



Capital Rowing Club Athlete Protection Policy

Point of Contact: safety@capitalrowing.org

POLICY OVERVIEW

Capital Rowing Club (CRC) strives for a “One Capital” spirit which includes a respectful, transparent and collaborative environment, consistent with the principles found in the [USRowing SafeSport Policy](#). Within that policy, USRowing encouraged all member organizations to join them in the SafeSport campaign to protect athletes across the country by developing their own policy. Therefore, CRC as a member organization of USRowing developed this Athlete Protection Policy to support USRowing and The U.S. Center for SafeSport commitment to building a community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. While the [USRowing SafeSport Policy](#) is focused on Minor Athlete Abuse Prevention Policies (MAAPP), this policy extends to conduct amongst adults as well.

In this document, CRC has established Policies and Reporting regarding:

- Expected conduct by all participants in attendance of any CRC event
- One-on-One Interactions
- Reporting Child Physical/Sexual Abuse
- Contact/athletic training modalities
- Responsibilities
- Disciplinary Policies and Process
- CRC Misconduct Reporting Form
<https://www.capitalrowing.org/crcwp/misconduct-reporting/>
- CRC Investigation Reporting Form
- Action Plan following report of misconduct/abuse

IMPORTANT CONTACT INFORMATION

For suspected child physical and/or sexual abuse, or neglect, *contact 911 or 311(DC) immediately to report.*

Also, submit a report to the US Center for Safesport immediately and within no later than 24 hours:

<https://uscenterforsafesport.org/report-a-concern/>.

To report misconduct use: CRC Misconduct Reporting Form

<https://www.capitalrowing.org/crcwp/misconduct-reporting/> which goes to the CRC Safety Coordinators ONLY.

If conflict of interest exists with the Safety Coordinator/s, contact the CRC VP of Operations at

operations@capitalrowing.org

ANNUAL TRAINING REQUIREMENTS FOR ALL CRC COACHES AND MEMBERS

1. 90 minute Safesport Trained Core Course (initial), accessed via USRowing Membership portal;

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2. 30 minutes Safesport Trained Core Course refresher (annually), accessed via USRowing Membership portal; and,
3. Review this CRC Athlete Protection Policy; acknowledged via CRC Member's iCrew documents.

ANNUAL TRAINING REQUIREMENTS FOR PARENTS/GUARDIANS OF JUNIORS

Review this Athlete Protection Policy and sign waiver of acknowledgement. These must be completed and documented before the athlete's first row. CRC Program Reps are responsible for their Members to complete and verify documentation. Coaches are responsible for Parents to complete a signed waiver of Review of Athlete's Protection Policy.

ANNUAL TRAINING REQUIREMENTS FOR NON-CRC VOLUNTEERS

Nonmember CRC Volunteers who interact with CRC Juniors will be required to review the Athlete Protection Policy and sign a waiver of acknowledgement.

COMMITMENT TO SAFETY

CRC is committed to creating a positive, safe environment for athletes' physical, emotional and social development, and to ensuring that we promote an environment free of misconduct. CRC is committed to a "One Capital" mindset emphasizing transparency, respect, and collaboration across our organization. CRC recognizes that the process for training and motivating athletes will vary with each individual, but is nevertheless important for everyone involved in our sport to support the use of motivational and training methods that avoid misconduct and foster a safe rowing environment for all. This Athlete Protection Policy is in effect at all CRC sponsored activities including at ACBA Facilities, on the water and at all regattas.

In the event that any CRC Coach, Member, or Volunteer observes inappropriate behaviors (e.g., policy violations), suspected physical or sexual, verbal abuse, or misconduct, it is the personal responsibility of each individual to immediately report their observations to a CRC Coach or submit a CRC Misconduct Reporting Form. CRC Coaches are to immediately report incidents to CRC Safety Coordinator/s. Complaints and allegations will be addressed under CRC's Disciplinary Rules and Procedures. This policy reflects the USRowing Safesport Minor Athlete Abuse Prevention Policies (MAAPP).

