



**PRINCETON NATIONAL ROWING  
ASSOCIATION  
PARTICIPANT SAFETY  
AND RELATED POLICIES  
HANDBOOK**

ADOPTED JUNE 18, 2014

REVISED FEBRUARY 2018, JANUARY 2019

**TABLE of CONTENTS:**

<b>Introduction:</b>	<b>Page 3</b>
<b>Section 1: Training and Education</b>	<b>Page 4</b>
<b>Section 2: Screening Staff Members and Volunteers</b>	<b>Page 5</b>
<b>Applicant Screening</b>	<b>Page 5</b>
<b>Criminal Background Checks</b>	<b>Page 6</b>
<b>Section 3: Athlete Protection Policy</b>	<b>Page 9</b>
<b>Section 4: Managing Training and Competition</b>	<b>Page 16</b>
<b>Supervision of Athletes and Participants</b>	<b>Page 16</b>
<b>Physical Contact</b>	<b>Page 17</b>
<b>Electronic Communications and Social Media</b>	<b>Page 18</b>
<b>Locker Rooms and Changing Areas</b>	<b>Page 20</b>
<b>Travel – Junior Team</b>	<b>Page 21</b>
<b>Section 5: Responding to Abuse, Misconduct and Policy Violations</b>	<b>Page 25</b>
<b>Reporting</b>	<b>Page 25</b>
<b>Disciplinary Rules and Procedure</b>	<b>Page 29</b>
<b>Section 6: Monitoring PNRA’s Strategy</b>	<b>Page 31</b>
<b>Part 2: Forms</b>	<b>Page 32</b>

## **INTRODUCTION:**

In conjunction and with the help of the United States Olympic Committee and USRowing, the Princeton National Rowing Association (PNRA) has adopted the following SafeSport policies as they relate specifically to PNRA run activities. Such activities include: PNRA hosted and owned events; PNRA and Mercer Rowing Programs and competitions; PNRA summer camps; and other rowing related activities that utilizing the Caspersen Rowing Center.

Rowing is a life-long activity, where our athletes engage to have fun and spend time with friends. Sport also encourages a healthy lifestyle, and builds self-confidence. Our athletes often do better off the field than those who do not participate in sport. 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

**All forms of misconduct are intolerable and in direct conflict with the Olympic Ideals and those of PNRA.** 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.

PNRA is committed to improving the development and safety of athletes and participants involved in our sport. PNRA publishes this handbook as a resource to guide the development, implementation and internal review of effective athlete safety and misconduct prevention strategies for rowing activities run by PNRA.

USRowing Athletes, Coaches, Staff and Volunteers utilizing the Caspersen Rowing Center are governed by USRowing's Safety Policies and Participant Safety Manual. Athletes, Coaches and Volunteers in the Hun School, Lawrenceville School and Peddie programs are governed by the policies and regulations of their institutions.

## SECTION 1: TRAINING AND EDUCATION

PNRA policies and procedures require mandatory reporting of abuse, misconduct and violations of its Participant Safety Handbook by the following groups in their respective roles:

- PNRA administrative staff members\*
- PNRA employed coaches\*
- PNRA seasonally contracted coaches, whether volunteer or paid\*
- PNRA MJRC team volunteer chaperones\*
  
- PNRA Board of Directors\*\*
- PNRA Volunteer Leaders\*\*

To do so, staff members (coaches, administrative, contracted) and/or volunteers (volunteer coaches under contract, volunteer leaders, board and committee members) 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 volunteers shall complete awareness training concerning misconduct in sport before performing services for PNRA. Misconduct in sport includes:

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

Staff members and volunteers must successfully complete the training and quiz after the test. PNRA, along with USRowing, has partnered with SafeSport to provide training free of charge through:

1. Go to [SafeSport.org](https://www.safesport.org) and click on the “Sign In” button (upper right corner).
2. Register following the prompts and create your account.
3. Select U.S. Rowing as your “Membership” from the drop-down menu.
4. The following account code should be used for USRowing: **J5YZ-UJKV-YMFX-4ENI**

Those staff members and volunteers who are required to take awareness training will take athlete awareness training every two (2) years, the first training to commence no more than 30 day(s) before they have contact with athletes.

