

ATHLETE SATETY / SAFE SPORT POLICY

CBC, in accordance with US Rowing guidelines, prohibits the following types of conduct.

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

CRIMINAL BACKGROUND CHECKS

CBC requires that each staff member consent to, undergo, and pass a criminal background check prior to his or her first day of work. The current process entails the completion of a background check administered by the National Center for Safety Initiatives, the Club's Approved Criminal Background Check Vendor.

APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with CBC's approved Criminal Background Check Vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to CBC. CBC is required by its own policy to accept the findings of the approved criminal background check vendor. Individuals automatically disqualified are excluded from participation in any CBC sanctioned events and/or activities.

EDUCATION AND TRAINING

CBC requires education and training concerning the key elements of CBC's safety program for those individuals it formally authorizes, approves, or appoints to a position of authority over, or to have frequent contact with athletes.

This training is available on USRowing's SafeSport website, free of charge.

CBC requires all staff and board members to attend this training. It is available at <http://training.teamusa.org/store/details/1>.

Procedure for reporting misconduct

The CBC Board of Directors shall designate a compliance officer, who shall be responsible for ensuring compliance with this policy.

ENFORCEMENT

GRIEVANCE PROCESS

The Board shall designate a Compliance Officer to handle grievances under this policy. Any allegations of misconduct shall be directed to the Compliance Officer. The Compliance Officer shall investigate such allegations, unless the Compliance Officer is

the subject of the allegations. In that case, the allegations will be directed to the Board President, who shall investigate and report the results of such investigation to the Board. The Board will determine appropriate disciplinary measures, which must be agreed upon by a 2/3 vote.

b. Any action of the Board pertaining to allegations of misconduct may be appealed to an independent third party mediator. The Board and the complainant shall make arrangements for this when it arises.

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

In the event that any staff member or volunteer observes inappropriate behaviors (i.e. policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and volunteer to immediately report his or her observations to an immediate supervisor, or a CBC Board member. Similarly, if any adult member or participant in CBC programs observes such behaviors, it is that participant's personal responsibility to immediately report such observations to a CBC Board member.

CBC is committed to creating a safe and positive environment for athletes' physical, emotional, and social development and to ensuring that it promotes an environment free of misconduct. Staff members and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of child physical or sexual abuse to an immediate supervisor, or CBC board member. Complaints and allegations will be addressed under CBC's Disciplinary Rules and Procedure. CBC recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in rowing to support the use of motivational and training methods that avoid misconduct.

This Policy applies to

- Staff members and volunteers
- Adult CBC Members
- Adult participants in CBC programs
- Parents/Chaperones
- CBC's athletes (defined herein as participants in programs for youth)

Parents, staff members, volunteers, athletes, club members, and participants shall refrain from all forms of misconduct, which include:

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

PROHIBITED CONDUCT

Definitions:

Athlete

Participant in any CBC Scholastic or Modified programs, summer camp programs, or any CBC program which is designed for minors. Adult rowers shall not be considered athletes for purposes of this policy.

Child Sexual Abuse

(1) Any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Note: concerning peer to peer sexual abuse: Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

(2) Any act or conduct described as child sexual abuse under federal or state law.

Emotional Misconduct

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

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

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

Exception: Emotional misconduct does not include professionally accepted coaching methods of skill enhancement physical conditioning, team building, discipline or improving athletic performance. Examples of emotional misconduct prohibited by this policy include, without limitation:

(1) Verbal Acts:

A pattern of verbal behaviors that (a) attack an athlete personally or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.

(2) Physical Acts:

A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles, or chairs at, or in the presence of, participants, or (b) punching walls, windows, or other objects.

(3) Acts that Deny Attention and Support:

A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Physical Misconduct

(1) Contact or non-contact conduct that results in, or reasonably threatens to cause physical harm to an athlete or other sport participants, or

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

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

(1) Contact offenses. Behaviors that include:

- a. Punching, beating, biting, striking, choking or slapping an athlete;
- b. Intentionally hitting an athlete with objects or sporting equipment;
- c. Providing alcohol to an athlete under the legal drinking age (21)
- d. Providing illegal drugs or non-prescribed medications to any athlete;
- e. Encouraging or permitting an athlete to return to play prematurely following a serious injury (e.g. a concussion) and without the clearance of a medical professional
- f. Prescribing dieting or other weight control methods without regard for the nutritional wellbeing and health of the athlete.

(2) Non-contact offenses. Behaviors that include:

- a. isolating an athlete in a confined space (e.g. locking an athlete in a small space;
- b. forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface;
- c. withholding, recommending against or denying adequate hydration, nutrition, medical attention, or sleep.

