

# BRC TRAVEL GUIDELINES AND PERMISSION

- I will arrive at meeting places on time, obey instructions of coaches and chaperones, observe all designated quiet times and curfews, and not leave the hotel, bus, or regatta site without explicit permission from coaches or chaperones.
- I understand that I might have my belongings and/or room checked prior to or during the trip if an inappropriate item is suspected.
- I understand that room assignments are based on logistical factors, not my personal preferences, and will cooperate with my roommates so everyone has a pleasant time.
- I will sleep in my assigned hotel room each night and will not switch rooms without permission from the Regatta Director.
- I understand that socializing should occur in public areas, not hotel rooms, and that any form of sexual activity, or situation that gives the appearance or opportunity for such activity, is not appropriate.
- Athletes of the opposite gender are not allowed into each other's rooms, except in the presence of a coach or chaperone. No one, other than someone from BRC or a family member is allowed to visit in the hotel room of the athlete.
- I will respect other hotel guests by minimizing noise and avoiding horseplay in rooms, hallways, and public areas.
- I will not damage or remove hotel property, and I understand that I and my parent/guardian will be held liable for any damage/loss.
- I will stay on hotel property, observing designated curfew times, and will not leave my room after room check except in an emergency to find a chaperone.
- I understand that I am responsible for setting an alarm and/or having a wake-up call to ensure an on-time departure for the regatta site. I will plan ahead with my roommates.

## Code of Conduct Reminder:

I recognize that my actions and attitudes reflect on the team and community, and I will represent myself and Brighton Crew in a positive manner always.

- I will respect my teammates, coaches, parents, volunteers, race officials, and competitors.
- I will use good judgement and responsible behavior.
- I will support my teammates' efforts and celebrate their successes.
- I will not, in-person, via phone, text or online:
  - Make offensive comments based on physical attributes, skills, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability
  - Violate the rights or privacy of others, or bully or haze them.
  - Use abusive or obscene language/gestures/images; fight, use weapons, lie, or steal
  - Engage in inappropriate displays of affection.
- I will not use or possess alcohol, tobacco, weapons, illegal drugs, prescription drugs which have not been prescribed for me, or performance enhancing drugs.

***I give my child permission to participate in the Brighton Rowing Club Regatta Trip. We have read and understand the rules and guidelines above. I understand that consequences will be based on the severity of the violation and the Coach's recommendation. Misconduct may be reported to the BRC President and Board of Directors, and consequences may include loss of racing privileges or being sent home at parent expense.***

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# BRC CODE OF CONDUCT

## GOALS

- Foster and maintain an environment which promotes physical and emotional well-being, as well as encourages a healthy balance between family, school, and sport.
- Teach rowing skills and inspire commitment to improving these skills through focused training and opportunity to compete locally and regionally.
- Create and reinforce a culture of respect for the athletic community, team equipment, and safety guidelines.
- Build teamwork, sportsmanship and competitive integrity with a spirit of camaraderie and enjoyment.

## VALUES

- Balance
- Commitment
- Respect
- Teamwork
- Sportsmanship
- Integrity
- Enjoyment
- Inclusivity

I recognize that my actions and attitudes reflect on the team and community, and I will always represent myself and Brighton Crew in a positive manner.

- I will respect my teammates, coaches, parents, volunteers, race officials, competitors and myself.
- I will use good judgement and responsible behavior.
- I will support my teammates' efforts and celebrate their successes.
- I will not, in-person, via phone, text or online:
  - Make offensive comments based on physical attributes, skills, gender, race, ethnicity, culture, religion, sexual orientation, gender, or disability
  - Violate the rights or privacy of others, or bully or haze them.
  - Use abusive or obscene language/gestures/images; fight, use weapons, lie, or steal
  - Engage in inappropriate displays of affection
- I will not use or possess alcohol, tobacco, weapons, illegal drugs, prescription drugs which have not been prescribed for me, or performance enhancing drugs.

### Safety and Equipment:

- I will follow commands from my coxswain, any Brighton Crew coach, and any regatta official, and will responsibly look out for the safety and well-being of myself and others.
- I will respect and properly use all equipment and facilities of Brighton Crew and host organizations. If I am unsure as to proper safe usage, I will ask for instruction.
- I will never take out equipment without permission and supervision.
- In the case of swamping or capsizing, I will stay with the boat. If assistance is not immediately available, all members of the boat will stay together and swim the boat to shore.
- In case of a crew member overboard, injured, or incapacitated, I will stop rowing and ensure one of the crew members signals the coach.
- I understand that I must report any injury, however minor, to the coach immediately.

