



SafeSport

Procedural Manual

Adopted February 24,2021

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INTRODUCTION

Rowing is a lifelong sport that encourages a healthy lifestyle, builds self-confidence, and develops a sense of community and teamwork. Unfortunately, rowing – like any sport – can also be a high-risk environment for certain types of misconduct, including physical and sexual abuse in the form of bullying, harassment, hazing, emotional misconduct, and physical and sexual misconduct. Misconduct may damage an athlete’s psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem. There can also be a negative impact 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.

Boston Rowing Federation, in accordance with policies and principles adopted by USRowing and the U.S. Olympic Committee (USOC), considers that certain forms of misconduct are intolerable and are in direct conflict with the ideals of the BRF, as well as those of USRowing and the USOC.

The Board of Directors has adopted policies and procedures, as set forth in this SafeSport Procedural Manual, designed to minimize the risk of inappropriate misconduct at the BRF and in connection with BRF-sponsored activities and otherwise protect its members. These policies and procedures may be amended, modified, or added to from time to time as the Board considers appropriate in its sole discretion.

SAFESPORT POLICY

In conjunction with policies and procedures adopted by USRowing and the US Olympic Committee (the "USOC"), the Board of Directors of the Boston Rowing Federation ("BRF") adopted on February 24, 2021 the following policy relating to the safety of participants in BRF-sponsored activities. Such activities include water- and land-based practices and training programs, use of BRF equipment, BRF meetings and social gatherings, use of BRF communication channels (including "google" groups and other social media), and representation of BRF at regattas or other competitive rowing events.

Unacceptable Conduct

The BRF desires to promote the well-being of its members, staff, athletes and volunteers and recognizes that certain of its activities may present a high-risk environment for certain types of misconduct, including physical, emotional and sexual abuse. In particular, the BRF identifies six primary types of misconduct common to athletic environments, as defined in the US Rowing Athlete Protection Policy (<https://usrowing.org/documents/2017/12/21//USRowing-Internal-SafeSport-Policies.pdf?id=1455>) and incorporated into this Policy and Procedural Manual:

- Bullying
- Harassment (including sexual harassment)
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct (including child sexual abuse)

BRF will not tolerate any of the foregoing forms of misconduct by its staff, athletes and volunteers and specifically considers such misconduct to be in direct conflict with sporting ideals, including those espoused by USRowing, the USOC and the BRF.

Application to Specific Employees and Volunteers

The BRF will utilize reasonable efforts to ascertain past criminal history or misconduct of applicants for positions of authority over or with frequent contact with its athletes. The Board will determine, from time to time, the particular positions to which this requirement is applicable ("Designated Positions"). For those Designated Positions, the BRF will require a criminal background check in compliance with the Fair Credit Reporting Act for each individual formally authorized, approved or appointed to such a position as a condition to employment or, if a volunteer position, acceptance.

In addition, each such employee or volunteer must satisfactorily complete certain education and training requirements. The BRF will utilize the online training program endorsed by USRowing at <https://uscenterforsafesport.org/>. Each employee or volunteer must provide the Board with proof of completion of the training program.

The Board has identified the following as Designated Positions: Employees, board members, coaches, adult athletes (18 years and older) and volunteers that have regular contact with minor BRF athletes. As of the date of BRF's adoption of the policy, we do not have any minor athletes, but we have provided for the possibility that the BRF may have minor athletes in the future.

Reporting Misconduct; Enforcement

Each employee, athlete or volunteer at BRF is encouraged to report any incident of misconduct promptly to a member of the Board of Directors. Such report may be anonymous, but must include sufficient supporting facts to enable the Board to initiate a review of the matter. The Board will act expeditiously to investigate such report and shall take such action as it deems appropriate in light of the circumstances and consistent with the BRF's misconduct policy.

Any disciplinary action may be appealed to an independent review board designated by the Board for further consideration.

Procedural Manual

The Board has adopted this Procedural Manual to set out the BRF's specific processes to implement the foregoing policy. This Manual is available to all staff, athletes and volunteers.

RISK MITIGATION

The BRF seeks to mitigate potential risks in our hiring of staff members and/or volunteers with positions of authority over or frequent contact with athletes. To this end, applicants for Designated Positions must consent to, and pass, a formal applicant screening process before performing services for the BRF. Elements of our screening process include, as applicable, completion of an Application for Employment in the form substantially attached as Appendix A for new positions, a personal interview by one or more BRF directors, a reference check and a criminal background check.