Sexual Misconduct

(1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;

(2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative; or

(3) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

Types of sexual misconduct include:

- (1) sexual assault,
- (2) sexual harassment,
- (3) sexual abuse, or
- (4) any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Examples of sexual misconduct prohibited under this Policy include, without limitation:

- (1) Touching offenses. Behaviors that include:
 - (a) Fondling an athlete
 - (b) Exchange of reward in sport for sexual favors
 - (c) Genital contact
 - (d) Sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

- (2) Non-touching offenses. Behaviors that include:
 - (a) A coach discussing his/her sex life with an athlete
 - (b) A coach asking an athlete about his or her sex life
 - (c) Coach requesting or sending a nude or partial dress photo to an athlete
 - (d) Exposing athletes to pornographic material
 - (e) Sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. 'sexting')
 - (f) Deliberately exposing an athlete to sexual acts
 - (g) Deliberately exposing an athlete to nudity
 - (h) Sexual harassment, specifically the sexual solicitation, physical advances, or verbal or nonverbal conduct that is:
 - A. of a sexual nature and is unwelcome, offensive, or creates a hostile environment, and the offending individual knows or is told this or
 - B. is sufficiently severe or intense to be harassing to a reasonable person in the context.

Bullying

- (1) An intentional, persistent, and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s) as a condition of membership.
- (2) Any act or conduct described as bullying under federal or state law.
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Examples of bullying prohibited by this Policy include, without limitation:

- (1) Physical behaviors. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with objects such as sporting equipment.
- (2) Verbal and emotional behaviors. Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate (“cyberbullying”).

Harassment

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

Hazing

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

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene on behalf of the athlete(s), participant(s), staff member, and/or volunteer who has been subjected to such misconduct.

REPORTING

Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff members, club members, volunteers, and participants of CBC shall follow the reporting procedures set forth in CBC’s Reporting Policy. CBC does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

VIOLATIONS

Violations of the Athlete Protection Policy shall be reported pursuant to our Reporting Policy and will be addressed under our Disciplinary Rules and Procedure.

SUPERVISION OF ATHLETES AND PARTICIPANTS

During training and competition, CBC strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

APPROPRIATE ONE-ON-ONE INTERACTIONS

Individual Meetings

An individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, coaches, staff members and/or volunteers are to observe the following guidelines:

- Any individual meeting should occur when others are present and where interactions can be easily observed.
- Where possible, an individual meeting should take place in a publicly visible and open area.
- If a closed door meeting is necessary, the coach, staff member, and/or volunteer must inform another coach, staff member, and/or volunteer and ensure the door remains unlocked.

Individual Training Sessions

An individual training session with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians must be given in advance of the individual training session(s), and CBC encourages parents and guardians to attend the training session.

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, minor athletes and participants will not be left unattended or unsupervised during CBC activities and CBC coaches, staff members and/or volunteers are prohibited from being alone with an individual athlete in any room or building.

PHYSICAL CONTACT WITH ATHLETES

Appropriate physical contact between athletes and coaches, staff members, or volunteers is a productive and inevitable part of sport. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

APPROPRIATE PHYSICAL CONTACT

CBC adheres to the following principles and guidelines in regards to physical contact with our athletes:

In General

Physical contact with athletes for safety, consolation and celebration has multiple criteria in common which make them both safe and appropriate. These include:

- The physical contact takes place in public
- There is no potential for, or actual, physical or sexual intimacies during the physical contact
- The physical contact is for the benefit of the athlete not to meet an emotional or other need of an adult

Safety

The safety of our athletes is paramount and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- Spotting an athlete so they will not be injured by a fall or piece of equipment
- Positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- Making athletes aware that they might be in harm's way because of other athletes' practicing around them or because of equipment in use
- Releasing muscle cramps

Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- Greeting gestures such as high fives, fist bumps, and brief hugs
- Congratulatory gestures such as celebratory hugs and pats on the back for athletic or personal accomplishment

Consolation

It may be appropriate to console an emotionally distressed athlete. Appropriate consolation includes publicly:

- Embracing a crying athlete
- Putting an arm around an athlete while verbally engaging them in an effort to calm them down

PROHIBITED PHYSICAL CONTACT

Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:

- Asking or having an athlete sit in the lap of a coach, staff member, or volunteer
- Lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact
- Slapping, hitting, punching, kicking, or any other physical contact meant to discipline, punish or achieve compliance from an athlete.
- Cuddling, or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- Playful, yet inappropriate contact that is not a part of regular training (e.g., tickling or "horseplay"-type wrestling)
- Continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- Any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

VIOLATIONS

Violations of this policy must be reported to a supervisor or CBC Board member, and violations will be addressed under our Disciplinary Rules and Procedure. Law enforcement will be alerted as appropriate.

