



Capital Rowing Club  
Internal Policies and  
Participant Safety Handbook

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## INTRODUCTION AND DEFINITIONS

With the help of the United States Olympic Committee and US Rowing, and as required by all US Rowing member clubs, Capital Rowing Club has adopted the following Safe Sport policies as they relate to Capital Rowing Club activities. Such activities include Capital Rowing Club sanctioned and owned events, any domestic training and competitions, and all activities associated with these events.

Rowing is a life-long activity that our athletes pursue to have fun and spend time with friends. Rowing also encourages a healthy lifestyle and builds self-confidence. Our athletes often do better off the field than those who do not participate in rowing. They learn goal-setting, teamwork, and time management skills. Athletes are less likely to use cigarettes, drugs, and alcohol; they have higher graduation rates; and are more likely to attend college.

Unfortunately, rowing can also be a high-risk environment for misconduct, including child physical and sexual abuse. Here, we identify six primary types of misconduct:

- Bullying
- Harassment
- Hazing
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct, including Child Sexual Abuse

**All forms of misconduct are intolerable and in direct conflict with the Olympic Ideals and those of US Rowing and Capital Rowing Club.** Misconduct may damage an athlete's psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

Capital Rowing Club (CRC) publishes this handbook as a resource to guide the development, implementation and internal review of effective athlete safety and misconduct prevention strategies for rowing activities at CRC.

### **Definitions:**

**Staff:** all employees of CRC and all individuals appointed by CRC to coach any CRC program.

**Volunteers:** any individual appointed by CRC to a position of authority over, or frequent contact with, athletes.

## SECTION 1: TRAINING AND EDUCATION

Our policies and procedures require staff members and volunteers to report abuse, misconduct and violations of this Participant Safety Handbook. To do so, staff members and volunteers should have a basic understanding of sexual abusers, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection, and gifts, offenders select a child, win the child’s trust (and the trust of the child’s parent or guardian), manipulate the child into sexual activity, and keep the child from disclosing abuse.

Accordingly, staff members and volunteers must complete an awareness training concerning misconduct in sport before performing services for CRC. Misconduct in sport includes:

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

Staff members and volunteers must successfully:

- Complete a free online training course about misconduct
  - i. Click <http://training.teamusa.org/store/details/1>
  - ii. Click "add to bag"
  - iii. Click "checkout"
  - iv. Click register and then complete the form, making sure to select Rowing on the drop down list.
- Present their certificate of completion to the President of CRC or his or her designee.
- Repeat the training every two years or within 30 days of interacting with athletes.

## SECTION II: APPLICANT SCREENING

Staff members and volunteers must consent to, and pass, a formal applicant screening process before performing services for CRC. Appropriate staff will interview applicants whose experience and credentials are considered a fit for available positions. References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant's professional experiences, demeanor, and appropriateness for involvement with minor athletes and participants. Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing CRC to obtain information concerning an applicant's past employment, volunteer experience, and information provided by the applicant during the screening process (i.e., written application and personal interview).

All applicants will be asked to undergo a criminal background check **before** providing services for CRC. Through this criminal background check, CRC will utilize reasonable efforts to ascertain past criminal history of an applicant.

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared before he or she may perform services for CRC. On receipt of the Criminal Background Check Consent and Waiver Release form, CRC will request its third party provider, National Center for Safety Initiatives, to perform the criminal background check. As part of its criminal background check, CRC will, at a minimum and without limitation,

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

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 employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered. 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:

- (1) The President of CRC (President);
- (2) The Executive Director of Juniors and Adaptive, if applying to or currently working for CARP or Juniors programs.
- (3) Other persons designated by the President

A **green light** score means that the background check vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore other

screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A **red light** finding means the criminal background check revealed criminal records which suggest the applicant “does not meet the criteria” and may not be suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported by the criminal background check vendor directly with the vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to CRC. CRC will accept the findings of the vendor on appeal.

### **FREQUENCY OF CRIMINAL BACKGROUND CHECKS**

Criminal background checks will be refreshed every two years or as otherwise required by law, for staff members and/or volunteers who are 18 years of age or older and perform services for CRC.

### **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or participation in CRC’s programs, a staff member or volunteer is accused, arrested, indicted, or convicted of a criminal offense against a child, it is the duty and responsibility of the staff member or volunteer to immediately notify the President.

