

CCCRC

Combined Cathedral Crews Rowing Club

St. Albans School for Boys

National Cathedral School for Girls

SAFETY PLAN

Rules, Practices, and Procedures

January 2024

ABOUT THE CCCRC

The Combined Cathedral Crews Rowing Club (CCCRC) is a non-profit organization formed in 1994 to provide a rowing program at Saint Albans School (STA) and National Cathedral School (NCS). The CCCRC rowing program competes in the Spring season only.

CCCRC is a not-for-profit corporation organized under the laws of the District of Columbia (EIN 52-1901575). The corporation is overseen by a Board of Directors (Board) who serve without pay and who select officers to operate the corporation with a combination of volunteer parents and Coaches. CCCRC includes an average 70 - 75 student rowers and coxswains (Rowers) per year, two head coaches (Head Coach for STA and Head Coach for NCS) and up to seven assistant coaches (Coaches) operating primarily out of Thompson Boat Center located at 2900 Virginia Avenue NW, Washington, DC 2007 (Boathouse).

SAFETY GENERALLY

Safety is of paramount importance to all Rowers, Coaches, parents, the Board and other volunteers at CCCRC. Safety is everyone's responsibility. The rules, practices, and procedures in this document are intended to promote safety in the operations of the rowing program. This safety plan (Safety Plan) outlines CCCRC safety practices and procedures and draws from best practices employed by USRowing, regional water safety organizations such as the Potomac River Safety Committee, local high school rowing clubs, and other sources.

This Safety Plan is not intended to establish a general or legal standard of care. It does not confer any rights upon any CCCRC Rower, Coach, parent, volunteer, or any third party. This Safety Plan is intended to be construed as consistent with - but not to replace - the policies that otherwise are applicable to all students, Coaches and faculty at STA and NCS. Moreover, this Safety Plan should be construed in a manner consistent with the rules, regulations, and laws that govern the operation of vessels on District of Columbia waterways. The Safety Plan may be modified from time to time, by and consistent with the charter, bylaws, and procedures of the Board of CCCRC.

1. Responsibilities.

- a. The Head Coaches, the CCCRC President and the CCCRC Vice President - Safety and Equipment (VPSE) constitute the Safety Committee (Safety Committee). The Safety Committee shall meet prior to the rowing season to review the Safety Plan and, as needed, throughout the remainder of the year.
- b. The Head Coaches have overall responsibility for safety at all times. Coaches are required to:

- i. provide safety training for all Rowers;
 - ii. ensure that all Rowers, parents and volunteers observe safety rules and procedures on the water, in the truck, trailer and buses, and when handling CCCRC boat equipment;
 - iii. remain alert to safety infractions or unsafe practices observed at team practices or regattas;
 - iv. report abuse, misconduct and violations of this Safety Plan to the Board; and.
 - v. advise the Safety Committee of the need to make any modifications to this Safety Plan, as necessary.
- c. Coaches are also responsible for providing each Rower with a copy of this Safety Plan at the start of each season.
- d. Rowers, parents, and volunteers are required to follow the safety recommendations and directions provided by the Coaches.
- e. Rowers are required to demonstrate safe conduct at all times. Moreover, all Rowers are required to:
- i. read and understand all CCCRC safety rules and procedures;
 - ii. follow safety instructions given by Coaches and regatta officials;
 - iii. conduct themselves safely at all times;
 - iv. be alert for unsafe conduct and conditions; and,
 - v. report any abuse, misconduct and violations of this Safety Plan to the Coaches and Board.
- f. Parents of Rowers are required to:
- i. read this Safety Plan;
 - ii. follow safety instructions given by Coaches and regatta officials; and,
 - iii. report any abuse, misconduct and violations of this Safety Plan to the Coaches and Board.

2. Swim Test and Required Safety Documents.

- a. Before being allowed on the water, each CCCRC Rower must demonstrate their proficiency at swimming by completing a swim test administered by a St. Albans or National Cathedral School swim coach. The requirements of the swim test are set forth in Appendix A. A certificate of proficiency for each

participant must be completed, as set forth in Appendix B (swim test certification).

- b. A Rower need only pass the swim test once, unless a Coach becomes aware of some circumstance that requires additional testing.

3. Safety Qualifications and Training

- a. All Coaches shall complete US Red Cross approved CPR and basic first aid training and documentation of this shall be provided to the Safety Committee.
- b. All Coaches shall complete training concerning misconduct, which includes bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct, including child sexual abuse. Safeguarding God's Children and other training (SafeSport) required by the NCS/STA employee handbook satisfies this requirement.
- c. All Coaches shall provide the Board and/or NCS/STA permission to conduct a criminal background check on the Coach when requested. CCCRC intends to rely on NCS/STA's criminal background check of Coaches.
- d. Head Coaches shall have obtained a USRowing Level 2 and Level 3 Certification.
- e. All Coaches must have swimming skills at a standard sufficient to be safe on the water and to ensure the safety of Rowers under their supervision. Prior to the start of the season, and prior to the hiring of any new Coach, the Safety Committee must be satisfied that each Coach has met this standard.
- f. Prior to the start of the season, and as needed during the season, the Head Coaches will meet with all CCCRC Coaches to discuss safety issues and share this Safety Plan.
- g. Prior to the start of each season, the Head Coaches will conduct a safety training meeting with all Rowers.
- h. As part of the pre-race briefing to Rowers, Coaches will address any specific safety issues presented by conditions or the course.

4. Water and Land Safety

a. Launches

- i. No rowing by CCCRC Rowers will take place without the presence of a Coach in a launch, or regatta officials.
- ii. Only persons authorized by Coaches and with appropriate certification may operate CCCRC launches. CCCRC accepts the following certifications:

- For free DC boating course and certification by BoatUS:
<http://www.boatus.org/districtofcolumbia/>
 - National Association of State Boating Law Administrators (NASBLA)
<https://www.nasbla.org/home>
- iii. Launches should contain appropriate communication and safety equipment including:
- sufficient life jackets for each person in the launch and in the rowing shells;
 - cell phone;
 - emergency blankets;
 - signaling device such as a horn and communication device such as a megaphone;
 - fire extinguisher;
 - safety line; and
 - paddles and tools.
- iv. All launch drivers and passengers shall wear life jackets or personal flotation devices regardless of water temperature.
- v. Coaches shall instruct and mentor the coxswains in independent decision-making in emergency situations or in circumstances where Coaches are not present (e.g. races or other situations where appropriate).

b. Shells and Rowers

- i. Under the supervision of the Coaches, the Rowers and Coxswains shall check and verify the integrity and correct operating condition of each CCCRC shell before launch.
- ii. Rowers and Coxswains are required to:
- keep seats, slides & riggers in working order and report any concerns to the coxswain and a Coach;
 - follow instructions of Coaches, referees, emergency officials, and Coxswains (when delegated);
 - report to the Coach any medical issue that would affect their ability to practice or race;

- be alert to unsafe conditions or conduct and report immediately any concerns to a Coach; and
- safely secure equipment at the Boathouse at the end of a workout or race.

