

**Friends of Shenendehowa Crew (FOSC) Safe Sport Policy  
(Bullying, Hazing, Harassment, Misconduct Section)**

**PURPOSE:** To establish guidelines and universal rules for acceptable behaviors and procedures to ensure a safe and productive environment for all rowing members of FOSC.

**POLICY:** It is the policy of FOSC to follow the rules and regulations set forth by the US Rowing Safe Sport program. Coaches and student-athletes are expected to represent themselves and their team with honesty, integrity, and character. All members of FOSC are expected to exhibit good sportsmanship at all times.

- a. This policy applies to FOSC employees; athletes; designees of any FOSC event, volunteers and parents; and individuals formally authorized to a position of authority over or to have frequent contact with athletes.
- b. FOSC prohibits the following conduct and abides by the definitions set forth in the US Rowing Safe Sport Policy for: *(See attachment A for examples)*

Bullying	Possession and/or Use of Drugs or Alcohol
Hazing	Possession and/or Use of Tobacco Products
Harassment	Hosting of Drinking/Drug Parties
Emotional Misconduct	Stealing
Physical Misconduct	Destruction of Property
Sexual Misconduct	

- c. Student athletes and parents must read and agree to follow FOSC’s Student - Athlete Code of Conduct which applies for one calendar year including summer. The Student Athlete Code of Conduct is part of the registration packet and must be signed by both student-athlete and parent-guardian and submitted with registration. *(see attachment B for form)*
- d. Coaches must read and agree to follow FOSC’s Coaches Code of Conduct. As part of the application process and orientation program, the Coaches Code of Conduct will be submitted once signed by the coach as an acceptance of expected behaviors. *(see attachment C for form)*

**RESPONSIBILITY:** It is the overall responsibility of FOSC board of directors to ensure proper and accurate implementation of the US Rowing Safe Sport Policy. FOSC is committed to operating in a manner consistent with this program. Prompt institutional response will occur when code of conduct violations are reported. Staff members and student-athletes of FOSC have an obligation to report any violations or potential violations of the code of conduct of which they are aware. FOSC creates a committee of volunteers led by an assigned board member. The FOSC Safe Sport committee is a special committee comprised of members with various levels of experience with the sport of rowing, representative of all team levels.

This committee is tasked to:

- a. Review current policy for most up to date information and procedures
- b. Perform incident investigations via phone and/or in person as needed with all parties.

- c. Review findings of investigations and develop a plan of action and response to the person who initiated the incident report
- d. Implement systematic record keeping of incident reports.
- e. Develop a plan to communicate the process of this policy and educate all FOSC members about the code of conduct for both student-athletes and coaches defined by the US Rowing Safe Sport program.

**PROCEDURES:** As defined by the US Rowing Safe Sport Safe Sport Policy and Guidelines

1) **Criminal Background Checks:**

- a. Criminal background checks are required for all coaches and assistant coaches that are hired by team.

2) **Education and Training:**

- a. All individuals authorized, approved or appointed by FOSC to a position of authority over student-athletes will complete US Rowing Safe Sport online training and submit a certificate of completion.
- c. Age appropriate education of the US Rowing Safe Sport guidelines and rules will be delivered to each student-athlete team at the beginning of each coaching season.
- d. FOSC student-athlete's code of conduct will be attached to the registration packet for acknowledgement of acceptance with signature from both student-athlete and parent.
- e. Posters of FOSC prohibited conduct, with examples, will be posted in various locations where student-athletes may be present as a reminder of unacceptable behaviors.
- f. Informational pamphlets/handouts will be available at parent meetings and on the FOSC website.

3) **Reporting:** The following options are available for reporting code of conduct violations:

**IMPORTANT:** Coaches, Parents, Volunteers, Student- athletes alleged to have broken local, state and federal laws including violations involving physical and/or sexual harassment - violence, use of illegal weapons, or driving while under the influence are to be reported directly to local, state and federal officials. The FOSC Safe Sport Committee has no legal authority to review or judge instances that involve criminal behavior and offenses.

Any FOSC student-athlete, parent, volunteer or coach may fill out an incident report and submit to the FOSC Safe Sport Committee directly from the FOSC website at [shencrew.com](http://shencrew.com). An incident must be reported within 30 days of the event. This 30 day deadline is necessary for all parties to address the incident in a timely manner. This incident report may be used for any knowledge of behavior or activity that concerns the reporter. The incident report will be reviewed by the safe sport committee and appropriate follow up will be addressed according to the **FOSC Safe Sport Policy (Bullying, Hazing, Harassment, Misconduct Section)**.