## **SECTION 2: SCREENING STAFF MEMBERS, AND VOLUNTEERS**

### **APPLICANT SCREENING**

Staff members, coaches and volunteers must consent to, and pass, a formal applicant screening process before performing services for PNRA.

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

### **EDUCATION ABOUT PNRA'S PROTECTION POLICIES**

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

- Requiring awareness training 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

### **WRITTEN APPLICATIONS**

Each applicant for a position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Ask open-ended questions that encourage broad answers
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

### **PERSONAL INTERVIEW**

For employee applicants, appropriate staff will interview employee applicants whose experience and credentials are considered a fit for available positions.

In the case of Board and committee applicants, the nominating committee of the Board of Directors will interview applicants whose experience and credentials are considered a fit for available positions.

During this interview, PNRA will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

\* Mandatory screening and background check \*\* Recommended screening and background check

## **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.

## **RELEASE**

Each applicant also will provide a signed release, consistent with federal and New Jersey laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing PNRA to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

## **CRIMINAL BACKGROUND CHECK POLICY**

All applicants (staff and volunteer as defined in section 1) will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act **before** providing services for PNRA. Through this criminal background check, PNRA will utilize reasonable efforts to ascertain past criminal history of an applicant.

## **PROCESS**

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared by the third party provider before he or she may perform services for PNRA.

PNRA will request that its vendor will provide the applicant with the Criminal Background Check Consent and Waiver Release form, and perform the criminal background check. As part of its criminal background check, PNRA 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**

PNRA will use a criminal background check to gather information about an applicant's prior criminal history. The information revealed by the criminal background check may disqualify an applicant from serving as a staff member, contractor or volunteer.

Information that could disqualify an applicant includes, but is not limited to, 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 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 PNRA 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:

- (1) The designated staff contact at PNRA that administers applications;
- (2) In the case of Board and committees, the PNRA's Safeguarding Officer and PNRA Board of Directors;

PNRA'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 that 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.

### **APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR**

Any disqualified individual has the right to dispute the findings of the criminal background check directly with the PNRA's approved Criminal Background Check Vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to the PNRA. PNRA 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 PNRA sanctioned events and/or activities.

### **FREQUENCY OF CRIMINAL BACKGROUND CHECKS**

Criminal background checks will be refreshed every two 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 PNRA.

### **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or participation in PNRA'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 to notify an immediate supervisor, or in the case of a volunteer, to notify the PNRA's Executive Director PNRA's Safeguarding Officer or President of PNRA'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 PNRA 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, a 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 PNRA; or
- Not met the job requirements

### **REVIEW OF DISQUALIFIERS**

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

### **RECORDS**

Records are secured at PNRA headquarters for a period indicated by applicable law or until the applicant is no longer affiliated with PNRA, whichever date is later.



## SECTION 3: ATHLETE PROTECTION POLICY

### COMMITMENT TO SAFETY

#### Overview

In the event that any staff member observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of each staff member to immediately report his or her observations to an immediate supervisor, or the PNRA's Executive Director.

In the event that any volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse or misconduct, it is the personal responsibility of each volunteer to immediately report his or her observations the PNRA Executive Director, PNRA's Safeguarding Officer or a member of the PNRA Board of Directors.

PNRA 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, PNRA's Executive Director, PNRA's Safeguarding Officer or a member of the PNRA Board of Directors. Complaints and allegations will be addressed under PNRA's Disciplinary Rules and Procedure.

PNRA 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:

- PNRA's staff members and PNRA's volunteers as defined in Section 1

Staff members, 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

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

**Note 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.

(2) 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

(1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:

- a. verbal acts
- b. physical acts
- c. acts that deny attention or support

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

#### *Exception*

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

#### *Examples*

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

(1) **Verbal Acts.** A pattern of verbal behaviors that (a) attack an 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.