5. Truck & Trailers.

- a. Prior to the start of each season, the Head Coaches will ensure that CCCRC truck and trailer are in good and safe working order, have current required inspections/registrations.
- b. Drivers of CCCRC equipment shall comply with all motor vehicle laws and observe best practices for boat trailering.

6. Weather and Water Conditions

- a. Rowing is not allowed when the weather conditions such as freezing temperature, high wind, strong current, waves, storm clouds, thunder, lightning or fog indicate a potential hazard to the safety of the Rowers.
- b. The Head Coaches have ultimate authority to determine whether boats may or may not go on the water and any Coach has authority to order boats off the water due to unsafe conditions, or in the temporary absence of a Coach, the coxswain may so order.
- c. Coaches shall encourage all Rowers to dress appropriately for conditions, with safety in mind.

7. Athlete Protection Policy

- a. CCCRC is committed to building a community where participants can work and learn together in an atmosphere free of emotional, physical, and sexual misconduct. CCCRC follows the guidelines set forth in the USRowing Safe Sport Policy Manual, which requires compliance with both the U.S. Center for SafeSport Code of the U.S. and Paralympic Movement as well as the USRowing's Minor Athlete Abuse Prevention Policies. The USRowing Minor Athlete Abuse Prevention Policies are set forth in Appendix G.
- b. The following adults (18 years of age or older) involved in the CCCRC program must complete SafeSport training (including annual refresher training) and send their certificates of completion to the Secretary of CCCRC:
 - i. Adults who have regular contact with any athlete who is a minor (under 18 years of age);
 - ii. Adults who have authority over any athlete who is a minor (including, licensed officials and referees, coaches,

- physical therapists, healthcare providers);
- iii. Adults who are on the Board of CCCRC or are employed by CCCRC;
 - iv. Adults who are CCCRC athletes.
- c. On an annual basis, CCCRC will also offer and, subject to parental consent, give training to minor athletes on the prevention and reporting of child abuse. Furthermore, training will be offered to parents on the prevention and reporting of child abuse.
 - d. The Board, Coaches, Rowers and Parents shall refrain from all forms of prohibited conduct, which include Criminal Charge or Disposition; Child Abuse; Sexual Misconduct; Emotional and Physical Misconduct, including Stalking, Bullying, Harassment, and Hazing; Aiding and Abetting; Misconduct Related to Reporting; violations of USRowing MAAPP; and any other inappropriate conduct. For definitions, examples and exceptions, please refer to Appendix H.
 - e. Coaches, the Board, Parents and Rowers at CCCRC are required to report violations of the Safety Plan, misconduct as defined in this Athlete Protection Policy, and suspicions or allegations of child physical or sexual abuse to a Coach, the CCCRC Board, and where applicable, **appropriate law enforcement authorities** according the CCCRC's Reporting Policy in Appendix I.

8. Medical Incident Report and Communications

- a. All medical or first aid emergencies during practice or regattas will be reported to a Head Coach as soon as is practically possible.
- b. A Head Coach will, as appropriate, notify the Safety Committee and Athletic Directors of such incidents. Where, in the opinion of the Coach, a significant injury or insurance claim may be involved, the Coach should complete an Incident Report Form (See Appendix C for Incident Report Form).
- c. In the case of such incidents, no CCCRC Rower or Coach shall speak with the media or any insurance investigator before first communicating with the Safety Committee and Athletic Director(s), so that there can be a fully informed and legally proper release of appropriate information.
- d. Coaches should encourage Rowers to be forthcoming with them about any injuries or medical conditions that may affect their safety and health.

The Coach should communicate this information any injuries or medical

conditions as appropriate to the athletic trainer(s) with the safety and health of the Rowers in mind, and should be satisfied that any injuries or medical conditions are properly addressed before a Rower resumes training or competition.

ADDITIONAL SAFETY GUIDELINES

(Excerpted from USRowing: <http://archive.usrowing.org/safety/safetyguidelines>)

1. Before ever getting into a shell on the water, a rower must understand the following terminology:
 - a. Bow
 - b. Stern
 - c. Port
 - d. Starboard
 - e. Weigh Enough
 - f. Ready to Row?
 - g. Back
 - h. Tie-in
 - i. Untie
 - j. Stop - The term "stop" should be used only to a specific Rower(s). When a coxswain or coach wants a boat to stop immediately, proper term is: "Weigh enough! Hold water!"
 - k. The Stroke
 - l. Bow Person/Bow Pair
 - m. Seat numbers in between Bow & Stern and what number/seat s/he is that day
2. The CCCRC should share with Rowers or post a map of local waterways used for practice and competition that includes traffic patterns and any known hazards.
3. Each Rower and Coxswain is accountable for their own oar, rigging, foot stretchers, seat and slide, rudder, skeg, electronics, etc. and shall act in a safe and responsible way towards the CCCRC boats. Check to make sure that all equipment is functioning properly before leaving the dock. If you aren't sure if the equipment is rigged and functioning properly, ASK.

Check the following:

- a. Nuts on the rigging are tight
 - b. Position of your foot stretchers and the smoothness of your slide are acceptable
 - c. Forward end of the slide is blunt and will not gouge your calves
 - d. Persons in front and behind you have sufficient room for their complete stroke
 - e. Ties on your shoes are in good condition
 - f. That your seat fits your body (Adjust with seat pads or different seat)
 - g. Oar handle is properly sized
 - h. That your oarlock height is proper
 - i. Your clothing cannot become tangled in your seat or oar handle
 - j. All proper safety devices are on board your rowing shell
4. Make sure that you are aware of the local traffic patterns and rules on the water.
- a. Take precautions around other types of vessels to avoid collisions and be courteous with boats that have less maneuverability or ability to stop quickly.
 - b. Boats generally shove off and approach the dock for landing while moving upstream - Familiarize yourself with the local traffic patterns.
 - c. Familiarize yourself with shallow water, stumps, rocks, seasonal problems and landmarks.
 - d. Stay clear of bridge abutments and other man-made or natural obstacles – do not negotiate turns near such obstacles.
 - e. The coxswain or single sculler should listen and make frequent visual checks on both sides for traffic.
 - f. Be courteous to others on water.
 - g. Be aware of powerboats and treat them with respect.
5. The safety or coaching launch provides safety supervision when rowing and support assistance in an emergency. The following precautions must be taken with launches:

- a. Launch Driver must be trained in the proper use and operation of the powerboat.
For operation of CCCRC launches: see National Association of State Boating Law Administrators (NASBLA) <https://www.nasbla.org/home> -
For free DC course: <http://www.boatus.org/districtofcolumbia/>
 - b. A radio or cell phone is recommended to allow a quick direct link with rescue services and other coaches on the water in the event of an emergency.
 - c. Emergency supplies in the launch should include a first aid kit, fire extinguisher, night lights and tool kit. The tool kit should contain wrenches, appropriate nuts, tape, washers, and other materials needed to make small repairs. Only minor repairs should be done on the water.
 - d. Ensure that everyone in the launch is wearing a life jacket and that there is one for each person rowing under the coach's care.
 - e. Practice man overboard safety drills. Know how to have rowers enter the coaching launch from the water. Approach from the leeward side, keeping the outboard propeller away from any victims. Turn off the engine as soon as contact is made. Avoid overloading.
 - f. The launch driver must wear the cord that activates the safety/kill switch in accordance with the motor manufacturer's literature.
6. Rowers should consult a physician before starting any form of exercise program.
 7. Conditioning should be part of any rowing program. Most people do not have perfectly balanced bodies or sufficient stamina when they begin to row. Take it upon yourself to seek professional training advice.
 8. Land warm-up should become part of your training ritual. Before rowing, get your body up to the proper intensity by taking three minutes before you touch the boat to get your body warmed up by jogging, jumping rope, or running in place. Follow that with basic stretching.
 9. Water warm-up should be used to gradually build from no pressure up to full intensity. An example would be building from no pressure "hands only, bodies over, 1/4 slide, 1/2 slide, 3/4 slide, full slide", and then adding pressure until proper workout intensity is reached.