***Coaches who discover a violation will consider the severity of the violation and how it impacts the team or safety of an individual and may report misconduct to the BRC President. Consequences will be based on the severity of the violation and the Coach's recommendation.***

***I certify that I have read and understand this Code of Conduct and will adhere to the policies outlined here and in the Brighton Rowing Club Handbook.***

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# BRC ATTENDANCE POLICY

Rowing is the ultimate team sport. Just one person missing has a domino effect, and can negatively impact the entire team. Athlete absences or tardiness require coaches to re-work lineups, change training plans, and delay the start of practice, which results in less time for the entire team to practice and prepare for regattas. When athletes do not attend regattas, boat assignments and racing lineups must be changed, which may result in disqualifications, missed racing opportunities for your teammates, and extra regatta fees. Individual and family schedules need to be adjusted accordingly. After-school commitments, medical appointments, family trips, etc. should be planned around practice times and regattas.

## WHAT IS EXPECTED:

- Athletes will attend all scheduled practices and regattas, arriving on time, dressed in weather-appropriate clothing, with running shoes, sunscreen, and a full water bottle.
- All athletes will assist with practice/regatta set-up including, but not limited to un/loading and de/rigging boats, carrying oars, boats, and launches to the dock, and ensuring their own seat, foot stretcher, oarlock, and rigger are correctly adjusted.
- Athletes must plan individual and family commitments around practice times and regattas.
- Athletes must inform head coach of any unavoidable conflicts (e.g. religious observance), including exceptional circumstance that requires an athlete to arrive late or leave early:  
**Regattas: at the beginning of the season    Practices: At least 1 week in advance**
- It is the responsibility of the athlete/parent to e-mail the head coach, with the appropriate assistant coaches copied in, regarding a planned absence with a specific reason. If the athlete sends the e-mail, a parent must be copied in.
- In the event of last-minute illness, sick day from school, or family emergency, the parent should contact the coach immediately.
- Athletes will remain at the practice or regatta until all equipment is put away, secured on the boat trailer, and the team is dismissed by the coach.
- If an athlete or parent has any concerns about the athlete's medical fitness for rowing, discuss this with your physician, and if necessary, provide a medical excuse from rowing or have the athlete cleared to row by the physician.

## WHAT IS UNACCEPTABLE:

- Athletes arriving to practice late or leaving early.
- Athletes shirking their responsibility to help un/loading and de/rigging boats, carrying oars, boats, and safety launches to the dock, and ensuring their own seat, foot stretcher, oarlock, and rigger are correctly adjusted.
- Last minute text messages from an athlete to excuse him/herself from practice.
- Asking a fellow team member to report an athlete's absence to the coach.
- Attending practice, but asking to be excused from rowing due to minor aches and pains. Please provide a medical excuse from rowing or have the athlete cleared to row by the physician.

## CONSEQUENCES:

- After 3 unexcused absences, the athlete is suspended from the next race.
- If the athlete is has an unexcused absence during either of the 2 practice days prior to a race, the athlete is suspended from that race.
- Athletes/families will remain financially responsible for all races, regardless of suspensions.

I certify that I have read and understand this Attendance Policy, and will adhere to the guidelines.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# BRC PAYMENT POLICY

**No-Risk Trial Membership:** New Fall and Spring participants may contact our Registrar to request a 2-week opportunity to determine if rowing is right for them. All registration requirements/paperwork/fees must be submitted. A full refund will be provided if an email is sent to [treasurer@brightoncrew.org](mailto:treasurer@brightoncrew.org) announcing the decision to withdraw before the end of the first 2 weeks.

**Season Registration Fees:** BRC is a non-profit club. All costs (coaches, equipment, facilities, insurance, etc.) are covered by member fees. Fees are based on enrollment in the program and the number of regattas each season. We work to keep fees as low as possible each year.

## Winter Conditioning/Spring Season Fees:

- Winter Conditioning is included in the Spring fees, and mandatory for Novice and Varsity athletes.
- A coach-approved late start due to an additional extracurricular commitment will not receive a prorated registration fee.
- Athletes not rowing during the Spring Season are welcome to join Winter Conditioning for an additional fee.
- For new rowers, the 2-week no-risk trial applies to Winter Conditioning.