- (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) 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**

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

### ***Exceptions***

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

### ***Examples***

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

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

attention or sleep.

***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) nonconsensual 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,
- (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
  - (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.

### ***Comment***

**(1) Authority and Trust.** Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

***Comment (continued)***

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

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

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

- (a) a coach discussing his or her sex life with an athlete
- (b) a coach asking an athlete about his or her 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)
- (h) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
  - a. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
  - b. is sufficiently severe or intense to be harassing to a reasonable person in the context.

**Bullying**

- (1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership
- (2) Any act or conduct described as bullying under federal or state law

***Exceptions***

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

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

### ***Examples***

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

- (1) **Physical behaviors.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete; (b) throwing at, or hitting an athlete 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**

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

### ***Exceptions***

None

### ***Examples***

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

- (1) **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping 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, gender, disability, religion, race, skin color, national origin 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**

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

### ***Exception***

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

### ***Examples***

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

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

### **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. Every staff member and/or volunteer is obligated under this policy to report known misconduct.

### **REPORTING**

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, and volunteers of PNRA shall follow the reporting procedures set forth in PNRA's Reporting Policy. **PNRA 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.

## **SECTION 4: MANAGING TRAINING AND COMPETITION**

### **SUPERVISION OF ATHLETES AND PARTICIPANTS**

During training and competition, PNRA 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 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 a boathouse or rowing dock.
- 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 PNRA 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 PNRA activities, including being left alone on shore during water practice time, and PNRA coaches, staff members and/or volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

#### **EXCEPTION: ONE-ON-ONE INTERACTIONS**

Minor athletes and participants may be placed in one-to-one interaction in a coaching launch during an on-the-water practice session. During this period, the launch should remain in visible and audible contact with the crews on-the-water.

On occasion, a Coach or Staff member may have to wait with an individual athlete while the athlete is waiting for transportation from a PNRA activity. In this case the coach or staff member will remain with the athlete in a public area. If this area is in the boathouse, the doors will remain unlocked.



## **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**

PNRA 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
- administering first aid and emergency medical care
- 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 dock

## 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, PNRA administrator, PNRA’s Safeguarding Officer or a member of the PNRA 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 PNRA’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 minor 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 minor athlete's parents or guardians.**

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

Coaches may not have athletes of PNRA's Junior Rowing Program join a coach's personal social media page. Athlete members and parents can friend the official PNRA page and coaches can communicate to athlete members through the site. 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 without permission of the athlete. Coaches should use best judgment and professionalism in the content of their public media posting.

All direct posts and messaging 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. Where the coach is a staff member, email from a coach to any athlete should come from the PNRA email service (the coach's return email address will contain "@rowpnra.org").

### **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 PNRA videos or publications, posted on PNRA or PNRA associated websites or offered to the PNRA athlete families seasonally on disc or other electronic form. It is the default policy of PNRA 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 PNRA.

### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY**

The parents or guardians of a minor athlete may request, in writing, that their child not be contacted by any form of electronic communication by coaches, including the communication of photography or videography of that athlete's imagery. Such requests will be granted by PNRA in writing.

### **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 Participant Safety Handbook.

### **VIOLATIONS**

Violations of PNRA's Electronic Communications and Social Media Policy should be reported to your immediate supervisor, a PNRA administrator, PNRA's Safeguarding Officer or a member of PNRA's Board of Directors for evaluation. Complaints and allegations will be addressed under PNRA'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**

PNRA maintains practice and competition facilities at the Caspersen Rowing Center. This facility has changing areas that is shared with the general public. As such, there are likely to be people who are not associated with PNRA in the changing area around the time of practice.

When we travel for competition or to outside training camps, the facilities may differ from location to location. We will work with the local organizing committee to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

### **MONITORING**

PNRA and the Caspersen Rowing Center have staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff members inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, 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, will check on the athlete's whereabouts.

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 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**

PNRA teams consists of both male and female athletes. Both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, PNRA has the male and female players 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.** Such devices should be left outside of the locker room in a secure area, vehicle or checked with a coach or adult volunteer.