In addition, to deter potentially high-risk applicants from applying for such positions, we will inform applicants about our SafeSport policy and procedures and will offer applicants an opt-out by (i) requiring certification of online training before working with athletes and participants; and (ii) requiring applicants to sign a document acknowledging review of our SafeSport policy and procedures prior to employment or acceptance. A copy of the SafeSport Acknowledgement Form is attached as Appendix B.

PERSONAL INTERVIEW

Appropriate directors will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, we will ask questions to encourage discussion and to assess the suitability of the applicant's background, experience and qualifications for the position.

REFERENCES

At our discretion, we may request references of applicants who may 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 other participants. See Appendix C for additional information on the reference process.

CRIMINAL BACKGROUND CHECK

All applicants for Designated Positions will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act. Through this criminal background check, BRF directors involved in the hiring process will utilize reasonable efforts to ascertain past criminal history of an applicant.

PROCESS

The BRF's Treasurer (or other Officer as may be designated from time to time by the Board) will provide the applicant for Designated Positions with instructions to sign up for the background check from the BRF's designated vendor. The applicant will be required to provide the necessary information so that the vendor can perform the criminal background check. As part of its criminal background check, the Treasurer (or designated Officer) will without limitation:

- (1) perform a MA (CORI) check;
- (2) perform a 50-state search of sexual offender registries; and
- (3) verify the person's identification against his or her social security number or other personal identifier.

POTENTIALLY DISQUALIFYING FACTORS

Criminal History

Information that could disqualify an applicant includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

Pending Court Cases

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

Lack of Full Disclosure

Each applicant for a Designated Position 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 termination of employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

FINDINGS

Notice of findings will be provided to the BRF's designated Officer and will be provided to the applicant upon written request.

The background check report will return a "clear" or "consider" status. A "clear status" means that the background check vendor located no records that would disqualify the applicant. A clear status, 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 "consider" finding means that the background check revealed the existence of certain information that the BRF should review and consider whether the applicant is suitable for the BRF's employment or volunteer assignment. Individuals who are subject to disqualification under a "consider" finding may challenge the accuracy of the reported information reported by the background check vendor. Any disqualified individual has the right to dispute the findings of the background check directly with the BRF's approved background check vendor. We are required by this process to accept the findings of our approved background check vendor.

Alternatively, if an individual receives a "consider" finding and wants to contest the BRF's decision not to accept his or her application based on such finding, the individual may request a hearing before a review panel designated by the Board. The request must be made in writing to the BRF Secretary no later than one week following the date of rejection. The Board will then select three members of the review panel, who shall be members of the Board of Directors and not previously involved in the evaluation of the individual's application.

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks for Designated Positions will be at least every two years, or as otherwise

required by law. The Board reserves the right to request additional or more frequent background checks for staff members and/or volunteers at their discretion.

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 the BRF if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor;
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection;
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors;
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors;
- A history of other behavior that indicates they may be a danger to BRF members; or
- Not met the job requirements,

The Board will review the disqualifiers from time to time as it deems appropriate and as otherwise required or modified by law.

RECORDS

Paper documents or records are secured with one or more of the BRF's designated Officers. Electronic records are secured by the BRF's vendor retained to conduct background checks. These records are retained for a period indicated by applicable law or until the applicant is no longer affiliated with the BRF, whichever date is later.

EDUCATION AND TRAINING

Prior to employment or acceptance as a volunteer in a Designated Position, the individual must satisfactorily complete the online training endorsed by USRowing at <https://uscenterforsafesport.org/> and provide the BRF Secretary with proof of completion. The Board will determine, from time to time, other BRF positions, if any, that will be subject to this training requirement.

PROHIBITED CONDUCT

COMMITMENT TO SAFETY

In the event that any staff member, volunteer or athlete observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of such individual to promptly report his or her observations to a member of the Board of Directors

Individuals 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. The BRF expects that the observer will report to the relevant authorities or **Massachusetts Child-at-Risk Hotline: 800-792-5200**.

CATEGORIES OF PROHIBITED CONDUCT (As Defined in the USRowing Athlete Protection Policy)

(<https://usrowing.org/documents/2017/12/21//USRowing-Internal-SafeSport-Policies.pdf?id=1455>)

The following are categories of prohibited conduct that are inconsistent with the ideals set forth in our SafeSport Policy and are not acceptable. For additional information, including clarifying examples of inappropriate behavior, please refer to the USRowing Athlete Protection Policy linked above.

Child Sexual Abuse

- (1) Any sexual activity with a minor where consent is not or cannot be given. This includes sexual contact with a minor 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 minor, regardless of whether there is deception or the minor understands the sexual nature of the activity.