- a. Incident report forms are available online @ [www.shencrew.com](http://www.shencrew.com); to member participants.
- b. Incident reports may be filled out online and electronically sent to the FOSC Safe Sport Committee.
- c. Incident reports must be submitted within 30 days of the incident.
- d. An email will be sent to the writer of the report by the Safe Sport Committee to acknowledge

receipt of the incident report.

- e. An update to the incident report will be given to the writer of the report by a phone call or email within 72 hours. (*see attachment D for form*)

**Team Coach** – An athlete may choose to report any knowledge of behavior or activity that concerns them to their team coach, the Head Coach or Executive Director. Any team coach who receives such a report will immediately report the information directly to the Head Coach or Executive Director for further processing.

**Head Coach or Executive Director** – The Head Coach or Executive Director will take reporting information from any member of FOSC and determine if it is possible to directly address the concerns that have been raised. Minor miscommunication or clarification of events between student-athletes can be performed by the Head Coach or Executive Director without involvement of the FOSC Safe Sport Committee. Head Coach or Executive Director will work with the FOSC Safe Sport Committee for processing.

**Board of Directors** – This group will help to ensure review of any grievance or dispute only if satisfactory results have not been achieved from the options outlined above. The designated board member in charge of committee volunteers will submit a seasonal report of incidents and results.

#### 4) Confidentiality:

All information shall be kept confidential to the extent reasonably possible to resolve the issue and as permissible by law. Witnesses and those interviewed shall be informed of the confidential nature of the issues, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the subject matter to others and shall be subject to disciplinary action as defined in this policy.

#### 5) Retaliation Is Prohibited:

The initiation of an allegation will not subject the individual reporting the incident or witnesses, those involved in incident, parents of athletes to experience retaliation nor will it affect such person's dealings with FOSC. Retaliation includes social media, emails, phone calls and/or conversations regarding the reported incident during and after the investigation. Retaliation against anyone involved in incident, reporting or investigating the incident will not be tolerated nor interference of the investigation. Retaliation or interference could result in suspension.

#### 6) Disciplinary Procedure:

- On receipt of an incident report, the FOSC safe sport program will determine in its discretion the appropriate steps to address the conduct based on several factors, including the age of the complainant or victim, the age of the accused and the nature, scope and extent of the allegations.
- The FOSC safe sport program will address allegations against a staff member and/or volunteer under its Employment Policies and Procedures and Bylaws.
- The FOSC safe sport program's disciplinary response will depend on the nature and seriousness of the incident and in an extreme case, misconduct will result in immediate dismissal, provided that the

accused individual shall be advised of their right to a hearing. If the accused individual is a minor, FOSC safe sport program will contact his or her parents or guardians.

- Suspensions entail that the athletes and parents of athlete will not be allowed to make use of any FOSC service or facility. This includes use of boathouse, use of transportation provided by FOSC and attendance to any FOSC sanctioned event (regatta, banquet or activity).

4) **Enforcement:**

- The grievance process will be free of bias and conflict of interest to address allegations of misconduct following a report or complaint of misconduct and shall include the opportunity for review by a disinterested individual or body.
- Disciplinary actions resulting from an incident report review will be implemented and enforced by the Executive Director and Head Coach.

5) **Other:**

- a. These minimum standards may be amended from time to time by vote of the FOSC board of directors.
- b. The FOSC student-Safe Sport policy shall be guided by the principle that supporting the health and safety of its student-athletes is a key element of its managerial capabilities.
- c. Failure to meet the minimum standards of this policy may result in disciplinary action by FOSC including, without limitation, the withdrawal of membership.
- d. Exceptions to these minimum standards may be granted by FOSC on a case by case basis where appropriate, provided that such exceptions do not endanger student-athletes.

6) **Code of Conduct Definitions:** <http://www.usrowing.org/Safety/SafeSport.aspx>

See Website for ALL misconduct definitions with examples of behavior for the following

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|-------------------------------------|--|
| • <b>Bullying</b>                   | <b>Possession and/or Use of Drugs or Alcohol</b> |
| • <b>Hazing/Initiation Ceremony</b> | <b>Possession and/or Use of Tobacco Products</b> |
| • <b>Harassment</b>                 | <b>Hosting of Drinking/Drugs Parties</b>         |
| • <b>Emotional Misconduct</b>       | <b>Stealing</b>                                  |
| • <b>Physical Misconduct</b>        | <b>Destruction of Property</b>                   |
| • <b>Sexual Misconduct</b>          |  |

**REFERENCES:**

- [www.usrowing.org](http://www.usrowing.org);
- [www.p12.nysed.gov/dignityact/](http://www.p12.nysed.gov/dignityact/);
- [www.shenet.org/Safety\\_Health\\_Wellness/DASA.cfm](http://www.shenet.org/Safety_Health_Wellness/DASA.cfm);

**REVIEW:** Done annually by FOSC board members for changes to current US Rowing standard and applicability to current club requirements. February 10, 2015 policy reviewed and revised on 7/14/16 by SafeSport members.