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. PNRA 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 PNRA 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, PNRA staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated minor athlete and should only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the minor 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 a minor athlete

or minor participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who also are 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 PNRA sponsors, coordinates or arranges for travel so that our teams can train or 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.

PNRA makes efforts to provide adequate supervision through coaches and other adult chaperones on teams with junior athletes. PNRA policy dictates a maximum ratio of nine junior athletes to one chaperone on trips and away camps.

For team travel, hotels and air travel will be booked in advance by PNRA. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. PNRA will notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and remove mini-bars. We may request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for coaches and athletes to socialize.

Please note that regardless of the location of the event, PNRA policies on providing alcohol and drugs to minors follows the U.S. state law of New Jersey, and parents are expected to adhere to this policy, especially when staying near or with the team. No parent should provide alcohol to minors during PNRA Team Travel. 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 NOTIFICATION**

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

For junior teams, PNRA will distribute specific travel itineraries when they become available. These will

include a more detailed itinerary, as well as contact information for team travel chaperones.

### **MIXED-GENDER AND MIXED-AGE TRAVEL**

PNRA teams are sometimes 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 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.

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). Where an adult is registered both as a coach and an athlete member of a PNRA team or camp, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

### **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.

If a coach or staff member transports an athlete or other organization member in their private car or a vehicle rented or owned by PNRA for team travel, a copy of the coach's or staff member's valid driver's license, vehicle registration and proof of insurance 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:

- a. 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
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. 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
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. 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
- j. not use drugs or alcohol or be under the influence of alcohol or drugs while on team travel performing their coaching duties
  - k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
  - l. 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 PNRA's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in PNRA's Participant Safety Handbook.

If a chaperone has not undergone a criminal background check and PNRA'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 PNRA's Participant Safety Handbook.

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

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club policies during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. 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
- j. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a PNRA administrator, PNRA's Safeguarding Officer or a member of PNRA's



Board of Directors.

## SECTION 5: RESPONDING TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS

### REPORTING POLICY

Every PNRA staff member and/or volunteer must report:

- (1) violations of the Participant Safety and Related Policy Handbook,
- (2) misconduct as defined in Participant Safety and Related Policy Handbook, and
- (3) suspicions or allegations of child physical or sexual abuse.

**As a matter of policy, PNRA 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 at PNRA are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker, to:

- (1) the PNRA Executive Director, or
- (2) a member of PNRA's Board of Directors, or
- (3) PNRA's Board of Directors Safeguarding Officer, and,
- (4) where applicable, **appropriate law enforcement authorities.**

Volunteers at PNRA are required to report suspicions or allegations of child sexual abuse by a colleague, PNRA staff member or PNRA member, to:

- (1) Volunteers should report incidents to the Executive Director, or
- (2) Board and committee members should report incidents to a member of PNRA's Board of Directors or PNRA's Safeguarding Officer, and,
- (3) where applicable, **appropriate law enforcement authorities.**

##### *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, PNRA administrator, PNRA's Safeguarding Officer or a member of the PNRA'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 a PNRA supervisor, PNRA administrator, PNRA's Safeguarding Officer, or a member of PNRA'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:

- (1) their immediate supervisor,
- (2) a PNRA administrator, or
- (3) a member of PNRA's Board of Directors Committee, or
- (4) PNRA's Board of Directors Safeguarding Officer.

PNRA also encourages member parents, athletes and other sport participants to communicate violations of PNRA's Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a PNRA administrator, PNRA's Safeguarding Officer or member of PNRA's 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 PNRA supervisor or PNRA administrator with whom they are comfortable sharing their concerns. You also may report to any member of its Board of Directors or the PNRA's Safeguarding Officer. You may also utilize the anonymous reporting hotline service that PNRA has established.