On the Water

1. Proper supervision protocols must be developed and carried out to ensure the safety of the rowers. Under no circumstances should athletes who are minors

be allowed or left unsupervised on the water.

2. Rowers in multi-person shells should always be quiet and attentive to the coxswain or coach.
3. Be aware of weather conditions
 - a. Do not row in whitecaps or winds of 12 knots or higher under any circumstances.
 - b. If sudden winds come up, return to the boathouse if the trip is safe, or take the boat to the nearest shore and wait for the winds to calm.
 - c. Try to minimize equipment damage, but remember that you are more valuable than the boat.
 - d. Do not row in fog unless your visibility to shore is at least 100 yards. Be sure to have land reference points. If fog sets in while you are on the water, move slowly, and be prepared to stop quickly. Use a sound making device (coxbox, horn, or whistle) to advise other boats of your location as you take your boat to shore, following the shore back to the boathouse.
 - e. Do not row in an electrical storm. Lightning detectors are inexpensive and can clip on your belt. If you are on the water and see lightning, hear thunder, or notice your hair standing on end with static electricity, head for the nearest shore. If the storm is upon you, take your boat ashore and wait for the storm to pass.
4. Waves are generated by winds, tides, currents, or wakes from passing boats. Because shells are vulnerable to high waves, specific care is needed with approaching wakes.
 - a. If approaching wake is higher than the gunwale, the shell should be turned parallel to the wake to avoid having part of the shell unsupported by the water. It is possible to split a shell under these higher wave conditions. Rowers should stop rowing and lean away from the approaching wake, with oars on the wake side lifted slightly.
 - b. If the wakes are lower than the gunwale and widely spaced, continue to row without a course adjustment. Deep and closely spaced wakes that are lower than the gunwale may be taken at a 90 degree angle with the bow directly toward them.
 - c. Turning in waves is tricky; allow plenty of room, energy and time.

5. Poor Light Conditions -- The greatest danger while rowing is a collision caused by limited vision or carelessness. Great care should be taken when rowing in darkness or near-darkness.
 - a. Between sundown & sunup - There should be an all-around (360^o) white light on the stern of each rowing shell when rowing between sundown and sunup. It should be visible enough to warn approaching vessels.
 - b. Take extra care to look and listen. Minimize conversation. Be careful not to get too close to shore or known hazards. Only row in familiar waters while rowing at dusk, dawn, or in the dark.
 - c. Recommend: Coxswains also carry a flashlight and a sound making device.

Emergency Conditions

In the case of a life-threatening emergency call 9-1-1.

1. Under no circumstances should a rower in the water leave his/her shell. Even if a swamped boat is within a swimmable distance from the shore, the rower should swim with the boat to the shore. Do not leave your flotation even if you consider yourself a strong swimmer.
2. Should someone give the command "Weigh enough, hold water," don't ask questions, just respond immediately by stopping all forward body movement. Square the blades in the water and bring the boat to a halt.
3. Distress signals to communicate to other boats:
 - wave the arms or a shirt above your head; or
 - raise one oar in the air.
4. Man overboard - Immediate command "Weigh enough, hold water " If the safety launch can get to the victim first, allow the launch to rescue the victim. If the launch is not in the immediate vicinity, back the shell to the victim and have him/her hang onto the shell until the launch arrives. Another rower may have to enter the water to assist if the victim is injured.
5. Rower injured - Immediate command "Weigh enough, hold water " Signal launch if first aid is needed.
6. Shell damaged but afloat and not taking on water - Immediate command "weigh enough Hold water" Make adjustments or signal launch for assistance.

7. Shell swamped - Immediate command "Weigh enough, hold water " A shell is swamped when the interior water reaches the gunwales. If your shell has sealed compartments under each rowers bench it will stay afloat and the rowers should stay in the shell. If the rowers are in a boat without sealed compartments (older boats) the flotation ends may cause the boat to break apart, in that case the rowers should follow the procedures listed below.
 - a. Coxswain directs rowers to untie, and by seat number rowers should carefully, but quickly, slip overboard.
 - b. If the boat is taking on excessive water, signal the launch and unload rowers by pairs - starting in the middle of the boat - as soon as possible in order to avoid damage to the boat. Pairs should form "buddies" and keep watch of each other. The cox should buddy with the stern pair.
 - c. If rescue is not imminent, take the following steps:
 - 1) Remove oars and place them parallel to the shell. All persons should move to the two ends of the shell. It is dangerous to roll a shell when near riggers.
 - 2) Then roll the boat to form a more stable flotation platform so rowers can either lie on top of the hull or buddies can hold onto each other across the hull.
 - 3) Remember that body heat loss occurs 25 times faster in the water. Do not attempt to roll the boat if rescue is on the way.
 - d. A launch can shuttle rowers to the nearest shore. Be careful not to overload the launch.
 - e. When the boat has been brought to the shore, remove the oars. If the ends of the shell have filled with water, they must be drained before the boat can be removed from the water. Lift the shell carefully to avoid injury or damage. A boat full of water is very heavy, so try bailing first, then roll the boat slowly and lift it from the water.
8. Singles should be rowed with a buddy boat or launch. Your buddy's boat or the launch will help stabilize you for the re-entry following capsize. Entering the shell directly from the water may cause splashboard damage. Swim the boat to shore, lying in the stern, using the shell as a paddleboard. In very cold weather you can abandon your shell and lie on the stern deck of your buddy's boat to be taken to shore. The loss of muscle control can occur very quickly and dramatically in cold water. The stern deck rescue on your buddy's boat may be your only option.

9. Shell capsized - Immediate command “untie ” This rarely happens except in small boats. Be sure that all rowers and cox are accounted for. Stay with the boat until assistance arrives.
10. Shell broken and sinking - Immediate command “untie ” Get out of the boat and follow the same procedures as for a swamped shell. Do not leave the floating boat. Swim boat to shore if launch is not immediately available.
11. Another boat in distress - If a distress signal is seen and insufficient assistance is near that craft, maneuver your shell to the distressed shell. Assist in any way that does not jeopardize the lives in your shell.
12. Shells should stay within hailing distance of their safety launch. The launch has been outfitted to provide assistance to rowers and/or their shell in the event that it is needed. Most frequently, the toolbox and coach’s expertise is available for small equipment adjustments or breakdowns, which allow the shell to continue rowing after a short stop. If more serious needs arise, the launch is there for rapid transportation.
13. Paddle-down at the end of your workout. It is important to your health that you don’t race up to the dock. Once the boat and oars are stored, it is important to take another few minutes to go through your basic stretching exercises to identify unnoticed sprains or strains that began during your row.

