6. Type of Offense (i.e. what happened?):

7. Where did the incident or incidents take place? (City, State and any other available location information:

Comments:

8. Please describe what happened (including who, what, when, where?):

Comments:

This section is for information about the victim or victims. 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 Norcal Crew affiliation

9. Name:

10. Age (or approximate age):

11. Gender

12. Norcal Crew Affiliation (if any):

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

14. Contact email address (Note: if this person is under 18, please provide contact information for his/her parent or guardian):

Your information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he/she believes to be true.

15. Name:

16. Phone Number

17. Email address

18. Norcal Crew Affiliation (if any):

19. Relationship to victim (if any)

- Self
- Parent/Guardian
- Other family member
- Friend or acquaintance
- Norcal athlete, coach or volunteer
- Other/prefer not to say

Other Information

20. If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please enter it here:

APPENDIX B - Definitions, What to Look For, Risk Factors

Misconduct

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sport: emotional, physical and sexual misconduct, bullying, harassment and hazing.

Emotional Abuse

- Emotional abuse, also known as psychological maltreatment, is considered the most common type of maltreatment, but the least reported. Psychological maltreatment is defined as “a repeated pattern or [severe] incident(s)...that thwart the child’s basic psychological needs...and convey that a child is worthless, defective, or damaged goods [whose value is] primarily... meeting another’s needs.” (Adapted from the Investigation and Determination of Suspected Psychological Maltreatment of Children and Adolescents, APSAC 2017.)
- Victims of emotional abuse are left to feel expendable, which is the exact opposite of the message a child needs to develop healthy self-esteem.

What to look for:

- Emotional abuse can be hurting words OR a lack of words. Silence can be just as damaging as a cruel or demeaning statement.
- Abuse is a pattern of behavior. An isolated incident of inappropriate behavior is different than ongoing abuse. Adults under stress might make a reactive comment, but a healthy individual recognizes their mistakes and offers the child a sincere apology. A key factor in the definition of emotional abuse is the ongoing and repeated exposure to these painful and negative behaviors.

The following list describes major categories of emotional abuse, and examples of how they might play out in youth sports:

- Verbal Abuse:
 - Using degrading or shaming nicknames.
 - Telling a child they are not good enough to be on the team.
 - Mocking a child for poor performance.
 - Calling out a child for their differences (e.g. race, ethnicity, disability)
 - Threatening inappropriate or frightening repercussions.
- Acts that deny children attention and support:
 - Acting in a way or using words that reject or degrade a child
 - Excluding a child from playing, even in practice.
 - Singling out a child to have the least favorable position or assignment.
 - Having a child sit alone.
 - Giving a child a chore that removes them from the rest of the team.
- Aiding and Abetting – Facilitating, Promoting or Encouraging Abusive Behavior:
 - Bullying or belittling other team members into performing better.
 - Encouraging a child to break rules, including the use of performance-enhancing drugs.