Coaches, 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 by calling 911. Once reported to police, it is the responsibility of Coach, Member and Volunteer to immediately report suspicions or allegations of child physical or sexual abuse by submitting a US Center Safesport report <https://uscenterforsafesport.org/report-a-concern/> and also submit a CRC

Misconduct Reporting Form <https://www.capitalrowing.org/crcwp/misconduct-reporting/>. After law enforcement concludes their investigation, allegations will be addressed under CRC's Disciplinary Rules and Procedures.

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This Policy applies to all CRC Coaches, Members and Volunteers, independent contractors, consultants, and anyone acting on behalf of CRC. Members include all Master and Junior athletes. NOTE — all Juniors members are considered minor athletes while they are still high school students, regardless of if they have passed their 18th birthday, and are not considered adult members. Juniors who reach the age of majority (i.e., 18 years of age) must adhere to the provisions found in the USRowing Safe Minor Athlete Abuse Prevention Policies when interacting with minor athletes who are 14 years of age or younger. Juniors who reach the age of majority and then obtain a position of authority that presents a power imbalance, such as becoming a coach or official, must also comply with these prevention policies regardless of the age of the minor athletes with whom they will interact.

All CRC Coaches, Members, and Volunteers 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

- (1) Any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.
- (2) 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.
- (3) Any act or conduct described as child sexual abuse under DC law. DC law states that all adults that suspect that a child under 16 is a victim of sexual abuse are required to report. Coaches are mandated reporters and must report suspected child abuse, neglect, trafficking, gunshot wounds, and unexplained sharp object wounds for any child under 18. Any act of child abuse observed or disclosed must be reported immediately to DC Metropolitan Police by calling 911 or 311. Information on making a report in DC can be found at: <https://cfsa.dc.gov/service/report-child-abuse-and-neglect>.

After reporting to DC Police submit a US Center for Safesport report form

<https://uscenterforsafesport.org/report-a-concern> and a CRC Misconduct Reporting form

<https://www.capitalrowing.org/crcwp/misconduct-reporting/>. DO NOT investigate further or discuss with other CRC Members, Coaches or Juniors.

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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 any CRC Member. 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, feedback, physical conditioning, or team building.

Examples

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

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

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

Physical Misconduct

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

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Exceptions

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

Examples

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

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

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

Sexual Misconduct

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

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

Types of Sexual Misconduct

Types of sexual misconduct include:

1. sexual assault,
2. sexual harassment,

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3. sexual abuse, or
4. any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

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

1. Touching offenses. Behaviors that include:
 - a. fondling an athlete's breasts or buttocks or any part of the body of an individual
 - b. exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
 - c. genital contact
 - d. sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.
2. Non-touching offenses. Behaviors that include:
 - a. a coach discussing their sex life with an athlete
 - b. a coach asking an athlete about their sex life
 - c. a coach requesting or sending a nude or partial-dress photo to athlete
 - d. exposing athletes to pornographic material
 - e. sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g., "sexting")
 - f. deliberately exposing an athlete to sexual acts
 - g. deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared). However, Coaches, Adult Members, Volunteers and Parents should not be present or in a state of undress when Juniors are using locker rooms or changing areas.
 - h. 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
 - i. is sufficiently severe or intense to be harassing to a reasonable person in the context.
3. Grooming.

Grooming is 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.

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 individual(s), as a condition

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of membership.

Exceptions

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

For example, bullying does not include verbal admonitions that do not personally attack an individual to encourage team members to train harder and to push through a difficult training regimen.

Examples

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

1. Physical behaviors. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an individual; (b) throwing at, or hitting an individual with, objects such as sporting equipment.
2. Verbal and emotional behaviors. Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate ("cyber bullying").

Harassment

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 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:

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

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Hazing

1. Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members; or,
2. Any act or conduct described as hazing under federal or state law.
- 3.

Exception

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

Examples

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

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

Willfully Tolerating Misconduct

It is a violation of this Athlete Protection Policy if a Coach, Member or Volunteer knows of misconduct, but takes no action to intervene on behalf of the CRC Member(s), CRC Coach, or CRC Volunteer.