### **RECORDS**

Records are secured onsite for a period indicated by applicable law or until the applicant is no longer affiliated with CRC, whichever date is later.

## **SECTION III: 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 the President or, if the report concerns any of those individuals, to a CRC board member. Complaints and allegations will be addressed under CRC's Disciplinary Rules and Procedures.

CRC 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 sport to support the use of motivational and training methods that avoid misconduct.

This Policy applies to staff and volunteers, athletes, and any other participants. Staff members, volunteers, athletes, and participants shall refrain from all forms of misconduct, which include: bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct, including child sexual abuse.

Examples of misconduct include, but are not limited to:

- Any act or conduct described as child sexual abuse under federal or state law
- A pattern of verbal behaviors that attack an athlete personally
- Repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose
- Throwing sport equipment, water bottles or chairs at, or in the presence of, participants
- Punching walls, windows or other objects
- A pattern of ignoring an athlete for extended periods of time or routinely or arbitrarily excluding participants from practice
- Contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to an athlete or other sport participant
- Behaviors that include teasing, ridiculing, intimidating, spreading rumors, using electronic communications, social media, or other technology to harass, frighten, intimidate, or humiliate
- Any touching or non-touching sexual interaction that is nonconsensual, coerced, or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner
- Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority over the athlete, except those relationships where it can be demonstrated that there is no imbalance of power, as explained below.
- Any act or conduct described as sexual abuse or misconduct under federal or state law
- 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, as a condition of membership

- (1) NOTE: Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

**Imbalance of Power.** Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

- (2) **Exception.** The prohibition on romantic or sexual relationships does not apply to a pre-existing relationship between two adult spouses or life partners.

## **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.

## **SUPERVISION OF MINOR ATHLETES AND PARTICIPANTS**

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

### **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, such as the corner of the boathouse or dock
- If an individual meeting is to take place in an office, the door should remain unlocked and open

- 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(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete’s parents or guardians is required in advance of the individual training session(s), and CRC 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 CRC activities and CRC coaches, staff members and/or volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

### **PHYSICAL CONTACT WITH ATHLETES**

Appropriate physical contact between athletes and coaches, staff members, contractors, or volunteers is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

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, and the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

### **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, administrator, 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” 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.

## **LOCKER ROOMS AND CHANGING AREAS**

CRC practices and hosts home competitions at the Anacostia Community Boathouse, 1900 M Street SE. The boathouse is operated by the Anacostia Community Boathouse Association (ACBA), which provides changing areas, shower rooms, and bathrooms for men and women. Those facilities are used by adult and minor athletes from many different organizations, including CRC. For this reason, and because CRC has staggered practices, with different groups arriving and departing throughout the day, it is not practical to constantly monitor locker rooms and changing areas. Minor athletes will be advised that they may change in private using the stalls in the shower rooms if they so desire.

## **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.**

Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary suspension from competition.

## **TRAVEL**

Capital Rowing Club's Junior Program Handbook details the policies applicable to minor athletes during travel to practice or competitions at venues other than the Anacostia Community Boathouse.

# **SECTION IV: REPORTING POLICY, PROCEDURE, AND HANDLING**

## **REPORTING POLICY**

**Any staff member or volunteer who knows or has reason to believe that any minor participating in any CRC program has been physically or sexually abused or neglected must immediately report the circumstances to the President and the head coach of the Juniors Program.** If either of those individuals is involved in the abuse or neglect, the report shall also be made to the Vice President of Operations.

**District of Columbia law requires all athletic coaches to report abuse or neglect of a minor to either the Metropolitan Police Department or the Department of Family Services. CRC coaches are required to make such reports to the President, who is then required to report to the appropriate agency.** Information on making a report can be found at:

<http://cfsa.dc.gov/service/report-child-abuse-and-neglect>

<http://mpdc.dc.gov/page/sexual-assault-resources>.

Please note that under District of Columbia law a person required to report neglect or abuse in his or her capacity as a staff member or volunteer for CRC

shall immediately notify the person in charge of the institution or his or her designated agent who shall then be required to make the report. The fact that such a notification has been made does not relieve the person who was originally required to report from his or her duty under subsection (a) of this section of having a report made promptly to the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.

District of Columbia law also provides that any person or institution making a report in good faith shall have immunity from civil or criminal liability that might otherwise be imposed with respect to the making of the report, and that good faith shall be presumed unless rebutted.