* * *

APPENDICES

- A. Appendix A sets forth the Swim Test Requirements
- B. Appendix B is a Sample Blank Swim Test Certification
- C. Appendix C is a Sample Blank Incident Report Form
- D. Appendix D sets forth a guide to Weather Related Emergencies.
- E. Appendix E sets forth a Launch Operations Guide (2013 Edition).
- F. Appendix F sets forth a Potomac River Safety Committee Map of the Upper Potomac and Safety Rules
- G. Appendix G sets forth the USRowing Minor Athlete Protection Policies
- H. Appendix H sets forth Prohibited Conduct
- I. Appendix I sets forth Reporting Policy

Appendix A "Swim Proficiency Test

Combined Cathedral Crews Rowing Club (CCCRC)

Swim Proficiency Test

- 50 yard swim followed immediately by a 10 minute tread wearing rowing clothes;
- Demonstration of ability to put on and secure a life jacket while wearing rowing clothes; and
- 100 yard swim wearing a swimsuit.

Appendix B - Swim Proficiency Certification

Combined Cathedral Crews Rowing Club Swim Proficiency Certification

I, _____, Swimming Coach at St. Albans School and/or National Cathedral School certify that the following athlete or coach of CCCRC:

has completed each of the following tests in below sequence:

- o a 50 yard swim followed immediately by a 10 minute tread, both while wearing rowing clothes or their equivalent (further described below);
- o demonstration of ability to put on and secure a life jacket while treading water;
- o and wearing rowing clothes (further described below);
- o a 100 yard swim wearing a swimsuit.

NOTES:

Any stroke is acceptable but an athlete/coach may not touch the walls or bottom of the pool while swimming or treading water.

Acceptable rowing clothes include a sweatshirt and sweatpants or similar cold weather clothing. Wearing only spandex or a rowing unisuit is not acceptable.

These tests were given at the St. Albans Pool, located in Washington, D.C. or at:

I am currently certified as an American Red Cross Lifeguarding Instructor and hold certification # _____.

Instructor Signature: _____ Date: _____

Initials of Rower or Coach being tested: _____

Appendix C - Incident Report Form

Combined Cathedral Crew Rowing Club Incident Report Form

This form is to be completed in the case of any incident involving injury to person(s) or significant harm to boat(s) as described in the CCCRC Safety Plan.

Name of Individual reporting the incident: _____

Contact Phone #: _____

Date of Report: _____

Date of Incident: _____

Location of Incident:

Body of Water: _____

State: _____

Address: _____

Zip Code: _____

Names of Individuals involved in incident:

Description of injuries (if any) to persons by name:

Were the individuals/boats racing at the time? **Yes No**

Were the individuals/boats in a CCCRC practice at the time? **Yes No**

Please give a full description of the incident; this should include weather, water, and any other conditions that are relevant to an understanding of the incident. Include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description.

Signature - Individual reporting the incident: _____

Appendix D

Description of Weather Related Emergencies*

Combined Cathedral Crew Rowing Club

Weather Related Emergencies Can Threaten Health of Rowers & Coaches

Hypothermia

Hypothermia is a condition that occurs when the temperature of the human body is lowered to a dangerous point due to exposure to cold and/or wet conditions. Cold temperatures and wet conditions work together to pull heat away from the body lowering the body's core temperature. Even in mild conditions, the addition of rain or submersion in cold water and can sufficiently reduce body warmth to trigger hypothermic conditions in the body. A person's condition can degrade rapidly impairing breathing and coordination making it impossible to swim or keep one's head above water. Emergency action needs to be taken no matter what the level of hypothermia.

Early Hypothermia

Symptoms: Rapid shivering, numbness, and loss of strength and coordination, semi-consciousness.

Action: Maintain open airway. Transfer to a warm environment as soon as possible. Remove wet clothing. Use blankets to help warm individual or if available a warm shower. Warm torso area first. Seek medical attention.

Profound Hypothermia

Symptoms: Person will be pale, stiff, and cold. Unresponsive to stimuli, and possibly unconscious. Little or no cardiac or respiratory activity will be present.

Action: Call for emergency help immediately! Move or manipulate as gently as possible. Prevent further heat loss, but DO NOT attempt to re-warm. Maintain open airway, and activate EMS procedures. Transfer to a warm environment.

Heat-Related Emergencies

Higher temperatures and high humidity can lead to heat-related illnesses that coaches and rowers need to keep in mind. As humidity rises the body's ability to cool off through sweating is diminished since evaporation is limited. The best way to avoid heat-related injuries is to practice at cooler times of the day such as early morning or late afternoon. The body needs time to acclimate to increased temperatures. Intake of fluids is also important and should be encouraged

because dehydration further impairs the body's ability to cool off.

There are two major related heat illnesses to be aware of: heat exhaustion and heat stroke.

1. Heat Exhaustion

Early symptoms: heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance.

Action: rest and fluid replacement.

Advanced Symptoms: profuse sweating, impaired muscle coordination, impaired judgment, and emotional changes.

Action: If there is mild temperature elevation, an ice pack may be used to help cool the body to normal temperatures. Several days' rest may be necessary and rehydration is a priority.

2. Heat Stroke

Symptoms: confusion, nausea, vomiting, and seizures. The victim loses consciousness. Body temperature rises as high as 106. Skin is dry and clammy.

Action: Get medical help immediately! Lower body temperature by immersing in water, maintain horizontal position of victim. Stop treatment when victim is conscious.

Capsize Procedures and Person Overboard

NOTE: It is the responsibility of any coach boat to provide assistance to any capsized boats even if from another sport, or a pleasure boat.

Coaches are reminded to stop at a safe distance and offer assistance. Approach with caution and in a controlled manner. Be aware of your prop!

All crew members should be fully aware of what actions to take when a shell swamps, flips, or capsizes. In any of these events, the crew should remain with the shell. The shell will float (an important reason to close bow and stern ports before going on the water). Furthermore, the oars will act as flotation devices. If for some reason, the shell sinks below the surface, the shell should be rolled so the bottom is facing the sky, as this traps air underneath the shell and increases buoyancy. At no time should any crew member leave the boat to swim to shore. A short swim can be far longer than it appears due to currents, wind, water temperature, or personal fatigue.

Emergency Capsize Procedures

1. Coaches should calm the rowers, assuring them that the boat has flotation and will not sink.
2. Call fellow Coaches for help.
3. Have the rowers extend their oars as best they can to the perpendicular from the hull.
4. Approach the shell carefully between seats 3 and 5 or 4 and 6, and take out the middle four and take them to shore if no other launch is available to assist.
5. Return to the swamped shell and take out the stern pair and cox, then take out the bow pair, and take them to shore.
6. Coaches should not abandon their own crews to assist another coach with a rescue. Have crews row to the emergency scene and stand off nearby or return to the dock, then proceed to help. Do not overload a launch.