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of CBC's emphasis on athlete safety, all electronic communications between a coach and an athlete must be professional in nature and for the purpose of communicating information about team activities. As with any communication, the content of any electronic communication should be readily available to share with the athlete's family. At the request of a parent or guardian, any email, electronic text, social media, or similar communication will copy or include the athlete's parents or guardians.

FACEBOOK, INSTAGRAM, TWITTER, BLOGS AND SIMILAR SITES

Coaches may not have athletes of CBC join a personal social media page (i.e. 'friend' the coach on Facebook). Athlete members and parents can friend the official CBC team page and coaches can communicate to athlete members through the site. All posts, messages, text, or medial or any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

Coaches and athletes may "follow" each other on Twitter. Coaches may not retweet athlete posts. Posts between coach and athlete must be for the purpose of communicating information about team activities.

EMAIL

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

TEXTING

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities.

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition and other publicly obtainable images of the athlete, individually or in groups, may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally in electronic form. It is CBC's policy to allow such practices as long as the athlete is in public view and such imagery is both appropriate and in the best interest of the athlete and the club. The parents or guardians of an athlete may request in writing that their child not be involved in any such photography or videography.

MISCONDUCT

Social media and electronic communications can also be used to commit misconduct (e.g. emotional abuse, sexual abuse, harassment, bullying, hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of Club policy.

VIOLATIONS

Violations of CBC Electronic Communications and Social Media Policy should be reported to an immediate supervisor or a member of the Board. Complaints and allegations will be addressed under CBC Disciplinary Rules and Procedure.

TRAVEL

For team travel, hotels and transportation will be booked in advance by CBC parents. Athletes will share rooms with 2-4 athletes assigned per room depending on accommodations. Athletes will be grouped appropriately by age and sex for the purpose of room sharing. We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian. If a coach or staff member transports an athlete or other organization member in that coach's private car for team travel, a copy of the coach's valid driver's license is required. When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches, and staff during team travel. Coaches and staff will prepare athletes for team travel and make athletes aware of all expectations. Supplemental information may be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel.

CHAPERONE RESPONSIBILITIES

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

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherence to club policies during team travel
- c. encourage minor athletes to participate in regular at least daily scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff, and other volunteers with team travel logistical needs (as possible)
- f. Monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary.
- g. Ensure athletes comply with hotel room restrictions based on gender or age bracket
- h. Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing chaperone duties
- i. Make certain that athletes are not alone in a hotel room with any adult apart from a family member
- j. Immediately report any concerns about sexual and physical abuse, misconduct or policy violations to a CBC board member or the Head Coach.

REPORTING POLICY

Every CBC staff member, club member, participant in club programs, and/or volunteer must report:

- 1) Violations of CBC Policy;
- 2) Misconduct as defined in the Athlete Protection Policy; and
- 3) Suspicions or allegations of child physical or sexual abuse

Violations should be reported to the head coach; or, if the head coach is the subject of a complaint, to a member of the Board. As a matter of policy, CBC 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.

CBC Staff members and/or volunteers at CBC are required to report suspicions or allegations of child sexual abuse by a colleague or co-worker to:

- (1) The immediate supervisor
- (2) A CBC Board member
- (3) Where applicable, appropriate law enforcement authorities.

All questions or concerns relating to inappropriate or suspicious behavior should be directed to an immediate supervisor or a member of the CBC board.

Reporting Misconduct and Policy Violations

If any staff member and/or volunteer receives an allegation or observes misconduct or inappropriate behavior that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report his or her observations to:

- (1) His or her immediate supervisor
- (2) The Head Coach
- (3) A member of the Board

CBC also encourages club members, parents, athletes, and other participants to communicate violations of CBC's SafeSport policy and/or allegations and suspicions of child physical and sexual abuse to a CBC Board member or the head coach.

REPORTING PROCEDURE

To Whom to Report

Staff Members, club members, and volunteers may report to the CBC Head Coach, or any Board Member with whom they are comfortable sharing their concerns. They may also report to the designated Compliance Officer:

The Board's designated Compliance Officer is:
Emily Rockett
Board Member
(607) 342-3011
emrockett@gmail.com

How to Report

CBC 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 CBC for individuals to provide, at minimum,

- (1) the name of the complainant(s);
- (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct

Reporting Form

Individuals reporting child physical or sexual abuse or other misconduct may complete an Incident Report Form (appended to this policy). Information on this form will include:

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

CBC will withhold the complainant's name on request, to the extent permitted by law. A copy of CBC's reporting form can be found on our website and at the end of this policy.