Reporting

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. CRC Coaches, Members and Volunteers shall follow the reporting procedures set forth in this document. CRC 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 local law enforcement, i.e., DC Metropolitan Police.

Violations

Violations of the Athlete Protection Policy shall be investigated and will be addressed under Disciplinary Rules and Procedures.

FACILITIES

The following is a description of CRC practice and competition facilities to allow athletes and their families

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to plan their use:

We practice at: the Anacostia Community Boathouse (ACBA)

ACBA facilities include: Locker rooms and restrooms, training areas, boathouse, parking lots and outdoor and indoor training facilities.

Locker Rooms and Changing Areas at the Anacostia Community Boathouse

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas. CRC uses ACBA facilities where multiple clubs are housed. Although CRC cannot control the flow of all athletes in and out of the locker rooms and bathrooms the expectation is of mindfulness and thoughtfulness when using these facilities.

CRC has staggered practices, with different clubs and programs arriving and departing throughout the day. It is not practical to constantly monitor locker rooms and changing areas over this extended course of time. Therefore, it is imperative that CRC abide by CRC safety policies. Under no circumstances shall an unrelated Adult at the facility intentionally expose his or her breasts, buttocks, groin, or genitals to a Junior. Shower stalls or restroom stalls shall be used for changing by participating Adults if Juniors are present. Likewise, no Participating Adult shall be in the locker room trailers while Juniors are in a state of undress, and therefore no team meeting or group conversations shall take place in the locker room trailers.

One-on-one Interactions

At no time is a Coach, CRC Member or Volunteer who is unrelated nor the legal guardian permitted to be alone with a minor athlete in a locker room trailer or restroom stall except under emergency circumstances. Program sessions are scheduled as to not overlap with Junior's sessions to help ensure this. When regattas or other CRC events are held on-site, Coaches must remind both Juniors and Adult CRC Members and Volunteers of this policy and work together to coordinate times to use the locker room trailers.

Monitoring

Coaches will make every effort to recognize when a Junior goes to the locker room trailer or restroom area during practice and competition and, if they do not return in a timely fashion, will check on the Junior's whereabouts.

We discourage Parents/Guardians from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-identifying-sex parent when other Juniors are changing in the same locker room. If this is necessary, Parents/Guardians should let a coach know about this in advance.

Given the potential discomfort of having non-coaches and non-athletes in the locker rooms and changing areas, we discourage Parents/Guardians from entering those areas unless it is truly necessary. Under such

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circumstances, only a same-sex parent should go into a locker room and changing area. If an athlete needs assistance with their uniform or gear, or 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

CRC includes teams of athletes of different genders. Therefore, privacy rights must be given consideration and appropriate arrangements made. CRC uses ACBA facilities where multiple clubs are housed. Although CRC cannot control the flow of all athletes in and out of the locker rooms and bathrooms the expectation is of mindfulness and thoughtfulness when using these facilities. Where possible, CRC Members dress/undress in separate male- and female-designated locker rooms.

PRACTICING AT THE BOATHOUSE

Junior interactions with Coaches and Adult CRC Members and/or Volunteers shall be:

Observable and Interruptible

One-on-one interactions between a Junior and a Coach, CRC Member and/or Volunteer (who is not the minor's family member or legal guardian) at the facility are NOT PERMITTED unless they occur at an observable and interruptible distance from another Coach, CRC Member and/or Volunteer.

Monitored

When one-on-one interactions between Juniors and Coaches, CRC Members and/or Volunteers occur at the facility, at least one other Participating Adult will monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, being an observable distance from the interaction, the approximate planned duration of the interaction, and periodically dropping in on the one-on-one if the duration of the interaction exceeds 5 minutes.

Individual Training Sessions

Individual training sessions between Coaches and Juniors are permitted if the training session is observable and interruptible by another CRC Coach, CRC Member and/or Volunteer. It is the responsibility of the Coach to obtain the written permission of the Junior's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another CRC Coach, CRC member and/or Volunteer. An example of an individual training session would be an independent sculling session.

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

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sanctions as set forth therein, including temporary suspension from competition.

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of CRC'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. All communication must be open and transparent, all electronic communications with Juniors must include a second adult and/or the minor athlete's parent or guardian.