**As a matter of policy, CRC 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.**

Every CRC staff member and volunteer must report any other misconduct covered by this policy to their immediate supervisor, if applicable, or to the President or his or her designee.

## **REPORTING PROCEDURE**

CRC 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 CRC for individuals to provide, at a minimum, (1) the name of the complainant(s); (2) the type of misconduct alleged; and (3) 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. CRC will withhold the complainant's name on request, to the extent permitted by law. A copy of CRC's Reporting Form can be found on our website and in the attachments section of this document.

### **“Whistleblower” Protection**

Regardless of outcome, CRC will support the complainant(s) and his or her right to express concerns in good faith. CRC will not encourage, allow or tolerate attempts from any individual to retaliate, punish, 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 Participant Safety Handbook 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 Participant Safety Handbook 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**

On receipt of an allegation, CRC will determine in its 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. If the accused individual is a minor, CRC will contact his or her parents or guardians.

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

## **DISCIPLINARY PROCEDURE**

CRC may, in its sole discretion, immediately suspend or otherwise limit the participation in any CRC program of any individual accused of any violation of this policy. On receipt of a credible and specific allegation of child abuse or other serious misconduct (e.g., physical and sexual abuse as defined in this policy), CRC may immediately terminate the accused individual to ensure participant safety.

### ***Investigation of Child Physical or Sexual Abuse***

An independent investigation can harm youth and/or interfere with the legal investigative process. CRC, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities**. As necessary, however, CRC 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.

Upon the conclusion of the official investigation, the President will appoint an individual or individuals to review and report on the results of the official investigation and conduct any additional investigation that may be warranted. In all cases, the individual(s) performing the investigation shall be impartial and have no involvement in the alleged misconduct. A report of the investigation shall be made to the President. Thereafter, the Disciplinary Action Procedure set forth below will be applicable.

### ***Investigations of Other Prohibited Misconduct***

The President shall designate an individual or individuals to investigate any allegation of misconduct not involving abuse or neglect of a minor. In all cases, the individual(s) performing the investigation shall be impartial and have no involvement in the alleged misconduct. A report of the investigation shall be made to the President. Thereafter, the Disciplinary Action Procedure set forth below will be applicable.

### ***Disciplinary Action Procedure***

The President may at his or her option, (a) determine whether prohibited misconduct has occurred and, if so, impose a disciplinary sanction, or (b) refer the matter to the CRC Board for action by that body. Sanctions imposed by the President may be appealed to the Board, whose decisions in all cases shall be final. Regardless of whether a sanction is appealed, the President shall report to the Board all cases in which an individual has been accused of child physical or sexual abuse, and all cases in which he or she determines that an individual has violated any other provision of this policy.

## **NOTIFICATION**

Following CRC's notice of a credible allegation that results in the removal of an employee, coach or other volunteer, CRC may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In CRC's discretion, as appropriate, CRC may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that CRC is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

## **SECTION V: MONITORING CRC'S STRATEGY**

By monitoring the interactions among staff, volunteers, athletes, and other, CRC works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Participant Safety Handbook, while reinforcing appropriate behaviors. CRC utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site. While CRC has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

***ATTACHMENTS***

## APPLICATION FOR EMPLOYMENT

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of this application. PLEASE USE INK.

Job Applied For: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you seeking (circle): Full-time                      Part-time                      Temporary                      Summer

When are you available to work (circle): Days Evenings      Nights      Weekends      On call

When are you available to start employment? \_\_\_\_/\_\_\_\_/\_\_\_\_

Salary requested: \$\_\_\_\_\_ per \_\_\_\_\_

### PERSONAL INFORMATION:

Name (Last, First, Middle) \_\_\_\_\_

Current Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Message Telephone (\_\_\_\_\_) \_\_\_\_\_

Social Security Number (Optional) \_\_\_\_\_

Are you at least 18 years of age (circle)?    Yes    No

E-mail address: \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the United States (circle)?    Yes    No

How did you learn of the position (circle)?              Newspaper ad    Walk-in    Job Line    Referral    Other  
\_\_\_\_\_

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

Account for all periods of time including military service and any periods of unemployment. List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (    ) \_\_\_\_\_

Key Duties: \_\_\_\_\_

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (    ) \_\_\_\_\_

Key Duties: \_\_\_\_\_

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title Of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: \_\_\_\_\_ Employer telephone (     ) \_\_\_\_\_

**EDUCATION:**

School	Name and Complete address of School (Street, City, State, Zip)	Course Of Study	Graduated Yes or No	Grade Completed	Diploma/ Degree
High School					
College					
College					
Other: (BS, Tech, Trade, Military)					

**SKILLS:**

If you are an experienced operator of any business machines or equipment, please list.