Sexual contact between minors also can be abusive. Whether or not a sexual interaction between minors constitutes sexual abuse turns on the existence of an aggressor, the age difference between the minors, 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.

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, or
 - (c) acts that deny attention or support; or

- (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, providing such methods are not abusive.

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, providing such methods are not abusive.

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).

An imbalance of power is always assumed between a coach and an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interaction between an adult and a minor is strictly prohibited. Factors relevant to determining whether an imbalance of power exists include:

- (a) the nature and extent of any 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 each party, and
- (f) whether there has been a pattern of sexual interaction with other athletes or participants.

Exception

This section does not apply to a pre-existing relationship between spouses, adult partners or otherwise-consenting adults.

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 participation, membership or inclusion. This includes "cyber" or on-line bullying through social media; or
- (2) Any act or conduct described as bullying under federal or state law.

Exceptions

Bullying generally does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

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.

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.

WILLFULLY TOLERATING MISCONDUCT

It is a violation of the BRF's SafeSport Policy if a staff member, member of the Board of Directors,

and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), BRF or staff member, and/or volunteer. See the Section below, entitled "Reporting Policy and Procedure," for information on reporting misconduct.

REPORTING POLICY AND PROCEDURE

REPORTING POLICY

Each BRF employee, athlete, or volunteer is encouraged to report any incident of misconduct promptly to a member of the Board of Directors. If any staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming (i.e., misconduct or other inappropriate behavior that is not physical or sexual abuse and that therefore may not be reportable to the appropriate law enforcement authorities), it is his or her responsibility to report the allegation or observations to a member of the BRF's Board of Directors. The Board will act expeditiously to investigate such report and shall take such action as it deems appropriate in light of the circumstances and consistent with the process set out below.

The BRF is not required to 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.

REPORTING PROCEDURE

To Whom to Report

Report of violations of the BRF's SafeSport Policy may be made to any member of the Board of Directors in accordance with the procedures outlined below. In addition, 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. Questions of uncertainty as to whether to report, and to whom a report should be made, should be directed to a member of the Board of Directors.

How to Report

The BRF will accept 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 the method chosen, the report should include the following information, at a minimum, in order to be reasonably actionable: (1) the name of the complainant(s) (unless anonymous); (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct.

Complaints may be made verbally or in writing. Individuals who prefer to report child physical or sexual abuse or other misconduct in writing should include the following information and may use the SafeSport Incident Reporting Form included as Appendix D:

- (1) the name(s) of the complainant(s) (unless anonymous);
- (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 with information regarding the alleged misconduct; and
- (6) a summary statement of the reasons to believe that misconduct has occurred.

CONFIDENTIALITY; ANONYMOUS REPORTING; BAD-FAITH ALLEGATIONS

Confidentiality; Anonymous Reporting

As appropriate and to the extent permitted by law, the BRF 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. Keep in mind, however, that anonymous reporting may make it difficult for the Board to investigate or properly address allegations.

"Whistleblower" Protection

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

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of our SafeSport Policy and grounds for disciplinary action, including suspension and/or termination of employment or membership, as applicable. 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

The Board of Directors, 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, the Board receiving the initial report may ask clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities. The investigating Board member will complete a report in the form attached as Appendix E and submit the report, including recommendations for action where appropriate, to the Board for disposition.

Misconduct and SafeSport Policy Violations

Alleged SafeSport policy violations and misconduct that are not reportable under relevant state or federal law will be addressed internally by the Board or, if an appeal has been requested, by a designated review panel as set forth below. The BRF's disciplinary response will depend on the nature and seriousness of the incident. In appropriate cases, the severity of the misconduct may warrant, where applicable, immediate suspension or summary dismissal or suspension or revocation of membership. If the accused individual is a minor, the BRF will contact the individual's parents or guardians.

APPEALS PROCESS

An accused individual may petition the Board for a re-hearing by an independent panel or, alternatively, under the Ted Stevens Act. The petition must be in writing and must be received by the BRF's Secretary no

later than one week following the initial Board decision imposing sanctions.

If the petition is to be heard by an independent panel, the Board will designate not less than three (3) individuals who have previously not been involved with the matter to review the facts and circumstances available and render a decision as to the appropriateness of the initial sanction or disciplinary action. The decision of the independent panel will be final.

If a re-hearing under the Ted Stevens Act is requested, the individual must first establish to the Board that he or she is entitled to the benefit of such Act. In such circumstances, the hearing will be held in accordance with procedures outlined in the USRowing Athlete Protection Policy.