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**

PNRA 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 PNRA 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 (contained at the end of this document.) Information on this form will include:

- 1) the name(s) of the complainant(s)
- 2) the type of misconduct alleged
- 3) the name(s) of the individual(s) alleged to have committed the misconduct
- 4) the approximate dates the misconduct was committed
- 5) the names of other individuals who might have information regarding the alleged misconduct
- 6) a summary statement of the reasons to believe that misconduct has occurred

PNRA will withhold the complainant's name on request, to the extent permitted by law. A copy of PNRA's Reporting Form can be found at the end of this policy.

### ***Confidential Reporting Hotline***

Individuals reporting child physical or sexual abuse or other misconduct may report using the confidential reporting hotline that PNRA has established. Complaints can be reported by accessing the hotline as follows:

- Website: [www.lighthouse-services.com/rowpnra](http://www.lighthouse-services.com/rowpnra)
- Toll-Free Telephone:
  - English speaking USA and Canada: 833-930-0002
  - Spanish speaking USA and Canada: 800-216-1288
- E-mail: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include PNRA's name with report)
- Fax: (215) 689-3885 (must include PNRA's name with report)

Information on this form will include:

- 1) the type of misconduct alleged
- 2) the name(s) of the individual(s) alleged to have committed the misconduct
- 3) the approximate dates the misconduct was committed
- 4) the names of other individuals who might have information regarding the alleged misconduct
- 5) a summary statement of the reasons to believe that misconduct has occurred

The hotline is operated by a third-party vendor, Lighthouse, and is available 24 hour a day, 7 days per week. The identities of callers who choose to use this confidential reporting hotline will not be disclosed without the caller's express permission.

### **CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS**

#### **Confidentiality**

To the extent permitted by law, and as appropriate, PNRA 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**

PNRA 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, or
- by expressing concerns verbally to a PNRA administrator or a member of PNRA's Board of Directors or Safeguarding Officer, or
- through email, or letter directed to a PNRA administrator or a member of PNRA's Board of Directors or Safeguarding Officer, or
- through use of PNRA's Confidential Hotline service.

**However, anonymous reporting may make it difficult for PNRA 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, PNRA will support the complainant(s) and his or her right to express concerns in good faith. PNRA 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 Participant Safety and Related Policies Handbook 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 Participant Safety and Related Policies Handbook 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. **PNRA, 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, PNRA 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.

**Volunteer reference for mandatory reporting laws, visit:  
[www.childwelfare.gov](http://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, PNRA 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, the PNRA Executive Director may suspend or change the assignment of a staff member and/or volunteer without a hearing.

A staff member or volunteer's failure to report to a supervisor, a PNRA administrator, PNRA's Safeguarding Officer or member of the 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**

PNRA 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 volunteers must report policy violations and misconduct to an immediate supervisor, PNRA administrator, PNRA's Safeguarding Officer or member of the Board of Directors.

PNRA 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 PNRA's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, PNRA may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In PNRA's discretion, as appropriate, and after consultation with counsel, PNRA 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 PNRA 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**

**APPLICATION**

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

- Violations of PNRA's policies
- Child abuse (physical or sexual), where PNRA's actions will not undermine an ongoing legal investigation or criminal prosecution

**PNRA will not enter into an investigation that undermines a pending legal investigation or criminal prosecution.**

### **DISCIPLINARY RULES**

On receipt of an allegation, PNRA 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.

PNRA will address allegations against a staff member and/or volunteer under relevant organizational policies (e.g., Employment Policies and Procedures, and Bylaws).

PNRA's disciplinary response will depend on the nature and seriousness of the incident, and in extreme cases, misconduct will result in summary dismissal. PNRA may undertake a formal investigation and hearing at its discretion. Before taking any disciplinary action, however, PNRA will offer the accused an opportunity to respond.

If the accused individual is a minor, PNRA will contact his or her parents or guardians.

### **DISCIPLINARY ACTION**

Sanctions for violations of the Participant Safety and Related Polies Handbook will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, PNRA may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or in the case of a minor, the minor'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 and boathouses or to youth)
- Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to supervised vigilantly the accused individual 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 terminating 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 Athlete Protection Policy), PNRA may immediately suspend or terminate the accused individual to ensure participant safety.