Man Overboard Procedures

1. The boat should stop rowing ("weigh enough.") If the coxswain did not see the incident, another rower should make the call.
2. The coach should stop the practice with a pre-determined signal and steer to the victim. Remember that the victim may be dazed, and not react rationally.
3. Toss the victim a life vest.
4. Approach the victim from downwind/down current as minimum speed.
5. Shut the motor off.
6. Reach out to the victim with a hand, paddle or throwing line. Do not get into the water unless there is no alternative.
7. Have the victim grab the gunwale of the launch.
8. Pull the victim into the launch - pull over the transom in monohull launches.
9. Dress the victim in warm, dry clothes if possible. Return the victim to the shell or take to shore, depending on the victim's physical condition.

* excerpted with permission from *John Steve Carbonnel Cati/a Safety Manual for TC Williams High School Crew and Alexandria Crew Boosters*©.

Appendix E

Combined Cathedral Crews Rowing Club

Launch Operations Guide

Introduction

The Combined Cathedral Crew Rowing Club {CCCRC) operates outboard launches as part of the essential safety and coaching equipment of high quality crew program. This operations guide is a written reference of standard operations to ensure that launches are operated safely, maintained correctly, and overall repair expense is minimized.

The CCCRC Board authorizes its qualified coaches (paid and volunteer) and Its qualified Parent volunteers to operate the launches in connection with CCCRC crew coaching and regatta support and as otherwise agreed by the Board. Any other use of CCCRC launches Is not permitted. Qualified is defined as having completed the online DC Harbor Patrol Safety Course ¹ and completion of a check ride with the NCS or STA Head Crew Coach.

The Board expects that all qualified launch operators take personal responsibility for their launch.

Before Practice or other on-water use:

Launch operators must check the weather at the boat house desk and must check-in with the Head Coach and provide a general operating area for that practice

Launch operators need to be sure that the following equipment is on-board and in working order:

- Numbered launch gas tank, with vent open, and at least one-third full.
- PFDs in containers in yellow or white soft cases; operator must have 1 PFD on-board for each rower on the water. If a coach is supervising more than one shell, the 1 PFD per rower still applies.
- Loudhailer, Paddle, Speed coach (if used), and a Functional Cell Phone or Radio
- Coaches should have these Cell Phone numbers / Frequencies stored in their cell phone
 - **TBC Desk (202) 333-9543**
 - **DC Harbor Patrol (202) 727.4582**

- Registration for Launches are attached under/inside mid-ships seat or console
- DC Harbor Patrol Safety Course card (CCCRC can have it laminated) Mandatory procedures, before leaving the dock:
- Launch operator and any passengers must wear an approved PFD; (CCCRC provides Mustang vest-style PFDs for all coaches)
- Stern drain plugs are installed.
- Check that electric bilge pump is functional
- Attach fuel tank ensuring that hose connection does not touch the bilge; open fuel tank vent, squeeze pickle twice to prime the engine.
- Start motor and run at high idle for 2-3 minutes;
 - If the motor does NOT run smoothly AND you have checked:
 - fuel vent is open; and
 - fuel hose correctly connected
 - Then: notify the NCS or STA Head Coach, who will make the decision whether to abandon on-water practice or combine crews with other coaches.

During Practice or other on-water use:

Launch operators are fully responsible for the safe use of their launch, and the safety of any passengers, and their rowing crew. On the water, CCCRC launches are a first impression of the CCCRC; poor handling, or bad manners reflect negatively on CCCRC. If the Board receives an adverse report on a CCCRC launch, that operator may be suspended from using CCCRC launches and from their coaching position.

Launch operators should:

- Leave the dock and return to the dock slowly, and carefully.
- Watch for semi-submerged debris, especially the day after a heavy rain or when the Potomac River has high flow or seems brown in color
- Watch for weather: suddenly cooler temperature or low gray clouds could indicate a squall or other dangerous weather. If conditions seem threatening or otherwise worsening, move your crew to a safer area or to the closest dock.
- On seeing lightning or hearing thunder, proceed immediately to the closest

dock

- If your crew's shell capsizes or swamps, the first priority is the safety of your rowers:
 - Provide PFDs to all rowers, and quickly evaluate for any urgent/life-threatening injuries
 - Notify other coaches nearby, using radio, cell phone, loudhailer, or the whistle attached to your PFD.
 - If, in your judgment, the incident is beyond your ability or experience, first call TBC at 202.333.9543
 - If additional help is needed, call DC Harbor Patrol at 202.727.4582
 - Working with other launches, get the capsized rowers out of the water and back to shore; a safe load in most conditions is 2-3 rowers plus coach for skiffs; 4 - 6 rowers plus coach for wakeless launches.
 - Assume that rowers are hypothermic and get them to shelter and warmth as quickly and safely as possible.
 - After crew and shell are recovered, write down the details of the incident (location, conditions, time line of events/actions). Report to the NCS or STA Head Coach for further instructions.
 - If another crew's shell capsizes or swamps, the first priority is the safety of your rowers:
 - Move your crew quickly but safely to the TBC dock, or other closer dock (Potomac Boat, or Washington Canoe Clubs)
 - Return to the incident area, and assist as directed
 - After crew and shell are recovered, write down the details of the incident (location, conditions, time line of events/actions). Report to the NCS or STA Head Coach for further instructions.

After Practice or other on-water use

Launch operators are fully responsible for safely returning their launch to the TBC dock, WCC dock or to the mooring near TBC dock.

Once your launch is berthed:

- Close gas tank vent, remove gas tank and store in yellow tank locker #4
- On skiffs, leave motor down (raising the motor endangers other launches)

moored nearby)

- On wakeless launches, raise motor
- Remove rowers PFDs and store in the CCCRC shed
- If PFDs became wet during practice, please remove from their bags and dry them
- Remove other equipment used during practice
- At coaches discretion, the coach PFD and loudhailer may be left in the launch, out of sight (e.g., under seat, or console); however, the coach is responsible for immediate replacement if those items are missing/stolen/damaged.
- Be sure that your gas line is placed in the engine mounting bracket with the connector openings face down
- Gas lines lying in the bilge almost guarantee rough running or failure to start, due to water in the gas line
- Remove all trash (water bottles, wrappers, etc.)
- Cycle the bilge pump to pump the launch dry.
- Be sure that launch is securely moored to the dock or to the mooring, and that it is not likely to damage other launches
- **Report all launch and shell equipment issues to the NCS or STA Head Coach and the CCCRC Board - Equipment team; email is best. Please include any relevant explanation or description of the issue.**
- **CCCRC Head Coaches and Board members may inspect launches at any time, before, during, and after practice and races. If a coach's or volunteer's launch does not conform to the standards in this operation guide, that coach will be called to correct the issue. Multiple incidents may require discussion with the CCCRC Board.**
- **A list of contacts with phone numbers for CCCRC Officers and Coaches will be shared with all Directors, Officers & Coaches so that the relevant contact any person operating a launch will have appropriate points of contact should a question or problem arise with the launches.**

Refueling

The single most important factor in having a functional launch is clean fuel; please follow this procedure:

- Before practice, if your tank is less than one-third full, it must be refilled - plan ahead after the previous practice.
- Before filling, add a measured amount of fuel stabilizer.
- If you are fueling tank #6 (for 2 cycle engine), add a correctly measured amount engine oil from the single use containers.
- Transport the tank (using the wagon) to be filled to the Valero station (formerly a Sunoco station) off Virginia Avenue; pay attention to traffic during rush hour.

