

**Cape Cod Community Rowing (CCCR)**  
**SafeSport Guide**

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*The following Cape Cod Community Rowing SafeSport Guide is a summary of the policies and procedures presented in the USRowing SafeSport Policy Manual effective January 1, 2023. This Guide is not intended to replace or override US Rowing Policy. For access to the full guide, go to:*

[https://usrowing.org/documents/2022/12/19/Approved MAAPP 12.16.22 USRowing.pdf](https://usrowing.org/documents/2022/12/19/Approved_MAAPP_12.16.22_USRowing.pdf)

## 1. CCCR SAFETY COMMITTEE

The Safety Committee was formed to establish rules, guidelines, and procedures that align with USRowing and MA Laws to help reduce incidents, injuries, and accidents as well as ensuring the well-being of all athletes.

The Safety Committee will consist of:

- A member of the Board of Directors who will serve as chair.
- A minimum of one representative from the Master's and Youth members.
- Other interested members and program representatives.

The Safety Committee will aim to:

- Meet at least twice per year to review safety rules, protocols, and procedures.
- Meet to review and resolve any SafeSport grievances upon submission to the Committee.
- Recommend to the CCCR Board of Directors any changes to rules or guidelines as needed.
- Consult with coaches regarding training and implementation, as needed.
- Hold a spring and fall seasonal safety clinic with mandatory attendance by coaches.

The Safety Committee will **NOT** be held accountable nor take responsibility for any incidents, accidents, or injuries that may occur during CCCR activities (rowing, land workouts, beaches, ergs, equipment, boats, parking lots, classes, travel, regattas, et al).

### 2022 Safety Committee members:

Chair – Laurie Campbell, [lcampbell311@gmail.com](mailto:lcampbell311@gmail.com), (413) 575-4993

Member – Ellen Byrne, [egbyrne@comcast.net](mailto:egbyrne@comcast.net), (860) 916-4097

## 2. SAFESPORT INTRODUCTION & MISSION

*CCCR, as a member of US Rowing, embodies the mission to champion participation and passionate pursuit of excellence in the sport of rowing. These goals are achieved with a commitment to integrity, teamwork, and – above all- safety.*

- The SafeSport program is designed to assure athlete safety by promoting and enforcing policies and programs that address bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct (including child sexual abuse and/or grooming behaviors).
- The U.S. Congress designated the U.S. Center for SafeSport with the authority to respond to reports of sexual misconduct within the U.S. Olympic & Paralympic Movement by passing the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017. This legislation designates the U.S. Center for SafeSport to serve as the independent national safe sport organization.

- US Rowing and CCCR, as a *member organization*, are required to comply with the U.S. Center for SafeSport Code of the U.S. Olympic and Paralympic Movement.
- Individuals covered by the CCCR Safe Sport policy include part- and full-time administrators, board members, coaches, as well as volunteers with direct access to athletes.

### 3. SAFESPORT BACKGROUND CHECK

*Any Adult Participant who is in a position of authority over athletes of any age or any Adult Participant with regular contact with youth athletes is required to complete a background check. Regular contact is defined as five (5) or more instances of In-Program contact during a 12- month period.*

- An Adult is defined as any individual 18 years of age or older.
- An Adult Participant includes coaches, volunteers, board members, and any other non-athlete member.
- A background check must be done every two years.
- The background check must be completed before regular contact with any Minor, or upon beginning a new role subjecting the adult to this Policy.
- The background check is performed by USRowing’s third-party vendor via submission of the Background Check Consent and Waiver Release Form.
- A supplemental off-year background check will be run to search for criminal databases, sex offender registries and SafeSport disciplinary records.
- A criminal record check (CORI) is also required by Massachusetts law.
- The CCCR Clerk will manage both the SafeSport and CORI background checks.

### 4. SAFESPORT TRAINING

*Adult participants who have (1) regular\* contact with Minor Athletes (2) an adult authorized by CCCR to have regular\* contact with authority over a minor athlete, as well as (3) adult staff, interns and board members of CCCR, are required to have SafeSport training.*

*\*Regular Contact Is defined as ongoing interaction where an Adult Participant is in a role of direct and active engagement with any amateur athlete who is a minor. **Ongoing interactions are defined as five (5) or more instances of In-Program Contact during a 12-month period.** For purposes of this definition, a competition is considered a single instance of In-Program Contact regardless of duration.*

**SafeSport training is accessed through each member’s individual USRowing account. CCCR will provide guidance regarding training requirements and applicable training modules at the beginning of each calendar year. If questions, please contact a member of the Safety Committee.**

#### ADULTS

- An adult athlete is any individual 18 years of age or older.

- Coaches and CCCR board members and staff must take the 90-minute SafeSport Trained Core training.
- Adult participants with Minor Athlete regular\* contact must complete the SafeSport Trained Core training before regular contact begins or within the first 45 days of initial membership or upon beginning a new role subjecting the adult to this policy.
- Adult participants must complete a 30-minute refresher course on an annual basis after Core training has been completed.
- Adult participants must complete the full SafeSport Trained Core training every four years.

#### **MINOR ATHLETES**

- CCCR will offer training to Minor Athletes on the prevention and reporting of child abuse annually (subject to parental consent).
- Minor Athletes will be encouraged to take a SafeSport training course.

#### **PARENTS**

- CCCR will encourage parents to take a Safe Sport training course.