## Regatta Fees:

- Only Novice and Varsity teams participate in regattas. Modified athletes do not have regatta fees.
- Local/near-by regatta fees are included in the season registration.
- Regattas that are long distance and require an overnight stay will have an additional fee that covers transportation and lodging, with costs evenly divided between team members.
- Regattas for “select Varsity rowers”, such as the Head of the Charles and Nationals will have similar additional fees.
  - The club will pay for coaching costs and boat transportation/rentals.
  - Participant families will pay for boat registration fees as well as lodging and travel costs.

## Refunds and Discounts:

- Withdrawals: No refunds can be given after the season has begun, and no credit is given for absences prior to formal withdrawal.
- If a participant is asked to leave the program due to disciplinary or account-payable issues, no refund will be issued.
- If a refund is requested before the season has begun, the registrar and treasurer will process the withdrawal, calculate refund, and send a check.

## Payment Options:

- Full Season Payments can be made by credit card using Regatta Central or can be made by check or an electronic form of payment.
- Installment payments can be made by check or an electronic form of payment.
  - Winter/Spring: equal payments due at time of initial registration, by February 28th, and by March 30th
  - Fall: equal payments in August (at time of initial registration) and by September 30th
  - Summer fee is due in full at time of registration
- Payment by Check:
  - Make checks payable to Brighton Rowing Club.
  - Mail to: Treasurer, Brighton Rowing Club, PO Box 18724, Rochester, NY 14618.
  - Checks cannot be accepted in person.
- Electronic payments should include the recipient’s email: [treasurer@brightoncrew.org](mailto:treasurer@brightoncrew.org). Be sure to list rower’s name in the memo.

# SWIMMING ABILITY STATEMENT

Brighton Rowing Club requires team members to complete a swim test. The purpose of the swim test is to assess whether, in the event of an emergency, the participant is comfortable enough in the water to remain calm and afloat, get back to the boat and hang on, and follow instructions of coaches on what to do next. Swimming speed or style is not relevant. Any athlete who is unable to successfully pass the swim test must wear a PFD (personal flotation device) when rowing.

## Swim Test Requirement:

Participant can tread water for 10 minutes, while wearing a sweatshirt.

Participant can swim 50 yards, while wearing a sweatshirt.

The participant is not permitted to rest on the side of the pool or touch the bottom of the pool during the test.

A swim test will be scheduled at the beginning of each season for new rowers. A copy of the test results or an exemption will be kept on file with BRC.

To be exempt from this requirement, a parent may complete this form to attest to the athlete's ability to meet the minimum swimming requirements. Complete electronically or print and complete; email form back to registrar@brightoncrew.org.



**My child, \_\_\_\_\_, demonstrates the ability to complete the swimming activities listed above.**

Additional documentation (optional, but preferred):

Red Cross Swim Card; please attach a copy of the swim card

OR

My child participates in a swim program through a school, athletic, or other organization:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone or Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SAFE SPORT POLICIES

## INTRODUCTION

The Brighton Rowing Club is committed to improving the safety and development of all athletes and participants involved in rowing. Sport encourages a healthy lifestyle, builds self-confidence, and helps improve athletes' performance in other arenas as well. 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, sport can also be a high-risk environment for misconduct, including child physical and sexual abuse. The Brighton Rowing Club joins USRowing and the United States Olympic Committee in establishing policies to eliminate the misconduct in rowing.

Brighton Rowing Club hopes to strengthen participation in the sport and to create a positive environment for the achievement of athletic excellence. This Policy applies to Staff members and volunteers, Brighton Rowing Club athletes and participants; and Parents of Brighton Rowing Club athletes and participants. This Participant Safety Handbook specifically targets six types of misconduct:

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

## DEFINITIONS

**Athlete:** Any student participant in the Brighton Rowing Club, who regularly attends team practices, regattas, and other organized activities.

**Board Member:** any individual duly elected to the Brighton Rowing Club Board of Directors to aid the administration of the organization. The Board is responsible for authorizing any appropriate action to be taken in response to allegations of misconduct. Board Members are also Volunteers.

**Chaperone:** Any adult volunteer who agrees to accompany Brighton Rowing Club athletes on team travel that requires an out-of-town, overnight stay.