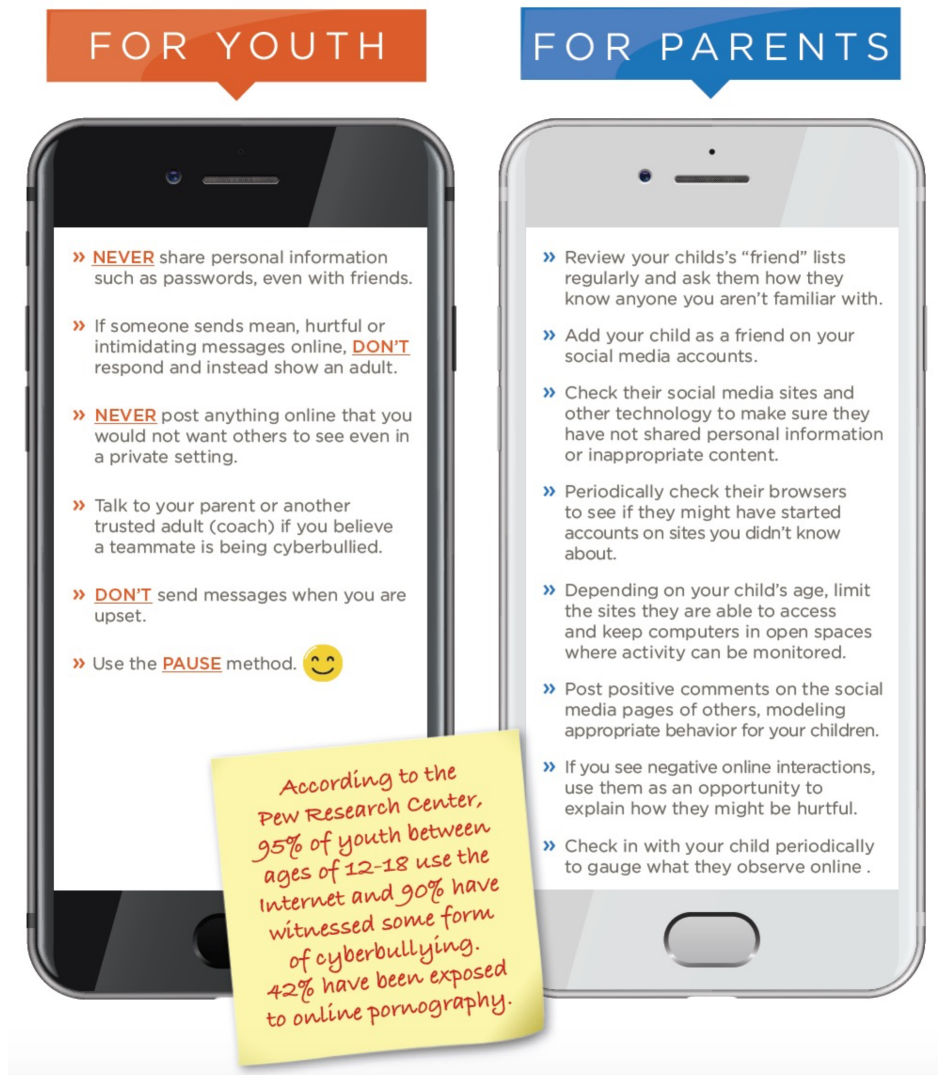
Technology Facilitated Abuse

- Any form of electronic technology used to harass, harm or intimidate can be considered cyber-bullying.
- Common methods of cyber-bullying include:
 - Sending negative messages over text, email or a social media account
 - Spreading rumors over the Internet
 - Displaying hurtful messages online about another individual
 - Stealing account information to post damaging material as another person
 - Taking or circulating unwanted pictures of an individual

What to Look For:

- A personal text from a coach or trainer asking them to meet alone in their office or another location.
- An offer from a coach or trainer to drive them someplace, separate from other teammates.
- Information from a friend or teammate that they received a private text or photo from a coach or trainer.

Tips:



Physical Abuse

- Physical abuse is considered any non-accidental physical harm inflicted by a person responsible for a child's care that may or may not cause physical injury to that child.
- Physical abuse can take on many forms, including: hitting, kicking, punching, biting, burning, slapping, shaking, pulling hair or pulling ears. Each state develops its own specific definition of physical abuse, but they must meet certain federal standards; visit the Child Welfare Information Gateway (www.childwelfare.gov).

What to look for:

- Physical abuse in sports might occur when the demands of training and competition go beyond athletes' developing strength and bodies, or when coaches force a team member to practice or play when injuries require rest and healing.
- Physical abuse also occurs when coaches provide or suggest the use of performance-enhancing drugs.

Risk Factors:

- With no single cause, it is hard to predict who will or will not become an abuser.
- Contributing factors might include characteristics of the youth, the family, the coach or the team. Other risk factors include: a coach with a history of physical abuse to other youngsters, hostility or aggressiveness or a current struggle with depression or substance abuse.

Discipline vs. Abuse:

Coaches have a unique opportunity to serve as positive role models for youth and model positive forms of discipline as opposed to abuse. Coaches need to enforce discipline to make sure their team members adhere to team rules and respect authority, arrive to practice on time with proper uniforms and equipment and pay attention and listen, for example. Not sure if a behavior crosses the line? See below for the differences between discipline and abuse.

Discipline	Abuse
Removing participants from the starting line-up or game with a clear explanation of why. Removal for inappropriate behavior is different from removal for poor performance and coaches need to be able to communicate that distinction clearly to team members	Instructing team members to run excessive laps following poor performance when they are already fatigued, particularly if temperatures are extreme. Over-exertion may cause physical harm to the young athlete's developing body.
Discipline	Abuse
Requiring athletes to arrive early for the next practice to help set-up equipment. Teaching an athlete to respect the coach's time and that of others is discipline.	Refusing to allow water breaks. In addition to negatively impacting performance, dehydration causes muscle cramps, forces the heart to work harder, raises the pulse and leads to faster breathing.
	Ordering players to re-enter games when they show signs of injury. Your athlete's physical health and well-being takes precedence over winning games.

Sexual Harassment

As defined by Education Code section 212.5, "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to a conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands. Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons;
- Among peers, continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.);
- Within the educational environment, implying or actually withholding earned or deserved advancement; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors;
- Within the educational environment, engaging in sexual behavior to control, influence, or affect the educational opportunities, grades, or learning environment of a athlete; and
- Offering favors or education or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. Any expression of sexual interest between adults and athletes, regardless of reciprocity, is considered inappropriate and shall be subject to discipline under California Education Code section 44932.