**FOLLOW UP RESPONSIBILITY:** FOSC board of directors

**Laura McClenahan**  
**FOSC Board President**

### **Student and Parent - Athlete Code of Conduct**

Student-athletes of Friends of Shenendehowa Crew (FOSC) are representatives of the club. Student-athletes often are in the spotlight and, fair or not, their behavior is subject to scrutiny by their peers, members of the community and at times by the media. The actions of one student-athlete may result in a generalization of all student-athletes and other FOSC members and reflects on the individual and their team, whether it be positive or negative. As such, all members of FOSC (students, parents & coaches) are expected to exhibit good sportsmanship at all times.

The code shall apply for one calendar year (including summer) from the date of the student-athlete's and parents most recent signature and will be in effect at all times, in all locations, including non-rowing related activities.

#### **Athletes and parents agree to the following rules of behavior:**

1. Respect their coach and teammates. Follow all team guidelines set by coaching staff.
2. Respect race officials. Accept their decisions without gesture or argument.
3. Respect the person and the property of others such as cell phones, backpacks, clothing in locker room etc. This will also include being respectful and careful with the equipment of the rowing club.
4. Treat opponents with respect, win without boasting, lose without excuses and never quit.
5. Athletes will not lie, cheat or steal and will not condone such action on the part of others.
6. Swearing and inappropriate gestures are not allowed.
7. The use or possession of alcohol and/or illegal and performance enhancing drugs is strictly prohibited by all athletes. Parents are not allowed to have alcohol at team food tents or trailers during events.
8. Attend practices with regularity and intensity. Notify the coaches when planned absences must occur.
9. Exercise self-control at all times setting the example for others to follow.
10. Put the best interest of the club and of their teammates ahead of their personal interests.
11. Athletes will not engage in the following activity/behaviors, either in person or over the internet/social media as these activities/behaviors are **strictly prohibited** by FOSC and the US Rowing Safe Sport Program: Bullying, Hazing, Harassment (including sexual), Emotional, Physical, and Sexual Misconduct, Possession and/or Use of Drugs or Alcohol, Possession and/or Use of Tobacco Products, Hosting of Drinking/Drugs Parties, Stealing, Destruction of Property.

Examples of such behaviors include:

Verbal: name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.

Social: spreading rumors about someone, excluding others on purpose, telling other students not to be friends with someone, embarrassing someone in public at event or practice.

Physical: hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s things, encouraging someone to do something dangerous to get approval.

See the US Rowing Participant Safety Handbook on the US Rowing website for complete descriptions and examples <http://www.usrowing.org/Safety/SafeSport.aspx>

12. Student- athletes alleged to have broken local, state and federal laws will be subject to team sanctions upon a case by case review. Violations involving physical and/or sexual violence, use of illegal weapons, or being under the influence or distribution/possession of drugs or alcohol will be subject to immediate suspension from team activity pending further investigation.

13. The following rules apply to all travel situations, whether local or long distance:

- Student-athletes will respect all local rules and traditions.
- Student-athletes must travel to and from the regatta with a parent, legal guardian or approved chaperone. When team travel is required, athletes must travel with team. Exceptions must be pre-approved by the Head Coach and the head chaperone must be informed in writing.
- Student-athletes must abide by time schedules established by the coaching staff. Chaperones will assist in implementing the schedule.
- The travel coordinator or Head Coach will determine room assignments. There may be up to 4 student-athletes per room. Student-athletes are expected to share beds. Boys and girls are not permitted in each other's rooms at any time unless directly supervised by coach or approved chaperone.

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Parent/Guardian Signature

Date signed

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Student-athlete Signature

Date signed

By signing the above, the student-athlete and parent/guardian agree that they have read and fully understand the Friends of Shenendehowa Crew Student-Athlete Code of Conduct. The student-athlete and parent agree to abide by all rules, guidelines, and restrictions in this document.

## Attachment C

**Coaches Code of Conduct**

Coaches at Friends of Shenendehowa Crew (FOSC) are expected to represent themselves and the team with honesty, integrity, and character both athletically or socially.

Coaches at FOSC are recognized as the most visible members of our team with the ability to influence young student-athletes. Coaches are in the spotlight and their behavior is subject to scrutiny by peers, student-athletes, parents, members of the community and at times by the media. The actions of one coach may result in a generalization of all coaches and FOSC members reflecting on the individual and their team, whether it be positive or negative. It is the expectation that all employed coaches of FOSC will behave according to FOSC's Coaches Code of Conduct.