\_\_\_\_\_

If you are an experienced operator of any heavy-duty machines or equipment, please list.

\_\_\_\_\_

Do you transcribe dictation from a recording device (circle)?    Yes    No

Word Processing (specify equipment): \_\_\_\_\_

Data Entry (specify equipment): \_\_\_\_\_

What computer software do you know how to use? \_\_\_\_\_

What skills or additional training do you have that are related to the job for which you are applying?

\_\_\_\_\_

**GENERAL: YOU MUST ANSWER ALL QUESTIONS IN THIS SECTION.**

1. Have you ever been convicted under any criminal law; including any plea of "guilty", "no contest" or "deferred adjudication" (excluding minor traffic violations)?    Yes  No

If yes, when, where, and what was the disposition? \_\_\_\_\_

2. Do you have charges or prosecutions that are pending?    Yes             No

3. Have you ever been fired from a job, or asked to resign?    Yes             No     If yes, please explain:

\_\_\_\_\_

4. Do you have any relatives currently employed by this organization?    Yes  No

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

\_\_\_\_\_

6. For driving jobs only: Do you have a valid driver's license?    Yes     No

License No \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ Expires: \_\_\_\_\_

7. Professional License:      National     State                       Both

License (specify) \_\_\_\_\_ License No: \_\_\_\_\_ By \_\_\_\_\_ Expires \_\_\_\_\_

**REFERENCES:**

*Give three references, business or faculty, who are familiar with your qualifications*

<b>NAME</b>	<b>COMPLETE ADDRESS (Street, City, State, Zip)</b>	<b>PHONE</b>	<b>OCCUPATION</b>

*AFFIDAVIT, CONSENT AND RELEASE*  
**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand and, by my signature, consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***For HR use only:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCE FORM

<b>Candidate Name:</b>	
<b>Position:</b>	
<b>Date:</b>	
<b>Reference Name:</b>	
<b>Reference Position/Organization:</b>	

Recommended Questions	Questions to Avoid with References
When did (candidate) work for your company?	Any question that relates to race or ethnicity.
Could you confirm starting and ending employment dates? When did s/he leave the company?	Any question that tends to identify the candidate's age if it is not a job requirement. (ex: do you know when the candidate graduate from high school?)
Were you asked to be a reference by (candidate)?	Any question attempting to identify the candidate's nationality, lineage, ancestry, national origin.
What was her/his position? Can you describe the job responsibilities?	Any question related to the candidate's children, child care, ages of the candidate's children, or other subjects that are likely to be perceived by covered group members, especially women, as discriminatory.
Did (candidate) supervise other employees? How effectively? If I spoke to those employees, how do you think they would describe (candidate's) management style? How would you describe her/his supervisory/management skills?	Are there any health-related reasons why (candidate) may not be able to perform on the job?
How did (candidate) handle conflict? How	Does (candidate) have any physical or

about pressure? Stress?	mental defects which preclude them from performing certain kinds of work?
Did you act as (candidate's) supervisor? If (candidate) did not report to you, what was your working relationship? Did you evaluate (candidate's) performance? What was noted as needing improvement during this performance review? What do you consider (candidate's) key strengths?	Has (candidate) been hospitalized in the last five years?
How would you describe (candidate's) punctuality?	Has (candidate) recently had a major illness?
Could you rate (candidate's) reliability on a scale of 1-10, 10 being the best?	How many days was (candidate) absent from work because of illness last year?
What was his/her biggest accomplishment while working at your company?	Has (candidate) ever filed for workers' compensation insurance?
How would you describe (candidate's) ability to work as part of a team?	Any inquiry that is not job-related or necessary for determining and applicant's potential for employment.
(Candidate) is being considered for the following position; do you think he/she is a good fit? Why?	Is (candidate) a citizen of the U.S.?
What haven't we discussed that you feel is vital for me to know about (candidate)?	Has (candidate) ever worked for your company under a different name?
Would you re-hire this person? Why or why not?	