Sexual Abuse

- Sexual abuse encompasses a variety of events or experiences that can lead to a wide range of behavioral and emotional responses. While the legal definition varies from state to state, sexual abuse is commonly defined as sexual exploitation involving anal, genital, oral or breast contact between a child and another person and/or exposing a child to language or images of a sexual nature.
- Sexual exploitation occurs in a relationship where there is inequality of power between the child and the abuser, based on age, physical size and/or the nature of the emotional relationship. Athletic programs provide opportunities for mutual exploitation between youth, and for unscrupulous adults to exploit vulnerable children.
- Situational abuse occurs when a perpetrator, generally an adolescent, finds sexual gratification at the expense of a child victim and acts quickly and thoughtlessly.
- Vulgar name calling with sexual undertones used as a means of intimidation can be experienced as sexual abuse by a child or teen.

What to look for:

- Coaches, parents or other older adults who show unusual interest in certain children, especially if the child is vulnerable or a child seeking attention (especially kids who are less likely to be supervised by an adult). We often think of abusers as strangers, but the reality is that abuse is most often committed by someone known to the victim, including extended family members, teachers, coaches and even other youth.
- Behaviors that raise a red flag include:
 - Predatory behavior disguised as “supportive intervention” from a charming older adult. Individuals with predatory behavior often slowly and carefully develop a relationship with a victim (called grooming), gradually gaining their trust while initiating more intimate contact.
 - Teams that have rites of initiation, forcing new or younger players to endure acts involving their intimate anatomy. Reports of these acts are much more common among male athletes than female, but occur in some form with girls as well.

Risk Factors:

- There is no single cause so it’s hard to predict who will or will not become an abuser. Contributing factors often depend on a mix of characteristics such as:
 - A coach with a history of physical abuse to other youth;
 - A coach currently struggling with depression or substance abuse;
 - Parents of children with a physical or cognitive disability or physical uniqueness should be especially careful of a coach targeting or taking special interest in their child.

APPENDIX C

Supporting and Responding

FOR TEEN VICTIMS OF ABUSE



SEXUAL ASSAULT ISN'T PART OF THE GAME.

GET ANONYMOUS SUPPORT:

PHONE: 866.200.0796

ONLINE CHAT: [HTTPS://HOTLINE.RAINN.ORG/SAFESPORT](https://HOTLINE.RAINN.ORG/SAFESPORT)

WEBSITE: SAFESPORTHELPLINE.ORG

GET LIVE, CONFIDENTIAL, ANONYMOUS ONE-ON-ONE SUPPORT WITH A HIGHLY-TRAINED SPECIALIST, 24-7. YOU CAN EVEN CHAT WITH AN APP ON YOUR PHONE.

REPORTING THE ABUSE:

YOU HAVE THE OPTION TO REPORT THE ABUSE ONLINE AT: SAFESPORT.ORG OR BY CALLING 720.531.0340.

YOU HAVE THE OPTION TO REPORT ANONYMOUSLY.

APPENDIX C, continued

NOBODY DESERVES TO BE ABUSED OR ASSAULTED, ON OR OFF THE FIELD.

If you were assaulted by a teammate, classmate, coach or someone else—you are not alone and there is confidential help available. Get anonymous support. Let it out, get support, find out your options.

HOW TO HELP A FRIEND WHO IS THE VICTIM OF ABUSE.



YOUR TEAMMATE DIDN'T SIGN UP TO BE
sexually assaulted or abused, bullied, assaulted, stalked

SHOW THEM YOU HAVE THEIR BACK.

HERE ARE SOME WAYS YOU CAN HELP:

LISTEN. TELL THEM THAT YOU BELIEVE THEM.

LET THEM KNOW IT **WASN'T THEIR FAULT.**

TELL THEM THAT **NOBODY DESERVES TO BE ASSAULTED.**

OFFER TO **CONNECT THEM WITH RESOURCES.**

Resources might include:

- Information about free, anonymous and confidential support. The **U.S. Center for SafeSport HelpLine** provides crisis intervention, referrals and emotional support specifically designed for athletes, staff and other sport participants affected by sexual assault.
 - **U.S. Center for SafeSport** 24-hour victim services helpline: 866.200.0796
 - Online chat: hotline.rainn.org/safesport
- Information about reporting options. If they want to report the incident(s), they have the option to do so anonymously as well.
 - They can find out more by going to SafeSport.org/report-a-concern

APPENDIX D: Additional Resources

Prevention

- Centers for Disease Control, www.cdc.gov/ViolencePrevention/childmaltreatment/index.html
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, www.childwelfare.gov

Applicant Screening

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), www.nonprofitrisk.org

Creating Policies and Procedures

- Saul J, Audage NC. *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2007.

Risk Management

- Public Entity Risk Institute (PERI), www.riskinstitute.gov
- Nonprofit Risk Management Center, www.nonprofitrisk.org
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management Guide for Youth-serving Nonprofits.”
- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

Reporting

- Child Information Gateway, www.childwelfare.gov

Effects of Child Abuse and Neglect

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf

Counseling

- Childhelp, <http://www.childhelp.org>
- Childhelp National Child Abuse Hotline: 1.800.4.A.CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention, <http://childmolestationprevention.org/pages.diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital, http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behaviors/