**Ombudsman:** The Brighton Rowing Club Board Member chosen to receive complaints, concerns, and reports of misconduct. The Ombudsman is charged with the unbiased evaluation of alleged misconduct. Where appropriate, the Ombudsman will report any findings of alleged misconduct to the Board of Directors as well as make recommendations of appropriate responses.

**Staff Member or Employee:** Any individual directly paid by the Brighton Rowing Club or its contractors on an on-going basis to provide services to the organization and participating athletes.

**Volunteer:** Brighton Rowing Club is a volunteer-run organization. Volunteers include parents and other adults who assist athletes and the organization at team activities, including, but not limited to, regattas, practices, travel, and other team events.

## ATHLETE PROTECTION POLICY

In the event that any staff member or volunteer observes instances of prohibited conduct, suspected physical or sexual abuse, or misconduct, it is his or her personal responsibility to immediately report his or her observations to the Brighton Rowing Club Ombudsman. 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.

It is a violation of this policy if a staff member and/or volunteer knows of misconduct, but takes no action to intervene for: any touching or non-touching sexual interaction that is nonconsensual or forced, 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; any act or conduct described as sexual abuse or misconduct under federal or state law.

## **PROHIBITED CONDUCT**

Any engagement in the following activities is strictly prohibited:

**Bullying:** 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), including any conduct described as bullying under federal or state law. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

**Harassment:** 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, including any conduct described as harassment under federal or state law.

**Hazing:** 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, including any conduct described as hazing under federal or state law. Conduct that meets the definition of hazing are considered to be hazing regardless of an athlete's cooperation or willingness to participate. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

**Emotional Misconduct:** Deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete, including any conduct described as emotional abuse or misconduct under federal or state law. Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

### **Physical Misconduct**

Contact or non-contact conduct that results in physical harm to an athlete or other sport participants, including any conduct described as physical abuse or misconduct under federal or state law. Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

### **Sexual Misconduct:**

Note: An imbalance of power is always assumed between a coach and an athlete.

#### **Child Sexual Abuse**

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. This also includes any act or conduct described as sexual abuse under federal or state law.

## **STAFF/APPLICANT SCREENING**

Staff members must pass a formal screening process before performing services for Brighton Rowing Club. Elements of our screening process include, as applicable, successful completion of an application, interview, reference check and criminal background check that complies with the Fair Credit Reporting Act. To deter applicants who may be at risk of abusing athletes or participants from applying for positions, Brighton Rowing Club educates its applicants about its protection policies.

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting criminal history is grounds for disqualification or dismissal, 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 do so is grounds for disqualification or dismissal.

Information that could disqualify an applicant includes, but is not limited to, arrests, pleas of no contest and criminal convictions—especially if the underlying criminal behavior involved sex or violence. No determination will be based solely on a pending court case, unless the case results in conviction.

## **SUPERVISION OF ATHLETES AND PARTICIPANTS**

During training and competition, Brighton Rowing Club strives to create a safe training environment and to protect athletes and participants. Rowing is a team sport and most activities, including training, travel and competition, are group endeavors involving multiple coaches, volunteers, and athletes. Brighton Rowing Club encourages group participation in all activities. However, at times one-on-one interactions are useful and appropriate.

### **APPROPRIATE ONE-ON-ONE INTERACTIONS**

**Individual Meetings:** an individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Any individual meeting should occur when others are present and in a publicly visible and open area. If an individual meeting is to take place in an office, the door should remain unlocked and open.

**Individual Training Sessions:** an individual training session with an athlete or participant may also be desired or necessary. Permission of a minor athlete's parents or guardians is required in advance of the individual training session(s).

### **PHYSICAL CONTACT WITH ATHLETES**

Appropriate physical contact between athletes and coaches, staff members, 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. The safety of our athletes is paramount and when making the athletic space safer through appropriate contact, we follow these general principles:

- 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
- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that he or she may more quickly acquire an athletic skill
- moving an athlete out of harm's way

### **TRAVEL**

Travel is a standard component of our competitive season and Brighton Rowing Club has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

**Local travel** occurs when Brighton Rowing Club does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians are responsible for making travel arrangements. For local travel, it is the responsibility of the athletes and their parents/guardians to ensure their own travel safety.

**Team travel** is overnight travel that occurs when Brighton Rowing Club sponsors, coordinates or arranges for travel so that our team can compete locally, regionally, and nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will travel with the athletes. Brighton Rowing Club makes every effort to provide adequate supervision through coaches and other adult chaperones.

### **COACH AND CHAPERONE TRAVEL RESPONSIBILITIES**

When not practicing, training, competing, or preparing for competition, coaches and chaperones will:

- prepare athletes for team travel and make athletes aware of all expectations
- familiarize themselves with all travel itineraries and schedules before the travel date
- help athletes be on time for all team commitments
- assist with team travel logistical needs
- ensure athletes are complying with the BRC Code of Conduct



- ensure that athletes are not alone in a hotel room with any adult apart from a family member
- contact parents directly in the event that any safety concerns or misconduct arise

## **RESPONDING TO ABUSE, MISCONDUCT AND POLICY VIOLATIONS**

Every Brighton Rowing Club staff member and/or volunteer must report:

- violations of participant safety policies and procedures
- misconduct as defined in Brighton Rowing Club's Athlete Protection Policy, and
- suspicions or allegations of child physical or sexual abuse.

Credible allegations of child physical or sexual abuse will be reported to appropriate law enforcement authorities and/or Child Protective Services. Brighton Rowing Club 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. An independent investigation can harm youth and/or interfere with the legal investigative process.

Brighton Rowing Club will address internally any alleged policy violations that are not reportable under state or federal law.

### **To Whom to Report**

Staff members, volunteers, and athletes may report to any Brighton Rowing Club Board Member with whom they are comfortable sharing their concerns. Reports should also be made to the Brighton Rowing Club Ombudsman. A staff member and/or volunteer may, and in some cases must, report allegations of child physical or sexual abuse to relevant law enforcement authorities.

### **How to Report**

Brighton Rowing Club will take a report in the way that is most comfortable for the person initiating a report, including anonymous, in-person, verbal or written reports. Regardless of how the report is made, it is helpful to for individuals to provide the name of the complainant(s), the type of misconduct alleged, and the name(s) of the individual(s) alleged to have committed the misconduct.

### **Anonymous Reporting**

Brighton Rowing Club recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports are also permissible. However, anonymous reporting may make it difficult for Brighton Rowing Club to properly address allegations. All suspicions of child physical or sexual abuse will be reported to the appropriate law enforcement authorities.

### **Confidentiality**

To the extent permitted by law, and as appropriate, Brighton Rowing Club will keep confidential the complainant's name on request, the names of potential victims, the accused perpetrator, or the people who made a report of child physical and sexual abuse to the authorities.

### **Whistleblower Protection**

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

### **Bad-Faith Allegations**

Reports of abuse, misconduct or policy violations that are malicious, frivolous or made in bad faith are prohibited. Such reports will be considered violations 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.

### **Notification**

Following a credible allegation that results in the removal of an employee, coach or other volunteer, Brighton Rowing Club may consider the circumstances in which it will notify other parents of athletes with

whom the accused individual may have had contact. At Brighton Rowing Club's discretion, staff members, volunteers, parents, and/or athletes may also be notified of any allegation of child physical or sexual abuse or other misconduct that law enforcement authorities are actively investigating.

## **DISCIPLINARY RULES AND PROCEDURES**

While Brighton Rowing Club endeavors to provide support and guidance to participants on a day-to-day basis, it is vital to utilize formal procedures for disciplinary action. This Policy is used to address allegations misconduct and violations of the Brighton Rowing Club Athlete Protection Policy against staff members, athletes, and/or volunteers.

Brighton Rowing Club recognizes that there are varying levels of misconduct. In enforcing disciplinary procedures, Brighton Rowing Club will make every effort to apply the procedures proportionately, reasonably, fairly, and equally.

On receipt of an allegation, Brighton Rowing Club will determine 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. If the accused individual is a minor, Brighton Rowing Club will contact his or her parents or guardians, in addition to contacting the law enforcement as appropriate.

Sanctions for violations of the Participant Safety Handbook will be proportionate and reasonable under the circumstances. Brighton Rowing Club will address allegations against a staff member under its Employment Policies and Procedures. In addition to day-to-day guidance, the Brighton Rowing Club may take such disciplinary actions as:

- Immediate Suspension or Termination
- Inform the individual's supervisor or, in the case of a youth participant, the youth's parent or guardian;
- Provide the individual with guidance, redirection and instruction;
- Temporarily suspend the individual;
- Issue a verbal warning;
- Issue a written warning
- Suspend or terminate employment or membership

Appeals of disciplinary action may be made directly to the Brighton Rowing Club Board of Directors and/or Ombudsman for reconsideration.