CONFIDENTIALITY, ANONYMOUS REPORTING, AND BAD FAITH ALLEGATIONS

Confidentiality

To the extent permitted by law, and as appropriate, CBC will keep confidential the complainant's name on request, not make public the names of potential victims the accused perpetrator, or the people who made a report of child physical and sexual abuse to the authorities.

All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

“Whistleblower” Protection

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

Bad Faith Allegations

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

making a malicious, frivolous, or bad faith report may also be subject to civil or criminal proceedings.

HOW REPORTS ARE HANDLED

Suspicious or Allegations of Child Physical or Sexual Abuse

1) Reporting to Law Enforcement and/or Child Protective Services

An independent investigation can harm youth and/or interfere with the legal investigative process. CBC its staff 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, CBC 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

2) Immediate Termination or Suspension

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, CBC may immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. As necessary, CBC may suspend or change the assignment of a staff member and/or volunteer .

3) Failure to Report

A staff member or volunteer's failure to report to a supervisor, a CBC administrator or member of the Participant Safety Committee is a violation of this policy and grounds for termination of a staff member and/or dismissal of a volunteer.

4) Misconduct and Policy Violations

CBC addresses internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical, and sexual, which are not reportable under relevant state or federal law. Staff members and/or volunteers must report policy violations and misconduct to an immediate supervisor or member of the CBC Board.

CBC may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Emotional abuse
- Abuse reported outside the relevant statute of limitations
- Allegations of abuse that were reported to authorities, but (a) legal authorities did not press criminal charges; (b) criminal charges were filed, but not pursued to trial; or (c) the alleged offender was acquitted at trial.

NOTIFICATION

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

parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that law enforcement authorities are actively investigating, or that CBC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

DISCIPLINARY RULES AND PROCEDURE

While CBC endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for CBC to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors, which procedure is consistent with CBC's Bylaws and Constitution.

APPLICATION

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

- Violations of CBC's policies, and/or
- Child abuse that does not involve an ongoing legal investigation or criminal prosecution.

CBC will not investigate an allegation of child physical or sexual abuse if it undermines or interferes with a pending legal investigation or criminal prosecution.

DISCIPLINARY RULES

CBC 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, CBC's disciplinary procedures and actions will be proportionate, reasonable, and applied fairly and equally.

DISCIPLINARY PROCEDURE

On receipt of an allegation, CBC will determine in its discretion the appropriate steps to address the conduct based on several factors, including the age of the complainant or victim, the age of the accused, and the nature, scope, and extent of the allegations.

CBC will address allegations against a staff member and/or volunteer under its Employment Policies and Procedures, Bylaws, and Constitution. CBC's disciplinary response will depend on the nature and seriousness of the incident and in extreme cases, misconduct will result in immediate summary dismissal, provided that the accused individual shall be advised of their right to a hearing.

If the accused individual is a minor, CBC will contact that minor's parents or guardians.

DISCIPLINARY ACTION

Sanctions for violations of CBC Policy will be proportionate and reasonable under the circumstances. In addition to day-to-day guidance, CBC may take the following disciplinary actions, without limitation:

- Inform the individual's direct-line supervisor or in the case of a youth participant, the youth's parent or guardian.
- Provide the individual with guidance, redirection and instruction
- Temporary suspension from competition
- File a formal incident report
- Issue a verbal warning
- Issue a written and/or final written warning
- Implement a limited access agreement (e.g., limiting an individual's access to certain buildings or to youth)
 - Provide informed supervision, where at least one staff member is informed of the allegation and is instructed to vigilantly supervise the accused participant or stakeholder in his or her interactions with the program and/or organization
 - Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
 - Suspend or terminate employment or membership

ONGOING EMPLOYMENT AND/OR PARTICIPATION

On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in our Athlete Protection Policy), CBC may immediately suspend or terminate the accused individual to ensure participant safety.

COMPLAINANT PROTECTION

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

BAD FAITH ALLEGATIONS

Any individual who alleges misconduct under CBC Policy that, upon review, is determined to be malicious, frivolous, or otherwise made in bad faith will be a violation of CBC Policy and may also be subject to criminal or civil proceedings.

INCIDENT REPORT FORM

Incident:	
Reported by:	
Date:	
Individuals Involved:	

Investigated by:	
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Location of Incident:	
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Summary of Complaint	
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