At coach's discretion, fueling the launch tank may be delegated to rowers; they must receive Instruction in safe fueling from that coach.

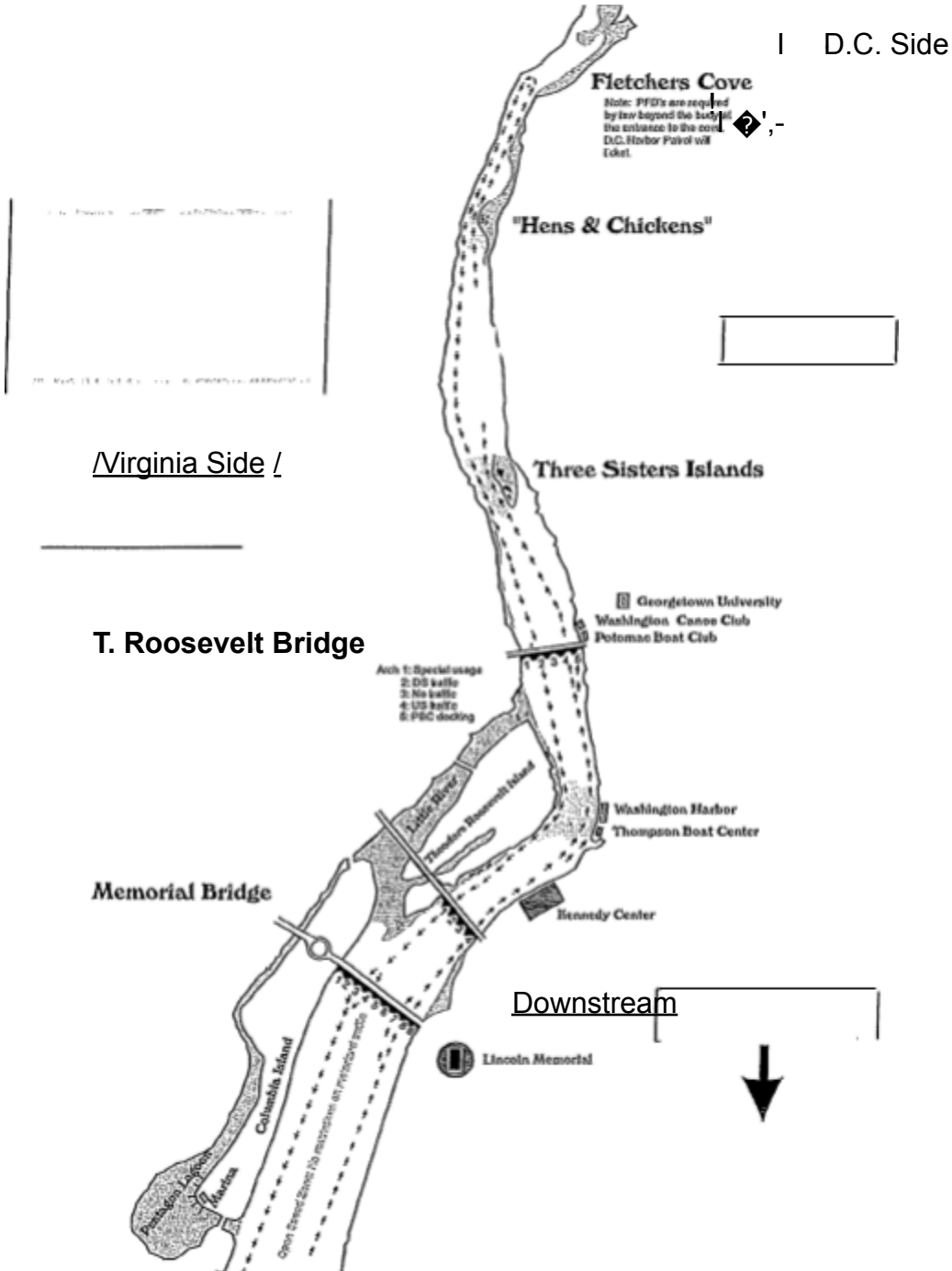
Fill the tank using safe practices:

- remove tank from the wagon and place on the ground;
- no smoking or cellphone use;
- discharge any static electricity by touching any bare metal surface at the pump;
- fuel with regular grade/ 87 octane gasoline only (never diesel); tank capacity is 6 gallons;
- do not overfill;
- avoid getting gasoline on hands, clothes or breathing gasoline fumes; and,
- close vent (if not already closed), place tank into wagon and return tank to coach.

Appendix F

The Potomac River Safety Committee Map of the Upper Potomac

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Safety Rules

I. River Traffic Patterns and River Hazards

These are directions for rowers/crews. (Map at end of section) Paddlers and kayakers should contact the Washington Canoe Club Aquatics Committee for guidelines. Users of rental boats should consult the rental agency for information. Notation of river traffic starts at Fletcher's Cove and works progressively downstream. Most information concerns rowing shells. Paddlers are asked to use the river closest to the D.C. shore from Key Bridge to Fletcher's Cove and to use the prescribed traffic pattern downstream.

For simplicity **US** = *upstream*, and **DS** = *downstream*.

A. Fletcher's Cove

1. US crews should turn no more than 10-20 strokes above the end of the island on the starboard side (or DC Harbor Police Buoy) that signals the beginning of the cove.
2. Crews should be aware that there are many rock hazards on the DC side of the cove.

B. Hens and Chickens

1. DS Crews must follow the VA shoreline closely at all times. The area *is* prone to congestion and *is* narrow.
2. US Crews should follow a near straight line from Three Sisters Islands to the Hens and Chickens.

In the area between the Three Sisters Islands, and the Hens and Chickens, slow moving crews or crews wishing to do drills should slide to the DC side of the river to avoid faster moving traffic going US. However, crews must be aware that the river area 250 meters from the DC shore is used by and the domain of canoes and kayaks.

C. Three Sister's Islands to Key Bridge

1. When passing between the Three Sisters Islands and the VA shore team boats (4's and 8's) should be no more than 3 abreast, smaller boats no more than 4 abreast.
2. **DS** Crews should follow the curve of the VA shore and pick a course through the second arch from starboard of Key Bridge only after passing the Three Sisters Islands.
3. **DS** Exiting Key Bridge, crews should aim for the point of and on Roosevelt

Island that is directly opposite Thompson Boat Center at the bend of the river.

4. **US** crews should go through the 2nd arch from DC on Key Bridge and aim for the Three Sisters Island that sits farthest towards the VA shore. The 1st arch of Key Bridge on the D.C. side is reserved for Potomac Boat Club crews who are landing.
5. **US** After passing through Key Bridge, crews should pick a point just to the port side of the Three Sisters Islands. Crews should work together so that they may pass the islands as closely as possible and still remain out of the path of crews headed downstream.