APPENDICES

Appendix A

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? ____/____/____

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

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

Account for all periods of time including volunteer work, military service and any periods of unemployment. List your most current employment/service 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: _____

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: _____

COACHING APPLICANTS:

Briefly describe your rowing, racing and coaching experience: (use reverse side of page if necessary)

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)					

SKILLS:

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 fired from a job, or asked to resign? Yes No If yes, please explain:

2. Do you have any relatives currently employed by, or a member of, the Boston Rowing Federation? Yes
No

3. May we contact your present employer? Yes No If no, please explain:

4. Do you have a valid driver's license? Yes No
License No _____ Class _____ State _____ Expires: _____

5. Professional License: National State Both
License (specify) _____ License No: _____ By _____ Expires _____

6. Are you competent in driving a:
a. Water launch If so, specify: Wakeless John Boat
b. Loaded Boat Trailer

REFERENCES:

Please provide at least three references (business or faculty) who are familiar with your qualifications.

NAME	COMPLETE ADDRESS (Street, City, State, Zip)	PHONE	OCCUPATION

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this Application for Employment with the Boston Rowing Federation 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 that I may be required to undergo a criminal background check as part of the application process. I hereby consent to, and authorize, such background check and release the Boston Rowing Federation from any liability in connection therewith, including a decision not to offer employment or to terminate any employment in light of the information obtained from such background check.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY REPRESENTATIVES OR EMPLOYEES OF THE BOSTON ROWING FEDERATION, 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 BOSTON ROWING FEDERATION 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 _____

For BRF Use Only:

Interview Date (if any): _____, 20__

Interviewed By: _____

Notes:

SAFESPORT ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge and certify that I have been provided with a copy of the Boston Rowing Federation SafeSport Procedural Manual, including the SafeSport Policy, that I have read and understood the Policy and the other information contained in the Manual. I understand and agree that compliance with the Policy and the Manual is a condition of my employment with the Boston Rowing Federation and that failure to adhere to the requirements contained therein may result in appropriate disciplinary action, including my immediate dismissal.

Dated: _____, 20__

Signed: _____

Name: _____

**BOSTON ROWING FEDERATION
APPLICANT 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?

Reported by: _____

BOSTON ROWING FEDERATION

SAFESPORT INCIDENT REPORTING FORM

Boston Rowing Federation strongly encourages the reporting of misconduct, and appreciates your willingness to report inappropriate behavior. Information provided on this form will be treated with the requisite degree of confidentiality. By completing and submitting this form, you acknowledge and agree that Boston Rowing Federation may be required to report the described incident and/or activity to appropriate law enforcement officials in accordance with applicable law. In addition, you acknowledge and agree that you will not hold any members of the Boston Rowing Federation, including its officers and directors, involved in the investigation process liable for their efforts in investigating and attempting to resolve the matters reported.

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

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

2. Age or Approximate Age:

3. Gender

Male Female

4. Address, if known (City, State required):

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

- Head Coach
- Assistant Coach
- BRF Employee
- Volunteer
- Other (specify: _____)

6. Organization where individual works and/or volunteers or worked/volunteered previously, if not Boston Rowing Federation:

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

7. Where did the incident or incidents take place? (Include specific location, as well as City, State and any other available location information)

8. Please describe what happened: (Including name(s) (if known), what occurred, when did the incident happen, where did the incident occur)

SECTION III. This section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and affiliation (if other than Boston Rowing Federation). You acknowledge and agree that, in the event you wish to remain anonymous, the Boston Rowing Federation may be limited in its ability to investigate this report to the extent required to achieve a full understanding and resolution of the matter.

9. Name:

10. Age (or approximate age):

11. Affiliation (if other than BRF):

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

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

14. Gender

Male Female

SECTION IV. Your Information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. You acknowledge and agree that, in the event you wish to remain anonymous, the Boston Rowing Federation may be limited in its ability to investigate this report to the extent required to achieve a full understanding and resolution of the matter.

15. Name:

16. Phone Number:

17. Email Address:

18. Affiliation (if other than BRF):

19. Relationship to victim (if any):

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

SUBMITTED: _____, 20__

SIGNED (IF NOT ANONYMOUS):

**BOSTON ROWING FEDERATION
SAFESPORT INCIDENT INVESTIGATION REPORT**

Incident:	
Reported By:	
Date:	
Individuals (s) Involved:	

Investigated By:	
-------------------------	--

Location of Incident:	
------------------------------	--

Summary of Complaint:	
------------------------------	--

INCIDENT INVESTIGATION REPORT

**Statements Provided
By:**

Conclusion:

Recommendation:

ACTION TAKEN:
