



## Safe Rowing and SafeSport Policy White Rock Boathouse, Inc.

The priority in all White Rock Boathouse Inc. (WRB)/White Rock Rowing (WRR) programs is the safety of the participants and the coaches. As such, WRB places a high priority on coaching education and relevant certifications.

**Part I: The Safe Rowing** portion of this document provides instructions for completing training and certification programs for coaches. Upon completion WRB will reimburse any course fees or charges.

- Background Check: National Center for Safety Initiatives (required)
- SafeSport: USRowing (required)
- Boating Safety: Texas Parks and Wildlife (recommended)

USRowing offers Coaching Certification programs at various times throughout the year and at different locations in the country. Please do not hesitate to inquire about participating in one of these courses or other educational opportunities. White Rock Boathouse, Inc. will reimburse the cost to the extent that budgets will allow; please contact the Head Coach/Executive Director before enrolling to confirm what assistance WRB can provide.

Other coaching resources can be found at the websites below. If there are DVDs or other materials that require a fee, please inquire about having WRB reimburse you with the caveat being that the materials be added to our library for other's use.

- <http://usrowing.org/DomesticRowing/Coaches.aspx>
- <http://www.worldrowing.com/training/coaching-information-training-manuals>

**Part II: The SafeSport** portion of this document has been adopted from the US Olympic Committee and USRowing's policy. All employees, coaches and volunteers with direct contact with our athletes will submit to a comprehensive background check and complete the SafeSport online training as it provides guidelines and information to protect both athletes and coaches in a variety of situations.

**Part III: Determining Chaperone to Student Ratio** is important to help maintain order and promote a safe environment for all athletes, coaches, and volunteers.

## **PART I: Safe Rowing**

### **Coaching Education: Boating Safety -- Texas Parks and Wildlife**

Texas Parks and Wildlife offers an online course that takes several hours to complete. However, you may start and stop whenever necessary until you complete the course. Forward a copy of your certificate to WRB. To register go to:

Boat-Ed.com/texas

### **Coaching Education: Continuing Education from USRowing**

USRowing offers classes throughout the year in different locations throughout the country. Coaches should check the schedule to see when classes will be offered in Dallas or nearby cities. Coaches should also speak with WRB's Head Coach to determine what class level is appropriate given their current experience and knowledge. Some certifications from USRowing also require completing mentoring hours alongside other coaches, a CPR/AED course, and a boater safety course, as described above. Forward a copy of your USRowing certificate to WRB. To find course information go to:

- [usrowing.org](http://usrowing.org)
- Select "Coaches"
- Select "Coaching Clinics"

### **Coaching Education: Annual USRowing Convention**

Attending the USRowing Convention is a valuable way to gain knowledge and insight from various club programs and coaches from across the nation.

## **PART II: National Center for Safety Initiatives and SafeSport**

### **Background Check: National Center for Safety Initiatives**

White Rock Boathouse, Inc. uses the services provided by the National Center for Safety Initiatives through which we engage in a comprehensive background screening program for our employees and volunteers with access to club facilities. White Rock Boathouse, Inc. has taken important steps to ensure the highest level of safety within our programs by implementing a standardized approach to background screening that complies with the Fair Credit Reporting Act. This includes a comprehensive background screening using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued to the applicant and White Rock Boathouse, Inc.

The information revealed by the criminal background check may disqualify an applicant from serving as an employee or volunteer in our organization. Information that could disqualify an applicant includes, but is not limited to, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence.

No decision will be made on an individual's eligibility as an employee or volunteer if they have a pending court case for any of the potentially disqualifying offenses until the pending case concludes.

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for dismissal of the employee, volunteer or participant, regardless of when the offense is discovered.

If an applicant is arrested, pleas, or is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.

In the event an employee or volunteer is arrested, pleas or is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or WRB administrator.

Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.

Notice of findings will be provided to the designated Safety Compliance Officer and/or board member overseeing the application. The report will return a "red light" or "green light" result. A green light indicates the background check found no records that would disqualify the applicant. However, other disqualifying factors may exist, and can be revealed through an interview and/or reference checks. A "red light" finding means the criminal background check revealed criminal records that suggest the applicant does not meet the criteria and is not suitable for employment, volunteering or participation in our WRB organization.

Individuals who have received a "red light" finding may challenge the accuracy of the reported information and has the right to dispute the findings of the criminal background check directly with NCSI; WRB will accept the findings of the NCSI. Individuals automatically disqualified by the background check results are excluded from participation in all WRB sanctioned events and/or activities.

Criminal background checks may be conducted annually, or as otherwise required by law, for employees or volunteers with access to the boathouse facility.

### **SafeSport**

USRowing has joined the United States Olympic Committee in its SafeSport campaign aimed at raising awareness, stopping child abuse in sport, and creating a safe culture in sports programs across the country. All WRB coaches and volunteers with direct contact with the student-athletes must complete the SafeSport training program. You may start and stop whenever necessary until you complete the course. Forward a copy of your certificate to WRB.

WRB is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct. In the event any employee, volunteer or participant observes inappropriate behaviors, suspected physical or sexual abuse or misconduct, it is the personal responsibility of each to immediately report his or her observations to WRB's Safety Compliance Officer and/or board member overseeing SafeSport.

Employees, volunteers and participants should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor.

A copy of the SafeSport online training (in booklet form) is available at the boathouse as a reference.

The SafeSport online training covers six areas of misconduct: bullying, hazing, harassment, emotional misconduct, physical misconduct, and sexual misconduct, including grooming and child sexual abuse. All forms of misconduct are in direct conflict with the principles and ethics adhered to by WRB.

**Bullying** is defined as repeated and/or severe aggressive behavior among minors (under age 18) that is intended or likely to hurt, control or diminish another person emotionally, physically or sexually.

**Some of the key features that help identify a bullying situation are:**

- **Imbalance of power:** Bullying happens between peers, but a bully has more power than their target- physically, socially or emotionally.
- **Repetition:** Bullying is not a one-time incident; the behavior has to have been repeated and have been sufficiently severe.
- **A history of conflict:** If two athletes already have a relationship marked by conflict, the behavior probably isn't friendly teasing or taunting.
- **Specific behaviors:** The Centers for Disease Control and Prevention (CDC) identifies four types of bullying:
  - **Verbal:** Using words, statement or insults in a negative way, such as name calling, teasing, intimidation, and threatening to cause harm;
  - **Physical:** Any type of unwanted physical force, such as hitting, kicking, tripping, or any other form of physical aggression;
  - **Social:** Harming others through the manipulation and damage of their peer relationships, such as spreading rumors, leaving out individuals, embarrassing someone, or ignoring a teammate; and
  - **Damage to property:** Damaging or threatening to damage an individual's personal belongings

### **Cyberbullying**

24/7 connections to social media and text messaging make cyberbullying pervasive. Because it happens away from practice and competition settings, coaches are often unaware cyberbullying is going on.

Examples include text messages, email, Instagram, Facebook, Twitter, and Snapchat.

### **Effects of bullying**

Bullying can have real negative consequences for athletes' physical and mental health; effects can be both immediate and long-term.

- **Psychological effects:** Anger, depression, anxiety, panic attacks, insomnia, suicidal thoughts, difficulty trusting, low self esteem
- **Physiological effects:** Digestive issues, stomachaches, dizziness, headaches, exhaustion, muscle pain, stress, circulatory damage, immune damage

SafeSport defines **hazing** as any conduct that subjects another person- 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.

Hazing is similar to bullying in that it may involve negative physical, emotional or social behaviors. But while bullying is typically an attempt to exclude a person, hazing is way to include someone on a team by uniting everyone through a shared negative experience. Hazing used to be a tolerated part of the culture of many kinds of organizations, including sports teams.

SafeSport defines **harassment** as repeated and/or severe conduct that causes fear, humiliation or annoyance, offends or degrades, creates a hostile environment, or reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on age, gender, sexual orientation, gender expression, gender identity, race, ethnicity, culture, religion, national origin, or mental or physical disability.

Harassment, like bullying, is meant to degrade an individual and can create a hostile environment. But harassment also includes an element of bias or discrimination. The harasser tries to establish superiority or dominance based on a person's characteristics, such as race, gender or other factors.

Anything that could be perceived as making an athlete "different" may also make them a target for harassment. Athletes are typically harassed over issues of race, ethnicity, culture, national origin, religion, age, gender/gender expression/gender identity, sexual orientation, physical or mental illness or disability.

It may seem like the best thing to do when you have diverse athletes is to just ignore their differences. Actually, acknowledging differences can go a long way to making everyone feel comfortable with them, and understanding that your sport program is a welcoming place.

SafeSport defines **emotional misconduct** as repeated and/or severe non-contact behavior involving verbal acts, physical acts and/or acts that deny attention or support. Emotional misconduct is determined by objective behaviors, not whether harm is intended or results from the behavior.

Emotional misconduct also includes any act or conduct (e.g., psychological abuse, emotional abuse, mental abuse, child abuse) that can be described as emotional abuse under applicable federal or state law.

#### **Verbal acts**

- Verbal assault that repeatedly attacks someone personally (e.g., calling a person worthless, fat or disgusting; taunting a person for being too effeminate)
- Repeatedly and excessively yelling at a particular athlete or other participant in a manner that serves no productive training or motivational purpose

#### **Physical acts**

- Physically aggressive behaviors, such as throwing sport equipment, water bottles or chairs at or in the presence of others, or punching walls or other objects
- Physical misconduct—where the behavior involves contact—is addressed below

#### **Acts that deny attention or support**

- Ignoring or isolating a person for extended periods of time
- Routinely or arbitrarily excluding a participant from practice

SafeSport defines **physical misconduct** in specific ways for Olympic and Paralympic national governing bodies. Keep in mind that physical misconduct may also occur between athletes.

Physical misconduct also includes any act or conduct described as physical abuse or misconduct under jurisdictional laws (e.g., child abuse, child neglect, assault).

#### **Contact violations**

- Punching, beating, biting, striking, choking or slapping another person
- Intentionally hitting someone with objects, such as sporting equipment
- Encouraging or knowingly permitting an athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional

#### **Non-contact violations**

- Isolating a person in a confined space, such as locking an athlete in a small space
- Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface)
- 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 an athlete.

**Sexual misconduct** includes a wide range of behaviors and actions involving behaviors of an intimate or sexual nature.

The term “sexual misconduct” is used to include all of the behaviors that someone can experience, whether or not physical violence is involved.

To be clear, any non-consensual sexual conduct is sexual misconduct and is a violation of the SafeSport Code and may also violate criminal law.

Several specific behaviors fall under the umbrella of sexual misconduct, including sexual harassment, non-consensual sexual conduct (including both contact and non-contact behaviors), intimate relationships involving a power imbalance, and child sexual abuse.

#### **Sexual Conduct**

Contact behaviors include any intentional bodily contact of a sexual nature, however slight, whether clothed or unclothed, of a person’s intimate body parts with any object or body part up to and including a completed or attempted penetration.

Non-contact behaviors include exposure to sexual situations (e.g., pornography, voyeurism, exhibitionism), sexual comments, sexually explicit photographs, filming, taking, or disseminating photographs of a sexual nature.

### **Sexual Harassment**

Conduct behaviors include sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature, or is sufficiently severe, persistent or pervasive and objectively offensive that it negatively affects an individual's performance.

### **Stalking**

Stalking is conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

Stalking generally involves a course of conduct which includes two or more acts, involving persistent and frequent unwanted in-person contact, surveillance or unwanted telephone and/or other electronic contact.

### **Exploitation**

Exploitation is non-contact behavior of a sexual nature that takes sexual advantage of another to benefit or gratify one's self or any person other than the person or persons being exploited. It includes but is not limited to:

- Voyeurism or spying on persons engaged in intimate or sexual behavior
- Exposing genitals or inducing another person to expose his or her genitals without consent
- Taking pictures or video or audio recordings of another in a sexual act or in any other private activity, without the consent of all involved in the activity
- Disseminating or threatening to disseminate pictures, video recordings or audio recordings of another person in a sexual act or any other private activity

### **Power Imbalance**

Whether someone occupies a position of power such that there is a power imbalance depends on several factors, including:

- Nature and extent of the supervisory, evaluative or other authority over the person
- Actual relationship between the parties
- Parties' respective roles
- Nature and duration of the relationship
- Age of the adult
- Age of the people involved

Where there is a power imbalance, SafeSport prohibits sexual relationships between coaches and athletes, regardless of the ages of the athlete and coach involved.

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 (under age 18) after the coach-athlete relationship terminates and until the athlete reaches 20 years of age.

### **Intimate Relationship (sport context)**

An intimate relationship is a close personal relationship that exists independently and outside of the sport relationship. Whether a relationship is intimate is based on the totality of the circumstances, including:

- Regular contact and/or interactions outside of or unrelated to the sport relationship (electronically or in person)
- Parties' emotional connectedness
- Exchange of gifts
- Ongoing physical contact and/or sexual conduct
- Identity as a couple
- Sharing of sensitive personal information, and/or knowledge about each other's lives outside the sport relationship

### **Child Sexual Abuse**

Child sexual abuse involves any sexual activity with a child 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 whether there is deception, or the child understands the sexual nature of the activity. The sexually abusive acts may include sexual penetration, sexual touching or non-contact

sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development or size, such that one child is the aggressor. For example, one athlete might be significantly older and have much more experience on the team, creating an imbalance of power to the victim.

### **Consent**

- Consent is clear, knowing and voluntary words or actions that give permission for specific sexual activity.
- Consent is active, not passive; silence, in and of itself, cannot be interpreted as consent.
- Consent isn't a permanent arrangement; if someone consents to sexual contact in one situation or relationship, it doesn't mean they have consented to it in subsequent situations.

### **To give consent means:**

- One must be at least 18 years old.
- Consent to sexual activity is required no matter the gender, gender identity or sexual orientation of persons involved.

### **Without consent means:**

- An act was committed against a person either by force (threat, coercion, intimidation) or without the person's agreement or permission.
- A person is incapable of giving consent if they are unconscious, unaware or asleep during any part of the act.
- Age of consent is the age at which a person is considered legally capable of consenting to sexual contact.

**Under SafeSport policies, a minor is defined as anyone under the age of 18.**

### **Incapacitation**

- Incapacitation is a state where someone cannot make rational, reasonable decisions (e.g., they cannot understand the "who, what, when, where, why or how" of their sexual interaction).
- It can occur mentally or physically, from developmental disability, by alcohol or other drug use or blackout.
- It includes incapacity from mental disability, sleep, unconsciousness, involuntary physical restraint or from the consumption of date rape drugs.

### **Coercion**

- Coercion is unreasonable pressure to engage in sexual conduct.
- Whether pressure is unreasonable depends on frequency, intensity, isolation, duration (and/or a power imbalance).
- When someone makes clear they do not want sex, they want to stop, or they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

### **Force**

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access and includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent.

### **Intimidation**

- Intimidation is implied threats or acts that lead to a reasonable belief of harm.

## **Child Sexual Abuse**

Under the SafeSport Code:

**Sexual conduct between an adult and a minor is sexual misconduct, regardless of any purported consent:**

- Sexual conduct between an adult and minor (where the age difference is three or more years)

Example: Sexual conduct between a 21-year-old athlete and a 17-year-old athlete would be considered sexual misconduct.

- Intimate relationships between an adult and a minor (where the age difference is three or more years) and a power imbalance exists

Example: Sexual conduct between a 20-year-old assistant coach and a 17-year-old athlete would be considered sexual misconduct.

- Child sexual abuse, as defined by state/provincial/territorial laws and federal laws.
- Peer-to-peer sexual offenses, which may or may not be defined as abuse, depending on the ages of the athletes involved.

### **Child Sexual Abuse: Adult Offender**

- Each jurisdiction defines sexual abuse against children within its own criminal code. It is generally divided based on the type of contact and the age of the child.
- Each jurisdiction (usually, the state/province/territory) determines the age of consent for sexual activity.
- When there is a report of sexual abuse against a child, law enforcement and the Department of Human Services (DHS) may be involved.

### **Child Sexual Abuse: Offender and Victim Under Age 18**

- Sexual conduct between peers is defined by each jurisdiction. It is important to clearly understand the laws of your jurisdiction. In some cases, a teen engaging in sexual activity with a slightly younger teen, even in a dating relationship, may be committing a criminal offense.
- Sexual conduct between young children may be experimentation, but don't assume it is. It is important to clearly understand the laws of your jurisdiction.
- Sexual conduct between young children and older children is very often criminal behavior particularly if there is an age difference of more than four years. How that behavior is handled by law enforcement will depend on the ages of the children. Even if there was no criminal conduct, when use of force or severe conduct (penetration involved) occurs between children of disparate ages, evaluation by a medical and/or mental health professional is strongly recommended.

**Grooming** is an internationally accepted term used to describe the complex process whereby a person engages in a series of patterned behaviors with a goal of sexually abusing a child. Grooming is initiated when an offender seeks out a vulnerable child who has emotional, familial or social voids in their life.

- Once a child has been selected, the offender will earn the trust of the child (and potentially their family) by filling the voids in their life. This isolates the child from family and friends.
- The offender then sexually abuses the child and engages in behavior to maintain control over the child.
- Grooming can occur through direct in-person contact or online. The internet provides a sense of anonymity, giving offenders greater and private access to children.

**SafeSport is focused on preventing abuse, by increasing awareness and helping organizations develop policies that discourage the kinds of behaviors and situations that can lead to abuse.**

It is the responsibility of everyone working with athletes to be aware of reporting guidelines and know what to do if a minor discloses sexual abuse to you or if you are concerned abuse is occurring or has occurred.

You are legally required to report to authorities when you have a reasonable suspicion or belief that abuse is occurring or has occurred. "Reasonable suspicion or belief" means:

- If a minor discloses abuse to you, make a report. Report to authorities if a minor tells you they have been touched inappropriately, propositioned, asked to send sexual photos, received sexual photos, asked to engage in inappropriate email or other electronic communications.
- Report to authorities if a minor tells you a friend reported being abused. It's common for children and teens to share this information with each other, often requesting the friend keep it a secret.
- Simply tell the reporting agency what you have been told.

**If you have a reason to believe abuse is occurring (or has occurred), make a report.**

Make a report anytime you see something or hear something that makes you think abuse is happening, such as:

- You observe sexual contact between an adult and minor
- You observe sexual contact between minors significantly different in age (such as a teen and an elementary-age child)
- Even if the abuse that's disclosed to you happened in the past, report it. It doesn't matter how long ago the suspicious behavior occurred.

**Report boundary violations to your organization.**

- If you observe someone in your organization consistently violating these policies, report it, either to your organization, or if the violation is criminal, to authorities.

The behavior may not be criminal, but still concerning. Examples include:

- Non-therapeutic contact (such as shoulder rubs);
- Tickling;
- Texting individual athletes at late hours; or
- Engaging with athletes in one-on-one situations

Report concerning behavior between athletes. Concerning behavior that isn't criminal should still be reported to your organization.

**You don't have to be certain that sexual abuse is occurring to make a report.**

- Never attempt to conduct your own investigation.
- Don't question the person accused or anyone else.
- Don't extensively question a child who discloses abuse to you.
- Do leave the investigating and questioning to the authorities.

**Manage high risk situations.**

By its nature, sport presents special situations which offenders may use to groom and abuse victims. Promote athlete safety by clearly defining acceptable boundaries.

- Conduct meetings where others are present and where interactions can be easily observed and/or interrupted.
- If possible, meet in a publicly visible and open area.
- If an individual meeting needs to take place in an office, keep the door unlocked and open.

**For local (day) travel:**

- Maximize two-deep leadership and reduce or eliminate isolated one-to-one interactions.
- Maintain good communication with parents so they can arrange for their child's transportation.
- Don't transport an unrelated athlete by yourself—have your own child, another athlete or an adult ride along.
- Encourage parents to share transportation duties, so that more than one adult is responsible.

**For overnight travel:**

- Identify an appropriate chaperone-to-athlete ratio based on the type of travel.
- Conduct bed checks in pairs with another adult (do this in mixed-gender pairs if possible).
- Encourage regular contact between athletes and parents during the trip.

**Out-of-program contacts**

- Reduce or eliminate isolated one-on-one interactions; keep off-site events safe.
- Set and enforce policies that limit out-of-program contact (such as at a coach's home).
- Make it clear what kinds of off-site activities are allowed, and what supervision is required for these events.
- Set rules around the presence of alcohol at organization events.

**Social media and electronic communications**

- Balance this primary method of communication with risks for privacy and access
- Limit interaction on social media sites to organization or team pages. Athletes should not join or "like" a coach or volunteer's personal page.
- Keep electronic communication (texts, posts, emails, instant messaging, etc.) professional and related to team or organizational activities.
- Use organizational accounts (such as organizational email addresses) to communicate to athletes, rather than using a personal account.

**Massage**

- Ensure appropriate physical contact by qualified professionals.
- Massages should only be performed by a licensed massage therapist or other certified professional.
- Even if a coach is a certified massage professional, don't allow the coach to massage an athlete.
- In event settings/venues, massages and rub-downs should happen in areas that are visible to others, so the massage professional and athlete are not alone.

## Photography

- Prevent misuse of images of children and others through common-sense approaches.
- Publish photography of individuals under the age of 18 only with notice and caretaker consent.
- Photography should not be taken or saved if there are any displaced uniforms/clothing and should never be taken in locker rooms, changing areas or bathrooms.
- Sport photography should not include sexualized imagery.

## Reporting to Authorities

If you are a Covered Individual as defined by the U.S. Center for SafeSport, you must report child sexual abuse to the Center's Response & Resolution Office as well as to law enforcement.

When you report child sexual abuse, you will be asked to provide some basic information. Being prepared to provide these details will help investigators, but even if you do not have this information, you can and should still make a report.

If you are a reporter:

- If you are comfortable doing so, provide your name and contact information; authorities may need to reach you for follow-up information.
- Provide as much detail as possible about what the minor told you.
- If a minor tells you a friend has reported abuse you must make a report. In this case, report what you were told by the victim's friend.
- A record that you reported the concern about abuse in accordance with any mandatory reporting laws will be generated.
- Most jurisdictions keep reporters' names confidential.
- The agency representative you speak to will be able to confirm the confidentiality laws in your area.
- AFTER you have reported the abuse to the appropriate law enforcement authorities, report the incident to the Safety Compliance Officer or board member responsible for SafeSport.

A note about contacting parents or guardians

- The authorities will usually contact parents or guardians.
- If the offender is a parent or guardian, authorities will typically follow procedures to make sure the child is protected and permitted to speak to law enforcement.

If you are a victim:

Contact the authorities and tell them as much detail as possible about the incident.

About the Offender:

Tell the authorities...

- **Offender's identity**
- Provide as much detail as possible for investigators—such as a first and last name and any contact information you have (address, phone number or email address).
- **Whether the victim is or will soon be around the offender**
- This will allow authorities to take steps to ensure the victim is safe.

## Reporting Procedure to White Rock Rowing, Inc.

Any and all complaints must be immediately reported to a supervisor, coach, or Executive Director in writing. If a coach or supervisor receives a report, they must immediately forward it to the Head Coach, Executive Director, and WRB's Safety Compliance Officer and/or board member overseeing SafeSport. Reports should include the name(s) of the complainant(s), name(s) of the individual(s) allegedly involved in the misconduct, and the type(s) of alleged misconduct. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. WRB shall forward all reports to the City of Dallas Park and Recreation Department and coordinate an investigation to be completed and a determination regarding the alleged incident(s) will be made and communicated to the complainant(s) and to the person(s) accused.

Your concerns, complaints, and/or suggestions are taken seriously by WRB and the City of Dallas Park and Recreation Department and you will not suffer any type of adverse actions if you pursue a problem, complaint, or suggestion using this procedure.

## PART III: Determining Chaperone-to-Student Ratio

Chaperones on student trips can help prevent students from wandering off, control student behavior, provide back-up during emergencies, and assess any situation that seems unusual. Some state or local laws or venues set minimum chaperone-to-student ratios and should be reviewed during trip planning. When ratios are not mandated, organizations should consider the trip's risk and duration, distance traveled, and participants' ages in determining the appropriate number of chaperones.

If a volunteer chaperone will have unsupervised access to children, background checks and SafeSport online training must be successfully completed before the trip.

### Best Practices

Each trip should have at least two chaperones; larger groups may require more.

If a chaperone becomes sick or unavailable during an emergency, another chaperone should be available to participate.

If a trip is co-educational, there should be a chaperone of each gender.

At least one chaperone should be an employee, such as a coach. This person is responsible for following the organization's policies and procedures and notifying appropriate contacts in an emergency.

Consider setting a minimum age for volunteer chaperones, such as 21, to ensure responsible behavior.

To reduce distractions, limit the ability of volunteer chaperones bringing children not involved in the trip.

### Determining Ratios

As a rule, logistically complex trips require higher chaperone-to-student ratios, and organizations may want to exceed their standard practices or legal minimums. For example:

- Overnight trips may require increased supervision to handle sleeping arrangements, coordinate meals, disperse medicine, and oversee behavior. In addition, the increased risks associated with longer trips may require additional chaperones.
- International travel requires more adults to organize trip logistics, manage student health problems, and respond to emergencies.
- Physically challenging trips and inherently risky activities can increase potential for injuries.
- Use of public transportation or facilities increases the chances that students will become separated from the group or encounter undesirable strangers.
- Students with disabilities may require additional chaperones for assistance with mobility or closer supervision if the student has cognitive disabilities.

### Resources

Educator Sexual Misconduct: A Policy and Audit Guide for Protecting Children

*Independent School News*: Managing Volunteers to Prevent Sexual Abuse in Schools

*Public School News*: Managing Volunteers to Prevent Sexual Abuse in Schools

ACA Standards that Relate to Staff Screening, Supervision, and Training