D. George Washington Race Course- 3 Sisters to Thompson Boat Center

When the GW Race course is in place during the mid to late spring, the following rules apply during non-regatta days.

1. **DS** Crews should use lanes 2-4 (lane 4 is closest to VA shore) only! No crew heading DS should use lane 1. US crews should stay off the course except when passing around the Three Sisters Islands.
2. Slow moving crews using the course above Key Bridge should give way to faster crews. No crew should stop and impede traffic while on the course.
3. Crews should leave the course and take a standard course on the river once they have reached the upstream end of the "Crew Wall" (where crews have their team color painted).

E. Theodore Roosevelt Bridge

1. **DS** Use the 1st arch directly next to Roosevelt Island.
2. **US** Use arch number 1 or 2 from DC shore. 1 primarily for crews returning to Thompson Boat Center.
3. Once crews enter the bridge they should take course that points them on the "white tower" visible in the Washington Harbor Complex
4. Once at the bend of the river crews should point on the "slanting" building visible in Georgetown and then align themselves to go through the 2nd arch of Key Bridge.

F. T.R. Bridge to Memorial Bridge

1. **DS** Use arch 1 arch to the right of dark gray center arch.
2. **US** Use the 2nd Arch from the DC shore.

G. 14th Street Bridges and Below

1. **DS** Use the arch to the right of the Channel Arch (the one with lights and wood buttressing).
2. Once through the bridges crews should aim for Haines Point (on the DC shore). However; crews travelling upstream have the right of way.
3. **US** Crews should follow the seawall on the DC shore and pick a line through the bridges that will line them up with the 2nd arch on Memorial Bridge.

H. Specific River Hazards and the Use of "Little River"

1. The DC side of Fletcher's Cove is very rocky.
2. There are several rocks about 200 meters before the island that forms the entrance to Fletcher's Cove.
3. There are many sunken rocks around Hens & Chickens that are visible only at low tides. No crews should ever go to the DC side of these islands!
4. **US** There is a rock on the DC (20 meters) shore approximately 500 meters from Hens & Chickens It is sometimes marked with a white buoy.
5. At the Three Sisters Islands there are several rocks that sit just below the surface. One sits on the VA side directly next to the most upstream island. Upstream of the main islands there are several large rocks that are almost never visible. One is often marked by a white, round floating buoy. There are several rocks adjacent to this one. Crews should move a minimum of 25 strokes past this area before cutting in to the DC shore (as warranted) when heading **US**. Often at low tide there are mud flats around the islands. No crew should ever go between the DC shore and the islands! The water *is* shallow -- navigable only by canoe or kayak.
6. There are mud flats with rocks that appear at low tide located on the VA shore just upstream of Key Bridge.
7. There are several submerged rocks and pipes near a rocky outcrop on Roosevelt Island across from Wisconsin Avenue in Georgetown.
8. There is a sunken canal barge approximately 250 meters above Theodore Roosevelt Bridge next to Roosevelt Island. The entire T.R. Island shoreline is full of debris. Crews should stay around 50 meters offshore.
9. DS of T.R. Island is a mud flat at low tide that also contains several hidden

rocks.

10. The DC shore between T.R. Bridge and Memorial Bridge (in front of the Lincoln Memorial Stairs) is often full of snags and debris.
11. The area between the VA shore and T.R. Island known as "Little River" is very shallow and contains numerous rocks. Rowing in this area is strongly discouraged.

Appendix H: Prohibited Conduct (Pursuant to US Rowing Safe Sport Policy Manual)

Criminal Charge or Disposition

Any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to: an adjudication of guilt or admission to a criminal violation, a plea to a charge or a lesser included offense, a plea of no contest, any plea analogous to an “Alford” or “Kennedy” plea, the disposition of the proceeding through a diversionary program, deferred adjudication, or similar arrangement; (b) is subject to a pending criminal charge(s) or warrant(s) for arrest.

Sexual Misconduct and Child Abuse

Any sexual behavior involving a minor by any adult and in some cases between minors, including without limitation:

- Sexual or Gender-related Harassment
- Non-consensual Sexual Contact
- Non-consensual Sexual Intercourse
- Sexual Exploitation
- Bullying or Hazing or Other Inappropriate Conduct of a sexual nature, including:
 - An adult engaging in an intimate or romantic relationship where a Power Imbalance exists;
 - An adult exposing a minor to imagery of a sexual nature.
 - An adult intentionally exposing private areas, or inducing another to do so, to an adult where there is a Power Imbalance, or to a minor; and
 - An adult engaging in inappropriate physical contact where a Power Imbalance exists.

A Power Imbalance may exist where, based on the totality of the circumstances one person has supervisory, evaluative, or other authority over another. Whether there is a Power Imbalance depends on several factors, including but not limited to: the nature and extent of the supervisory, evaluative or other authority over the person; the actual relationship between the parties; the parties’ respective roles; the nature and duration of the relationship; the age of the parties involved; where there is an aggressor, whether there is significant disparity in age, size, strength, or mental capacity. Once a coach-athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-athlete relationship (regardless of age) and is presumed to continue for minor athletes after the coach-athlete relationship terminates until the athlete reaches 20 years of age.

Emotional and Physical Misconduct

Emotional Misconduct includes verbal acts; physical acts; acts that deny attention or support; criminal conduct; and/or stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

- a. **Verbal Acts:** Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.
- b. **Physical Acts:** Repeated and/or severe aggressive behaviors, including but not limited to, throwing sports equipment, water bottles or chairs at or in the presence of others, punching walls, windows or other objects.
- c. **Acts that Deny Attention or Support:** Ignoring or isolating a person for extended periods of time, including routinely or arbitrarily excluding a Rower from practice.
- d. **Criminal Conduct:** Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect).
- e. **Stalking:** Stalking when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) fear for the safety of a third person, or (iii) experience substantial emotional distress. Stalking also includes “cyber-stalking,” wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.
- f. **Exclusion:** Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

Physical Misconduct is any intentional contact or non-contact behavior that causes, or reasonably threatens to cause, physical harm to another person. Examples of Physical Misconduct may include, without limitation:

- a. **Contact Violations:** Punching, beating, biting, striking, strangling or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting a Rower to return to play prematurely following a serious injury (e.g., a concussion) and without clearance of a medical professional.
- b. **Non-Contact Violations:** Isolating a person in a confined space, such as locking a Rower in a small space; forcing a Rower to assume a painful stance or position for no athletic purpose (e.g. requiring a Rower to kneel on a harmful surface); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.
- c. **Criminal Conduct:** Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).
- d. **Exclusion:** 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.

Bullying Behavior

Repeated and/or severe behavior(s) that are (i) aggressive; (ii) directed at a minor, and (iii) intended or likely to hurt, control, or diminish the minor emotionally, physically or sexually. Bullying-like behaviors directed at adults are addressed under forms of misconduct such as Hazing and/or Harassment.