Coaches who do not conform to this code may be subject to disciplinary action based on the offense. The Executive Director, Head Coach and FOSC board of directors may be involved in determining the disciplinary action with the Executive Director and board of directors making the final decision.

**A. Coaches Are Expected To:**

1. Acknowledge responsibility for being role models; as such, their actions must live up to their words in all instances where student-athletes have knowledge of their actions.
2. Display ethical behaviors, including honesty, integrity, fair play and sportsmanship. These are life-long lessons that take precedence over any emphasis on winning.
3. Follow US Rowing Safe Sport Program guidelines and abide by their rules of conduct. Each coach must complete training and submit course certificate prior to student- athlete contact.
4. Maintain professional conduct in relationships with athletes, officials, colleagues, administrators and the community.
5. Commit themselves to their athletes' academic achievement.
6. Strive to enhance the physical, mental, social and moral development of student-athletes. Teach them positive life skills that will help them become well-rounded, successful and socially responsible.
7. Refrain from profanity and disrespectful conduct in front of student-athletes or in situations where such conduct could damage positive impact as a role model.
8. Maintain control over ego and emotions; avoid displays of anger and frustration; do not retaliate.
9. Demonstrate concern for student-athletes as individuals and enforce behaviors among student-athletes to support and encourage all team members to think and act as a team.

10. Use appropriate motivational techniques to encourage student-athletes to improve performance. Avoid adult humor and sarcasm.
11. Refrain from alcohol, tobacco, illegal or recreational drugs in the presence of student-athletes.
12. Discourage use of performance-enhancing substances.
13. Maintain health and nutrition knowledge to apply to the following situations:
  - Nutrition, hydration, safe weight loss or gain practices, and healthy eating behaviors. When a situation exceeds a coach's scope of knowledge, a discussion with the student-athletes parent(s) or guardian(s) for referrals to appropriate medical professionals will be made.
  - Inform a student-athlete's parent(s) or guardian(s), including the Head Coach, Executive Director or board of directors, if there is any indication that a student-athlete may be engaging in unsafe health or nutrition practices.
14. Maintain a safe environment:
  - Exhibit sound injury and risk management practices.
  - Put the well-being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
  - Put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
15. Improve in and practice safe training and conditioning techniques that are current
  - Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport.
  - Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to a student-athlete or others.
  - Be faithful to the educational and character development missions of the club and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well-being of athletes above winning.
  - Discourage selfishness, encourage ethics and sportsmanship, and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork and winning with character.
16. Observe and require student-athletes to observe the rules of rowing and those relating to eligibility,

recruitment, transfers, practices and other provisions regulating interscholastic competition.

- 17. Promote sportsmanship over gamesmanship. Resist the temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of the competition by practices that negate or diminish the impact of the core athletic skills that define the sport.
- 18. Counsel and guide student-athletes and their parents in the right direction rowing beyond FOSC by:
  - Being candid about the likelihood of getting athletic scholarship and participating at various collegiate levels.
  - Counsel about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, succeed academically or show the character to represent their institution honorably.
- 19. Alleged reports of a coach having broken local, state and/or federal laws will be subject to team sanctions including immediate suspension from team activity pending further investigation.

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Coach Name - Printed

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Coach Signature Date signed

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Head Coach Signature Date signed

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Executive Director Signature Date signed

By signing the above, the coach agrees that they have read, fully understand and agree to abide by the Friends of Shenendehowa Crew Coaches Code of Conduct.

Attachment D  
INCIDENT REPORT FORM

**Must be filled out and reported within 30 days of the incident.**

Incident:	
Reported By:	
Date:	
Investigated By:	
Location of Incident:	
Name & Phone Number for Follow up	

**Safe Sport Committee email address:** [safesport@shencrew.com](mailto:safesport@shencrew.com)

**DISCIPLINARY ACTION:** Sanctions for violations of the code of conduct will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, the FOSC safe sport program may take the following disciplinary actions, without limitation:

- a. Inform the individual's direct-line supervisor or, in the case of a youth participant, the youth's parent or guardian
- b. Provide the individual with guidance, redirection and instruction
- c. Temporary suspension from competition
- d. After investigation FOSC will inform the Shenendehowa Central Schools of incident.
- e. Issue a verbal warning
- f. Issue a written and/or final written warning
- g. Implement a limited access agreement (e.g., limited an individual's access to certain building or to youth)
- h. Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
- i. Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- j. Suspend or terminate employment or athletes membership to the club
- k. Community service