### **COMPLAINANT PROTECTION**

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

### **BAD-FAITH ALLEGATIONS**

Any individual who alleges misconduct under the Participant Safety and Related Policies Handbook that, upon review, is determined to be malicious, frivolous or made in bad faith will be a violation of our Participant Safety and Related Policies Handbook. Bad-faith reports may also be subject to criminal or civil proceedings.



## **SECTION 6: MONITORING PNRA'S STRATEGY**

By monitoring the interactions among staff, volunteers, athletes and others, PNRA works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Participant Safety Handbook, while reinforcing appropriate behaviors.

### **MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES**

PNRA 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**

PNRA 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 PNRA 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 PNRA's Reporting Policy. **PNRA 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.**

# ***PART 2: FORMS and DOCUMENTS***



# *Princeton National Rowing Association*

## **APPLICATION FOR EMPLOYMENT**

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of this application. **PLEASE USE INK.**

Job Applied For: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Are you seeking (circle):    Full-time                      Part-time                      Temporary                      Summer

When are you available to work (circle):    Days    Evenings            Nights    Weekends            On call

When are you available to start employment? \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Salary requested: \$\_\_\_\_\_ per \_\_\_\_\_

### **PERSONAL INFORMATION:**

Name (Last, First, Middle) \_\_\_\_\_

Current Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Message Telephone (\_\_\_\_\_) \_\_\_\_\_

Social Security Number (Optional) \_\_\_\_\_

Are you at least 18 years of age (circle)?    Yes    No

E-mail address: \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the United States (circle)?    Yes    No

How did you learn of the position (circle)?            Newspaper ad    Walk-in    Job Line    Referral    Other

\_\_\_\_\_

**Part 2: Sample Forms and Documents**

**EMPLOYMENT HISTORY:** (Complete even if you have a resume to attach.)

Account for all periods of time including military service and any periods of unemployment. List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (    ) \_\_\_\_\_

Key Duties: \_\_\_\_\_

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (    ) \_\_\_\_\_

Key Duties: \_\_\_\_\_

**Part 2: Sample Forms and Documents**

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (    ) \_\_\_\_\_

**EDUCATION:**

School	Name and Complete address of School (Street, City, State, Zip)	Course Of Study	Graduated Yes or No	Grade Completed	Diploma/ Degree
High School					
College					
College					
Other: (BS, Tech, Trade, Military)					

Part 2: Sample Forms and Documents

**SKILLS:**

If you are an experienced operator of any business machines or equipment, please list.

\_\_\_\_\_

If you are an experienced operator of any heavy-duty machines or equipment, please list.

\_\_\_\_\_

Do you transcribe dictation from a recording device (circle)?    Yes    No

Word Processing (specify equipment): \_\_\_\_\_

Data Entry (specify equipment): \_\_\_\_\_

What computer software do you know how to use? \_\_\_\_\_

What skills or additional training do you have that are related to the job for which you are applying?

\_\_\_\_\_

**GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.**

1. Have you ever been convicted under any criminal law; including any plea of "guilty", "no contest" or "deferred adjudication" (excluding minor traffic violations)?    Yes     No   
If yes, when, where, and what was the disposition? \_\_\_\_\_
2. Do you have charges or prosecutions that are pending?    Yes     No
3. Have you ever been fired from a job, or asked to resign?    Yes     No     If yes, please explain: \_\_\_\_\_
4. Do you have any relatives currently employed by this organization?    Yes     No
5. May we contact your present employer?    Yes     No     If no, please explain: \_\_\_\_\_
6. For driving jobs only: Do you have a valid driver's license?    Yes     No   
License No \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ Expires: \_\_\_\_\_
7. Professional License:    National     State     Both   
License (specify) \_\_\_\_\_ License No: \_\_\_\_\_ By \_\_\_\_\_ Expires \_\_\_\_\_

**REFERENCES:**

*Give three references, business or faculty, who are familiar with your qualifications*