## REFERENCE INFORMATION

Candidate name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

1. In what capacity do you know the candidate?  
\_\_\_\_\_
2. How long have you known him/her? \_\_\_\_\_
3. What are his/her strengths?  
\_\_\_\_\_
4. In which areas could he/she improve?  
\_\_\_\_\_
5. What would be the ideal role for him/her?  
\_\_\_\_\_
6. Please describe candidate's interaction in a team setting.  
\_\_\_\_\_
7. Would you rehire him/her? \_\_\_\_\_
8. Is there any other information you feel would be helpful for us to know about him/her?  
\_\_\_\_\_



## REPORTING FORM

*Source: USA Swimming*

Capital Rowing Club strongly encourages the reporting of misconduct. Capital Rowing Club appreciates your willingness to report inappropriate behavior.

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

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

Comments:

2. Age or Approximate Age:

3. Gender

Male  Female

4. Address (City, State required):

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

- Head Coach
- Assistant Coach
- Club Employee
- Volunteer
- Official
- Other / Not sure

6. Club where individual works and/or volunteers or worked/volunteered previously:

Comments:

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

7. Type of Offense (i.e. what happened?)

8. Where did the incident or incidents take place? (City, State and any other available location information)

Comments:

9. Please Describe what happened: (Including... Who, What, When, Where)

Comments:

**This section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and Club affiliation.**

10. Name:

Comments:

11. Age (or approximate age):

Comments:

12. Club affiliation (if any):

Comments:

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

guardian):

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

15. Gender

- Male
- Female

**Your Information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he or she believes to be true.**

16. Name:

17. Phone Number:

18. Email Address:

19. Club Affiliation (if any):

20. Relationship to victim (if any):

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

**Other Information**

21. If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please enter it here:



## INCIDENT REPORT FORM

<b>Incident:</b>	
<b>Reported By:</b>	
<b>Date:</b>	
<b>Individuals (s) Involved:</b>	

<b>Investigated By:</b>	
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<b>Location of Incident:</b>	
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<b>Summary of Complaint:</b>	
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## INCIDENT REPORT FORM

<b>Statements Provided By:</b>	
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<b>Conclusion:</b>	
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<b>Recommendation:</b>	
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**ACTION TAKEN:**

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**APPENDIX:**  
**Additional Resources**

## **APPENDIX: ADDITIONAL RESOURCES**

### **Prevention**

- Centers for Disease Control, [www.cdc.gov/ViolencePrevention/childmaltreatment/index.html](http://www.cdc.gov/ViolencePrevention/childmaltreatment/index.html)
- U.S. Department of Health and Human Services, Child Welfare Information Gateway, [www.childwelfare.gov](http://www.childwelfare.gov)

### **Applicant Screening**

- “Staff Screening Toolkit: Building a Strong Foundation Through Careful Staffing,” Patterson, John C. (Nonprofit Risk Management Center), [www.nonprofitrisk.org](http://www.nonprofitrisk.org)

### **Creating Policies and Procedures**

- Saul J, Audage NC. *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2007.

### **Risk Management**

- Public Entity Risk Institute (PERI), [www.riskinstitute.gov](http://www.riskinstitute.gov)
- Nonprofit Risk Management Center, [www.nonprofitrisk.org](http://www.nonprofitrisk.org)
- Nonprofit Risk Management Center, “The Season of Hope: A Risk Management Guide for Youth-serving Nonprofits.”
- National Resource Center for Community-Based Child Abuse Prevention, Evaluation Toolkit, Logic Model Builder: <http://friendsnrc.org/evaluation-toolkit>

### **Reporting**

- Child Information Gateway, [www.childwelfare.gov](http://www.childwelfare.gov)

### **Effects of Child Abuse and Neglect**

- Child Welfare Information Gateway, “Long-Term Consequences of Child Abuse and Neglect,” [www.childwelfare.gov/pubs/factsheets/long\\_term\\_consequences.pdf](http://www.childwelfare.gov/pubs/factsheets/long_term_consequences.pdf)

### **Counseling**

- Childhelp, <http://www.childhelp.org>
- Childhelp National Child Abuse Hotline: 1.800.4.A.CHILD (1.800.422.4453) (staffed 24 hours a day, seven days a week, with professional crisis counselors)
- Child Molestation Prevention, <http://childmolestationprevention.org/pages/diagnosis/html>
- Sexual Behaviors Consultation Unit, Johns Hopkins Hospital, [http://hopkinsmedicine.org/psychiatry/specialty\\_areas/sexual\\_behavior](http://hopkinsmedicine.org/psychiatry/specialty_areas/sexual_behavior)