Examples of Bullying Behavior may include, without limitation:

- a. **Physical:** hitting, pushing, punching, beating, biting, striking, kicking, strangling, spitting or slapping, or throwing objects (such as sporting equipment) at another person.
- b. **Verbal:** Ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.
- c. **Social Media, Including Cyberbullying:** Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate someone; socially excluding someone and asking others to do the same.
- d. **Criminal Conduct:** Bullying Behavior includes any conduct described as bullying under federal or state law.
- e. **Exclusion:** Conduct may not rise to the level of Bullying Behavior if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Bullying does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improving athletic performance.

Harassment

Repeated and/or severe conduct that (a) causes fear, humiliation or annoyance, (b) offends or degrades, (c) creates a hostile environment, or (d) reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability or (e) any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior.

Conduct may not rise to the level of Harassment if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Harassment does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improving athletic performance.

Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, humiliate, degrade or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization. Purposed consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate. **Examples** of Hazing prohibited include, without limitation:

- a. **Contact Acts:** Tying, taping, or otherwise physically restraining another person; beating, paddling or other forms of physical assault.
- b. **Non-Contact Acts:** Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g. public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water and/or food; restrictions on personal hygiene.
- c. **Criminal Acts:** Any act or conduct that constitutes hazing under applicable federal or state law.
- d. **Exclusion:** Conduct may not rise to the level of hazing if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as a part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Hazing does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improving athletic performance.

Threats

Threatening harm to another person. A threat to harm others includes any written verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party.

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy to willfully tolerate any form of Prohibited Misconduct, when there is a Power Imbalance between the person engaging in the Prohibited Misconduct and the individual who is being subjected to the Prohibited Misconduct.

REPORTING

Although these policies are designed to reduce misconduct and abuse, it can still occur.

Coaches, Parents, the Board, volunteers and Rowers of CCCRC shall follow the reporting procedures set forth in CCCRC's Reporting Policy. **CCCRC 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.**

Appendix I: Reporting Policy

As a matter of policy, CCCRC 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 MISCONDUCT AND POLICY VIOLATIONS

If any Coach, Rower, Board member and/or volunteer receives an allegation or observes a violation of the Safety Plan that is not reportable to the appropriate law enforcement authorities, he/she shall report their observations to the Head Coach and the CCCRC Board.

CCCRC 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 CCCRC for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged, (3) the name(s) of the alleged victim(s); (4) the name(s) of the individual(s) alleged to have committed the misconduct, (4) the approximate dates and locations where the misconduct was committed; (5) the names of other individuals who might have information regarding the alleged misconduct; and (6) a summary statement of the reasons to believe that misconduct has occurred. CCCRC will withhold the complainant's name on request, to the extent permitted by law. A Safety Plan Violation Report Form that may be used for this purpose is set forth at the end of this Appendix.

Confidentiality

To the extent permitted by law, and as appropriate, CCCRC will handle any report it receives confidentially and discretely and will not make public the names of the complainant, potential victim or accused person; however, CCCRC may disclose such names on a limited basis when conducting an investigation, to report to the U.S. Center for SafeSport or to report to appropriate law enforcement authorities.

Anonymous Reporting

CCCRC 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:**

- a. by providing the information above without including their name
- b. by expressing concerns verbally to a CCCRC Board member
- c. through email, texts or notes left for a CCCRC Board member
- d. by expressing concerns to USRowing directly or to the Safe Sport Protection Team at USRowingSafeSport@usrowing.org.

However, anonymous reporting may make it difficult for CCCRC to investigate or properly address allegations.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities and the U.S. Center for SafeSport.

“Whistleblower” Protection

Regardless of outcome, CCCRC will support the complainant(s) and his or her right to express concerns in good faith. CCCRC will not encourage, allow 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 against a complainant will be considered a violation of our Safety Plan and grounds for disciplinary action.

Bad-Faith Allegations

A report of abuse, misconduct or policy violations that is malicious, frivolous, fraudulent or otherwise made in bad faith is prohibited. Such reports will be considered a violation of our Safety Plan and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous, fraudulent 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

CCRC will not enter into an investigation that undermines a pending legal investigation. CCCRC, its Board 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, CCCRC 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.

For mandatory reporting laws, visit www.childwelfare.gov.

Immediate Suspension or Termination

Upon receipt of a credible and specific allegation of child abuse, serious misconduct or any other violation of our Safety Plan, CCCRC may immediately suspend or terminate its relationship with the person alleged to have committed the misconduct and may immediately remove that individual from contact with any children in the program .

In those cases where the Ted Stevens Act may apply, the accused individual will be offered a hearing. A hearing under the Ted Stevens Act will not necessarily affect CCCRC’s ability to immediately suspend or terminate the accused individual from employment or performing services for organization.

A Coach’s or volunteer’s failure to report to the Board a violation of this policy is grounds for termination and/or dismissal of a volunteer.

DISCIPLINARY RULES

CCRC recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate dismissal. In contrast, a youth participant who tells a single sexually risqué joke constitutes less

serious misconduct and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. In all cases, CCCRC's disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

DISCIPLINARY PROCEDURE

On receipt of an allegation, the President and Vice President of CCCRC will determine in their 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. CCCRC's disciplinary response will depend on the nature and seriousness of the incident. CCCRC may undertake a formal investigation and hearing at its discretion and subject to applicable law. Before undertaking any disciplinary action, however, CCCRC will offer the accused individual an opportunity to be heard. If the accused individual is a minor, CCCRC will contact his or her parents or guardians.

If an accused individual disagrees with a finding or disciplinary action, he or she may appeal the decision to the CCCRC Board within 10 days of the finding or action. On appeal, the entire Board of CCCRC will address the merits of the decision *de novo*. A decision rendered by a majority of the entire CCCRC Board shall be final.

CCCRC Safety Plan Violation Report Form

This form may be completed to report any allegation or observation of a violation of the Safety Plan that is not reportable to law enforcement authorities.

Name of Individual Reporting the Misconduct: _____

Contact Phone #: _____

Date of Report: _____

Date and Location of Incident: _____

Type/Summary Description of Violation or Misconduct Alleged or Observed:

Name(s), Age(s) and Gender(s) of Alleged Victim(s):

Names(s), Age(s) and Gender(s) of Individual(s) Alleged to have Committed the Violation/Misconduct:

Names of Other Individual Who May Have Relevant Information:

Any Other Relevant Information?

ACKNOWLEDGEMENT of CCCRC SAFETY PLAN

BY PARENT & ROWER

**RE: Combined Cathedral Crews Rowing Club (CCCRC) Safety Plan
National Cathedral School for Girls
St. Albans School for Boys**

ACKNOWLEDGEMENT:

St. Albans School for Boys, the National Cathedral School for Girls and the CCCRC regard safety in all aspects of the program as our highest priority.

As such, at least ONE parent or guardian, and EVERY rower is required to acknowledge that they have read and understand our Safety Plan.

Our Safety Plan is found on our website at: <http://www.ncsstacrew.org/>

I acknowledge that I have read and understood the above referenced CCCRC Safety Plan:

Parent or Guardian:

Signature: _____

Printed name: _____

Date: _____

Rower:

Signature: _____

Printed name: _____

Date: _____