<b>NAME</b>	<b>COMPLETE ADDRESS (Street, City, State, Zip)</b>	<b>PHONE</b>	<b>OCCUPATION</b>

*AFFIDAVIT, CONSENT AND RELEASE*

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand and, by my signature, consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## REFERENCE FORM

<b>Candidate Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Reference Name:</b>	
<b>Reference Position/Organization:</b>	

Recommended Questions	Questions to Avoid with References
When did (candidate) work for your company?	Any question that relates to race or ethnicity.
Could you confirm starting and ending employment dates? When did s/he leave the company?	Any question that tends to identify the candidate's age if it is not a job requirement. (ex: do you know when the candidate graduate from high school?)
Were you asked to be a reference by (candidate)?	Any question attempting to identify the candidate's nationality, lineage, ancestry, national origin.
What was her/his position? Can you describe the job responsibilities?	Any question related to the candidate's children, child care, ages of the candidate's children, or other subjects that are likely to be perceived by covered group members, especially women, as discriminatory.
Did (candidate) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (candidate's) management style? How would you describe her/his supervisory/management skills?	Are there any health-related reasons why (candidate) may not be able to perform on the job?



Part 2: Sample Forms and Documents

How did (candidate) handle conflict? How about pressure? Stress?	Does (candidate) have any physical or mental defects which preclude them from performing certain kinds of work?
Did you act as (candidate's) supervisor? If (candidate) did not report to you, what was your working relationship? Did you evaluate (candidate's) performance? What was noted as needing improvement during this performance review? What do you consider (candidate's) key strengths?	Has (candidate) been hospitalized in the last five years?
How would you describe (candidate's) punctuality?	Has (candidate) recently had a major illness?
Could you rate (candidate's) reliability on a scale of 1-10, 10 being the best?	How many days was (candidate) absent from work because of illness last year?
What was his/her biggest accomplishment while working at your company?	Has (candidate) ever filed for workers' compensation insurance?
How would you describe (candidate's) ability to work as part of a team?	Any inquiry that is not job-related or necessary for determining and applicant's potential for employment.
(Candidate) is being considered for the following position; do you think he/she is a good fit? Why?	Is (candidate) a citizen of the U.S.?
What haven't we discussed that you feel is vital for me to know about (candidate)?	Has (candidate) ever worked for your company under a different name?
Would you re-hire this person? Why or why not?	

## REFERENCE INFORMATION

Candidate name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

1. In what capacity do you know the candidate?  
\_\_\_\_\_
2. How long have you known him/her? \_\_\_\_\_
3. What are his/her strengths?  
\_\_\_\_\_
4. In which areas could he/she improve?  
\_\_\_\_\_
5. What would be the ideal role for him/her?  
\_\_\_\_\_
6. Please describe candidate's interaction in a team setting.  
\_\_\_\_\_
7. Would you rehire him/her? \_\_\_\_\_
8. Is there any other information you feel would be helpful for us to know about him/her?  
\_\_\_\_\_

## REPORTING FORM

PNRA strongly encourages the reporting of misconduct. PNRA 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

Male  Female

4. Address (City, State required):

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

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

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

Comments:

**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?)

## Part 2: Sample Forms and Documents

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)

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

15. Gender

Male

Female

**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:

## Part 2: Sample Forms and Documents

17. Phone Number:

18. Email Address:

19. Club Affiliation (if any):

20. Relationship to victim (if any):

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

### Other Information

21. 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:

**INCIDENT REPORT FORM**

<b>Incident:</b>	
<b>Reported By:</b>	
<b>Date:</b>	
<b>Individuals (s) Involved:</b>	

<b>Investigated By:</b>	
-------------------------	--

<b>Location of Incident:</b>	
------------------------------	--

<b>Summary of Complaint:</b>	
------------------------------	--

**INCIDENT INVESTIGATION REPORT FORM**

<b>Statements Provided By:</b>	
------------------------------------	--

<b>Conclusion:</b>	
--------------------	--

<b>Recommendation:</b>	
------------------------	--

**ACTION TAKEN:**

---

---

---