As with any communication, the content of any electronic communication with a Junior 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.

Social Media

Coaches may not have CRC Juniors join a personal social media page and are not permitted to maintain private social media connections with Juniors. Athlete members and parents can friend the official CRC social media pages and coaches can communicate to athlete members through the site.

Email, Texts, and Similar Electronic Communications

All email and text content between CRC coaches and Athletes must be professional in nature and for the purpose of communicating information about team activities and should come from the CRC email platform whenever possible. Email and text communications with Juniors must include a second CRC Coach and/or parent or guardian. If a Junior athlete sends a one-on-one text to a coach, the coach must include a second adult and/or the athlete's parent or guardian when responding.

Emails and text communications between any CRC Coaches, Juniors, CRC members, and/or Volunteers should abide by this CRC Athlete Protection Policy and be free from behaviors of sexual misconduct, emotional misconduct, bullying, harassment, and/or hazing.

Electronic Imagery

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of CRC Coaches, Juniors, and/or CRC Members — individually or in groups — may be taken. These photos and/or videos may be submitted to local, state or national publications, used in CRC videos, posted on CRC or CRC associated websites, used in CRC marketing materials or offered to the CRC families on disc or other electronic form. It is the default policy of CRC to allow such practices as long as the individual or group are in public view and such imagery is both appropriate and in the best interest of the individual or group and CRC. Imagery must not be contrary to any rules as outlined in this document.

Request to Discontinue All Electronic Communications or Imagery

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

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Social Media and Electronic Communications 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, volunteers, officials, parents or athletes will not be tolerated and are considered violations of our safety policy.

Violations

Violations of CRC's Electronic Communications and Social Media Policy should be reported to your Coach, President of CRC or CRC Safety Coordinator(s) for evaluation. Complaints and allegations will be addressed under CRC's Disciplinary Rules and Procedure.

TRAVEL

Travel will be a standard aspect of CRC programs and CRC has established policies to guide our travel and reduce the risk of misconduct. Adherence to these travel guidelines will increase safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

Transportation

CRC Coaches, CRC Members and/or Volunteers who are not acting as a legal guardian, shall not ride in a vehicle alone with an unrelated Junior, absent emergency circumstances, and must have at least two other Juniors or another CRC Coach, CRC Member and/or Volunteer, unless otherwise agreed to in writing by the Junior's parent/legal guardian in advance of each local travel (however, this is to be used as a last resort).

Local Travel

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

Local travel occurs when CRC does not sponsor, coordinate, or arrange for travel. For local travel, CRC Coaches, CRC Members, Juniors and Volunteers are responsible for making all travel arrangements. In these instances it is the responsibility of CRC Coaches, CRC Members, Juniors' parents/guardians to ensure the person transporting the individual 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, CRC Coaches, CRC Members and/or Volunteers, who are not also acting as a parent, should not drive alone with an unrelated Junior and should only drive with at least two other Juniors or another CRC Coach, CRC Member and/or Volunteer 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 CRC Coach is involved in a Junior's local travel, a parental release is required in advance. Efforts must be made to ensure that a CRC Coach, CRC Member and/or Volunteer is not alone with an athlete or participant, by picking the athletes up in groups or having a designated pick up location such as the ACBA boathouse. Coaches, CRC Members and/or Volunteers who are also a Junior's guardian may provide shared transportation for any

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Juniors with the permission of a Junior's parent or Guardian. We encourage guardians to pick up their Junior first and drop off their Junior last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any Junior who is being transported as part of such a carpool arrangement.

Team Travel

Team travel is travel to a competition or other team activity that requires an overnight stay. Although the best practices will be followed according to this Athlete Protection Policy, Junior team travel is not officially supervised by CRC and requires Junior parents or guardians accompany their Junior or take the necessary steps to coordinate with other Junior parents to Chaperone their child.

Hotel Rooms

CRC Coaches, CRC Members and/or Volunteers shall not share a hotel room or other sleeping arrangement with a Junior (unless they are the legal guardian or related).

Meetings

Meetings shall be conducted consistent with the organization's policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible).

Individual Travel

The nature of our sport and competition structure means that individual athletes may sometimes need to travel without other athletes. For overnight travel, a Junior must be accompanied by a Parent or Guardian.

Coach and Staff Responsibilities

During team travel, CRC Coaches, Members and Volunteers will help athletes, fellow coaches, members and volunteers adhere to policy guidelines, including *Locker Rooms and Changing Areas Policy* and *Reporting Policy*.

If a CRC Coach or Member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or member's valid driver's license is required to be given to CRC's Juniors Head Coach.

When not practicing, training, competing, or preparing for competition, CRC Coaches, Members and Volunteers will monitor the activities of Juniors, fellow CRC Coaches, Members and Volunteers to the best of their ability during team travel. They will:

- prepare athletes for team travel and make athletes aware of all expectations. Supplemental information may 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

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- 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.

PHYSICAL CONTACT WITH ATHLETES

Appropriate physical contact between athletes and coaches, 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

CRC 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 an observable and interruptible distance from another Coach, CRC Member and/or Volunteer
- there is no potential for, or actual, physical, sexual or emotional misconduct
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult
- All physical contact must include the individual's consent
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- *Safety*

- The safety of all our Members and CRC Coaches 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, rowing technique 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
 - muscle massages and/or rubdowns solely for releasing muscle cramps or supporting injuries

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")
- Assisting an individual off of an erg and out of a boat.

Prohibited Physical Contact

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

- asking or individual sit on the lap of a CRC Coach, 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 individual
- "cuddling" or maintaining prolonged physical contact
- playful, yet inappropriate contact (e.g., tickling or "horseplay" wrestling)
- continued physical contact that makes an individual 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.

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Violations

Violations of this policy must be reported by submitting a CRC Misconduct Reporting Form <https://www.capitalrowing.org/crcwp/misconduct-reporting/>. 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 immediately and US Center for Safesport, <https://uscenterforsafesport.org/report-a-concern/>.

DISCIPLINARY RULES AND PROCEDURES

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

This Policy is used to address the following allegations against CRC Coaches, Members, Juniors, participants and/or volunteers:

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

CRC will not investigate an allegation of child physical or sexual abuse if it undermines or interferes with a pending legal investigation or criminal prosecution and will be formally investigated and possibly take disciplinary action once the the investigation has concluded.

INTERCLUB CONFLICT

Misconduct experienced or witnessed that has been committed by a Coach or Member of another club at ACBA facilities, on the water or offsite should be reported directly to the CRC President at President@Capitalrowing.org, or with CRC VP of Resources at Resources@Capitalrowing.org. Note that the Anacostia Community Boathouse Association (ACBA) policies on "Diversity, Inclusion and Expected Conduct" and "Adherence to Standards and Conflict Resolution" can be found in the ACBA Policies and Guidelines document on the ACBA Website here: <https://www.anacostiaboathouse.org/policies-documents>.

If child physical or sexual misconduct is suspected, local law enforcement (911 or 311) must be contacted immediately and a report must be submitted to US Center for Safesport <https://uscenterforsafesport.org/report-a-concern/>

Disciplinary Policy

CRC 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, an individual who tells a single derogatory remark may constitute less serious misconduct and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. In all cases, CRC's disciplinary

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procedures and actions will be proportionate, reasonable and applied fairly and equally.

If parties involved feel safe to attempt to resolve a conflict independently, steps to possible resolution include:

Self-Resolution: Individual/s can and can feel comfortable directly addressing the issue with individual/s involved to reach resolution.

CRC Coach/Program Rep involvement: Individuals can and feel comfortable approaching their CRC Coach and/or their Program Rep for assistance in resolution of issue. This avenue is not to be used for severe misconduct or suspected Child physical or sexual misconduct.

Otherwise, procedural steps include:

Investigations of Misconduct

When a CRC Misconduct Reporting Form is submitted, within 48 hours upon receipt of a complaint, CRC Safety Coordinator/s or CRC VP of Operations will contact the reporter and further investigation of the complaint be initiated. The CRC Misconduct Investigation Form (Appendix B) will be used to gather information from individual/s involved with the complaint by CRC Safety Coordinator/s (or CRC VP of Operations if CRC Safety Coordinator/s are not impartial to the complaint). Reports will be investigated and acted upon within 30 days of submission. Reports of child abuse/sexual abuse will be investigated and acted upon within 30 days after conclusion of law enforcement investigation. Information gathered from this investigation will be passed onto the CRC President or CRC VP of Resources (if the CRC President is not impartial to the complaint). CRC President or CRC VP of Resources will then recommend further course of action.

Mediation: Attempt, if appropriate, to mediate. Mediation may include gathering information from all parties, listening to the complainant's desired measures for a successful outcome and attempting to come to an agreement between parties without a formal panel procedure. Possible Mediators include CRC Safety Coordinator/s, CRC VP of Resources, CRC VP of Membership, VP of Operations or CRC Secretary.

Disciplinary Procedure

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

CRC's disciplinary response will depend on the nature and seriousness of the incident and in extreme cases, misconduct will result in immediate summary dismissal or suspension, provided that the accused individual shall be advised of their right to a disciplinary panel review. If the accused individual is a minor, CRC will contact their Parents or Guardians.

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Disciplinary Action Procedure

The President may at their option, (a) determine whether severe prohibited misconduct has occurred and, if so, impose a disciplinary sanction, or (b) refer the matter to the CRC Disciplinary Panel for review and action. Sanctions imposed by the CRC President may be appealed to the Board, whose decisions in all cases shall be final. Regardless of whether a sanction is appealed, the CRC President shall report to the Board all cases in which an individual has been accused of child physical or sexual abuse, and all cases in which they determine that an individual has violated any other provision of this policy.

Capital seeks to empower all CRC Members in resolving conflict. While the CRC Board of Directors maintains that individuals have agency to resolve low level conflicts between those individuals immediately or proximately involved, CRC also understands that sometimes intervention is required. However, in the case of suspected child physical or sexual abuse and severe misconduct individual resolution is not to be explored.

Disciplinary Panel Hearing

CRC will address serious allegations of misconduct through a five person panel including two At Large Directors and two Program Representatives with the President having tie breaking authority. If the CRC President is not impartial to the complaint, CRC VP of Resources will serve this role. The panel composition will be determined by the CRC President (or CRC VP of Resources if there is a conflict of interest with the President). In all cases, individuals performing the investigation will have no conflict of interest, shall be impartial and have no involvement in the alleged misconduct.

Hearing may be in person or remote. Each party, complainant, respondent and any witnesses, will be given an opportunity to provide written information or testimony. In order to preserve the safety of all, complainant and respondent information or testimonies may be given in different venues or at separate times.

Determination. The Panel will deliberate, determine any actions and communicate the determination and any further action decided to the complainant and respondent within 5 days of conclusion of the hearing.

Disciplinary Action

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

- Inform the Junior's Parent or Guardian when it involves a Junior
- Provide the individual with guidance, redirection and instruction
- 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).
- Engage in restorative practices and clubwide education, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred

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- Temporary suspension from practice or competition
- Suspend or terminate employment, contract, or membership

Records

The CRC Secretary will create and maintain a confidential folder containing disciplinary action taken.

Notification

Following CRC's notice of a credible allegation that results in the removal of a CRC Coach, Member or Volunteer, CRC may consider the circumstances in which it will notify other Parents, CRC Coaches, Members or Volunteers with whom the accused individual may have had contact. At CRC's discretion, as appropriate, CRC may notify its Coaches, Members, Volunteers, Parents, and Contractors. Reports will be investigated and acted upon within 30 days of submission. Reports of child abuse/sexual abuse will be investigated and acted upon within 30 days after conclusion of law enforcement investigation.

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 Athlete Protection Policy), CRC may take any series of actions up to and including immediate suspension or termination the accused individual. For example, the board may suspend any individual from any CRC participation while an allegation is under investigation by law enforcement. As per CRC bylaws, the president has the authority to immediately suspend a member until the next Board meeting.

Complainant Protection

Regardless of outcome, CRC will support the complainant(s) right to express concerns in good faith. CRC 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 that, upon review, is determined to be malicious, frivolous or made in bad faith is subject to review by the Disciplinary Panel.

Required Reporting

Every CRC Coach, Member and/or Volunteer must report:

1. violations of the Athlete Protection Policy
2. misconduct as defined in CRC's Athlete Protection Policy, and
3. suspicions or allegations of child physical or sexual abuse.

Investigative Transparency

By monitoring the interactions among CRC Coaches, Volunteers, Members, and others, CRC works to prevent, recognize and respond to inappropriate and harmful behaviors, while reinforcing appropriate

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behaviors. CRC 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 CRC coaches, Members, and Volunteers who interact off-site. While CRC has a formal reporting policy, CRC Coaches, Members, and Volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. CRC Coaches, Members, and Volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report misconduct.

REPORTING

Child Physical or Sexual Abuse

Coaches, Members and Volunteers at CRC are required to report suspicions or allegations of child sexual abuse to:

1. DC Metropolitan Police or local law enforcement
2. US Center for Safesport
3. CRC Safety Coordinator/s
4. CRC President

How to Report

Call 911 or 311

Include:

Name, Age, Sex, Address of individual/s involved, suspected allegation, your name, your role and contact information

An independent investigation can harm youth and/or interfere with the legal investigative process. CRC, its Coaches, Members and 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, CRC may ask a few clarifying questions of the Junior or person making the report to adequately cooperate with law enforcement authorities.

Submit a CRC Misconduct Report Form, <https://www.capitalrowing.org/crcwp/misconduct-reporting/>.

Submit a report to US Center for SafeSport : <https://uscenterforsafesport.org/report-a-concern/>.

Reporting Misconduct and Policy Violations

If any CRC Coach, 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 person to report their observations to: CRC Misconduct Reporting Form <https://www.capitalrowing.org/crcwp/misconduct-reporting/>.

Misconduct and Policy Violations

CRC reports of misconduct will be received in a confidential manner through the CRC Misconduct Reporting Form <https://www.capitalrowing.org/crcwp/misconduct-reporting/>.

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CRC MISCONDUCT REPORTING FORM

Capital Rowing Club strongly encourages the reporting of misconduct so that we can seek appropriate resolution of issues. Although anonymous reporting is accepted, doing so may impede Capital's ability to investigate the matter fully. The on-line CRC MISCONDUCT REPORTING FORM (Appendix A) has been established on the CRC website to simplify and speed reporting. This form transmits the report directly and confidentially to the CRC Safety Coordinator/s for further action: safety@capitalrowing.org. If either of these individuals are directly involved in the incident the reporter may reach out to VP of Operations at operations@capitalrowing.org

CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

Confidentiality

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

Anonymous Reporting

CRC recognizes it can be difficult for anyone 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.

Anonymous reporting may make it difficult for CRC 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, CRC will support the complainant(s) and their right to express concerns in good faith. CRC 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 CRC's Athlete Protection Policy and grounds for disciplinary action.

How Reports are Handled

Immediate Suspension or Termination

When an allegation of child physical or sexual abuse is made against a CRC Coach, Member, or Volunteer, CRC President may immediately suspend from all CRC activities or remove that individual from contact with an individual/s until the allegation has been investigated. As necessary, CRC may suspend or change the assignment of a CRC Coach, Member or Volunteer.

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CRC 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 CRC's receipt of a credible allegation that results in the removal of a CRC Coach, Member, Volunteer, CRC may consider the circumstances in which it will notify CRC Members, parents of Juniors, or with whom the accused individual may have had contact. In CRC's discretion, as appropriate, and after consultation with counsel, CRC may notify the CRC community at large of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that CRC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

Documentation

Documentation of reporting, process and action plan will be retained in a confidential and secure manner and remain with the CRC Secretary.

TRAINING

Coaches, Members, and Volunteers

CRC Coaches, Members, and Volunteers must complete an initial 90 minute Safesport Trained Core Course concerning misconduct and a 30 minute Safesport Refresher training each year thereafter before participating in any CRC activities. Completion of Safesport training will be captured and tracked through ICrew and monitored by CRC Safety Coordinator/s.

All CRC Coaches, Members, Volunteers, and Parents will also sign off on reading this CRC Athlete Protection Policy yearly before participating in any CRC activities.

Parents

At least one Parent or Guardian of each Junior Member is required to read and familiarize themselves with this Athlete Protection Policy and sign a waiver each year before their child can participate in any CRC activities. It is strongly encouraged that Parents also view the USRowing Safesport training video. Waivers can be accessed and signed in conjunction with Juniors' registration forms.

Non-CRC Volunteers

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Nonmember CRC Volunteers who interact with CRC Juniors will be required to review the Athlete Protection Policy and sign a waiver of acknowledgement.

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Appendix A: CRC Misconduct Reporting Form

Capital Rowing Club strongly encourages the reporting of misconduct. Capital Rowing Club appreciates your willingness to report inappropriate behavior. Although anonymous reporting is accepted, doing so may impede Capital's ability to investigate the matter fully. This report will be kept confidential and be received by the CRC Safety Coordinator/s: safety@capitalrowing.org. If either Safety Coordinator is directly involved in the incident the reporter may reach out to the CRC VP of Operations at: operations@capitalrowing.org. The individuals in these roles can be found on the [CRC Leadership Page](#).

Reported By:	
Contact Information:	
Location of Incident:	
Individuals Involved:	
Summary of Complaint:	
What is your hope for resolution of this issue?	

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Appendix B: CRC Misconduct Investigation Form

Capital Rowing Club uses this form to support the Safety Coordinator/s investigating reports of misconduct.

INDIVIDUAL BEING REPORTED

This section is about the individual being reported. Please provide as much information as possible.

Name (First & Last):

Age (or approximate age, if unknown):

Address (City, State required):

Position(s) this individual holds/held:

Program:

Comments:

INCIDENT INFORMATION

This section asks questions about the incident or incidents being reported. Please provide as much specific information as you are able.

Date and Time of Incident(s):

Location of Incident(s) (city, state, and any other available location information):

Describe what happened (include who, what, when, where, etc.):

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REPORTER'S INFORMATION

This section is for information about the individual who has made the report (the reporter). The reporter may remain anonymous if they wish. However, providing this information is helpful for a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report they believe to be true.

Name (First & Last):

Phone Number:

Email Address:

Club/Program Affiliation (if any):

Relationship to complainant(s) (if any, e.g., self, parent/guardian, other family member, friend/acquaintance, club member, coach, volunteer, other, prefer not to say):

COMPLAINANT(S) INFORMATION

This section is for information about the individual/s affected by the incident. If the individual/s wish to remain anonymous, they may do so. In that case, please enter ONLY their age, city, state, and Club affiliation.

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Name <i>(First & Last)</i> :	Age <i>(or approximate age)</i> :
Club/Program affiliation <i>(if any)</i> :	
Contact phone number <i>(if this person is under 18, please provide contact information for the parent/guardian)</i> :	
Contact Email Address <i>(if this person is under 18, please provide contact information for the parent/guardian)</i> :	
<p>WITNESSES</p> <p><i>If there were witnesses, please provide the following information for each witness. If there are more witnesses to list, please include that information on the page titled "Additional Page" at the end of this document.</i></p>	
Witness 1: Name: Address: Telephone:	Witness 2: Name: Address: Telephone:
Witness 3: Name: Address:	Witness 4: Name: Address:

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Telephone:

Telephone:

OTHER INFORMATION

What is the hope for resolution of this issue?

Complainant:

Respondent:

Individual/s Involved:

Any other information that you feel would be helpful to an investigation of the alleged offense you have reported:

Investigator's Suggestions/Recommendations:

INCIDENT ACTION

Action Description:

By Who:

Target Date:

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Finish Date:

Signature of Person Completing Report:

Reports will be investigated and acted upon within 30 days of submission. Reports of child abuse/sexual abuse will be investigated and acted upon within 30 days after conclusion of law enforcement investigation.

Submit entire report by _____ or _____ to _____

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ADDITIONAL PAGE

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