### **5. SAFESPORT PREVENTION POLICIES**

*Abuse of minor athletes is often perpetuated in one-on-one situations. Policies concerning one-on-one interactions must protect children while also allowing for the beneficial relationships with trusted adults.*

- All one-on-one In-Program contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
- One-on-one, In-Program, individual training sessions must be observable and interruptible.
- All one-on-one electronic communications between an Adult Participant and a Minor Athlete or team, must be professional, open, and transparent. The Adult Participant must copy another Adult Participant or adult family member of the Minor Athlete(s).
- Only platforms that allow for open and transparent communication may be used to communicate with Minor Athletes. TeamSnap or CCCR Facebook should be the preferred platform for communication. Use of individual phones, Facebook and Instagram accounts is prohibited.
- An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel unless the Adult Participant has advance, written consent from the Minor Athlete's parent/guardian.
- Adult Participants should not have out-of-program contact with Minor Athlete without legal, parent/guardian consent, except if close-in-age or dual relationships exist.
- Adult Participants should not give personal gifts to Minor Athletes except if close-in-age or dual relationships exist.
- CCCR must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Regattas, or facilities partially or fully under the USRowing or CCCR jurisdiction.
- Photographs or videos of athletes may only be taken in public view and observe generally accepted standards of decency. Photos should not be publicly shared or posted without the Minor Athlete's and Parent/Guardian consent.

## 6. SAFESPORT REPORTING

*The United States Center for SafeSport has authority and jurisdiction over the investigation and resolution of any Sexual Misconduct or Child Abuse violations. US Rowing and CCCR have the authority to address Sexual Misconduct or Abuse on a temporary basis (suspension), as well as emotional misconduct, physical misconduct, bullying, hazing, harassment, and threats.*

- ALL reports of sexual misconduct must be reported directly to the Harwich **or** Barnstable Police Department and the Center for SafeSport. The claimant can do this directly or the CCCR Safety Committee can assist and/or do it on their behalf. CCCR will not attempt to evaluate the credibility or validity of the claim however, they may ask clarifying questions to ensure adequate reporting to authorities.
  - Contact Center for SafeSport access via <https://uscenterforsafesport.org/report-a-concern/> OR call (833) 587-7233.
  - Harwich or Barnstable Police dial 911.
- The CCCR Safety Committee will take a report of any non-sexual misconduct in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal or [SafeSport Incident Report](#) (see section 9). A CCCR Safety Committee member can be contacted via phone or email.
- To the extent permitted by law, and as appropriate, USRowing and CCCR will handle any report discretely and confidentially.

## 7. SAFESPORT RESOLUTION PROCESS

*CCCR will not undertake an investigation that undermines a pending legal Sexual Abuse or Sexual Misconduct investigation. However, they may take temporary steps such as suspension of the Adult Participant.*

- Within 7 days upon receipt of a **non-sexual misconduct claim**, CCCR will convene the Safety Oversight Committee (SOC) to determine the appropriate steps to address the conduct. To do so:
  - The SOC will contact the claimant's and respondent's parents or guardians if they are a minor,
  - Undertake a formal investigation and session at its discretion but no later than 14 days from receipt of the claim,
  - Offer the Respondent an opportunity to be heard.
- The Safety Oversight Committee has the discretion to impose sanctions on the Respondent if it determines:
  - Their actions created an unsafe environment for its rowers
  - They created a negative impact on CCCR's reputation
  - They pose an ongoing concern for the safety of its Athlete's and Participants,
  - The action was of a serious nature

- Sanctions may range from a warning, a reprimand, or suspension ranging from temporary to permanent.
- The Respondent can appeal the findings of the Safety Oversight Committee. The appeal board will be the CCCR Board who will review the claim and determine if the initial sanctions were proportionate and reasonable.
- Should the Respondent not accept the final determination from the CCCR Board the SafeSport Incident Form will be submitted to US Rowing for investigation. CCCR will abide by US Rowing's findings and recommendations for resolution.

## **8. SAFESPORT HELPFUL LINKS**

USROWING SAFESPORT POLICY MANUAL

[https://usrowing.org/documents/2021/11/18//FINAL\\_Rowing\\_MAAPP\\_111021\\_APPROVED.pdf?id=2800](https://usrowing.org/documents/2021/11/18//FINAL_Rowing_MAAPP_111021_APPROVED.pdf?id=2800)

U.S. CENTER FOR SAFESPORT

<https://uscenterforsafesport.org/>

BACKGROUND CHECKS

<https://www.mass.gov/media/1431/download>

<https://solutions.ncsisafe.com/pricing>

## 9. SAFESPORT NON-SEXUAL MISCONDUCT INCIDENT REPORT

***CCCR and USRowing strongly encourages the reporting of non-sexual misconduct such as bullying, hazing, harassment, emotional misconduct, and physical misconduct. We appreciate your willingness to report inappropriate behavior.***

**DATE OF SUBMISSION:** \_\_\_\_\_

**SECTION I:** 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):

2. Age or Approximate Age:

3. Gender: Male/Female

4. Address (City, State required):

5. Position(s) this individual holds or held (please circle all that apply):

Head Coach / Assistant Coach / Club Employee/ Volunteer / Official / Other / Not sure

6. Club where individual works and/or volunteers or worked/volunteered previously:

Comments:

**SECTION II:** This section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.

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

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

9. Please Describe what happened (including who, what, when, where)

Comments:

**SECTION III:** 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 club affiliation.

10. Name:

11. Age (or approximate age):

12. Club 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 e-mail address (if this individual is under 18, please provide contact information for parent or guardian):

15. Gender: Male / Female

**SECTION IV: 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 or she believes to be true.

16. Name:

17. Phone number:

18. E-mail address:

19. Club affiliation (if any):

20. Relationship to victim (Please circle any that apply):

Self

Parent/Guardian

Other family member

Friend or acquaintance

Club member, coach or volunteer

Other or prefer not to say

**SECTION V: Other Information**

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: