



## SafeSport Compliance Policy 2018-2019

This SafeSport Compliance Policy (“Policy”) has been adopted and ratified by the Artemis Rowing Board of Directors effective July 22, 2018 in accordance with US Rowing’s SafeSport Compliance Policy requirements for Organizational Members and guidelines published by the U.S. Center for SafeSport. This Policy is to be read and adhered to by and among Artemis Rowing’s directors, officers, employees, independent contractors (agents) and club member rowing families (collectively, “Covered Persons”).

This Policy is based on the comprehensive US Rowing Internal SafeSport Policies Document - <http://www.usrowing.org/wp-content/uploads/2016/06/USRowing-Internal-SafeSport-Policies.pdf>. We encourage all readers to refer to this document for additional guidelines for implementing and seeking clarification on Artemis Rowing’s Policy and requirements.

This Policy is subject to change, without prior notice to all Covered Persons, in order to remain in line with changes and updates made periodically to US Rowing’s SafeSport Compliance Policy. All such Policy changes must be adopted and ratified by the Artemis Rowing Board of Directors before they become effective.

## 1. Covered Individuals

To assure the safety of all members of the rowing community, Artemis Rowing requires all full- and part-time employees, administrators, board members, coaches, volunteers having direct access to athletes over the course of several days to be properly screened and aware of SafeSport issues. These individuals have a duty to report instances of misconduct to the Artemis Rowing Board of Directors, c/o its President, Safety Officer, and Program Director for 2018-2019:

President - Melissa Richards, [president@artemisrowingclub.org](mailto:president@artemisrowingclub.org); Cell: (510) 507-9220

Safety Officer - Emma Rosen, [emrosen@pacbell.net](mailto:emrosen@pacbell.net); Cell: (415) 385-2843

Program Director - Joe Wainwright, [coachjoe@artemisrowingclub.org](mailto:coachjoe@artemisrowingclub.org); Cell: (510) 520-1427.

## 2. Screening/Background Checks

As a condition of employment or participation at Artemis Rowing events, all employees, administrators, board members, coaches (full- and part-time), volunteers, and hired contractors with direct access to athletes are required to pass a third-party background check prior to employment or participation, and every two years thereafter.

In compliance with California law, all prospective employees (and board members, volunteers, administrators and hired contractors with direct access to athletes will need to sign a release to have a criminal background check conducted.

US Rowing and Artemis Rowing contract with NCSI to run background checks. <https://www.ncisafe.com>. Artemis Rowing will provide you with an 8-digit identifier code to get started.

You may monitor your status online at [www.ncisafe.com](http://www.ncisafe.com), by clicking on “Check My Background Screening Status.” Be sure to monitor your email inbox and SPAM for any additional requests from NCSI. Please submit your information as soon as possible.

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 Artemis Rowing.

### **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or participation in Artemis Rowing’s program, 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 to notify an immediate supervisor, or in the case of a volunteer, to notify the Artemis Rowing President or Safety Officer.

## **OTHER POTENTIALLY DISQUALIFYING FACTORS**

Even if an applicant passes a criminal background check, other factors may disqualify an applicant. An individual may be disqualified and prohibited from providing services for USRowing if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor
- Been subject to any court order involving any sexual or physical abuse of a minor including, but not limited to, a domestic order or protection
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors
- Resigned, been terminated or been asked to resign from a position – paid or unpaid – due to complaint(s) of sexual or physical abuse of minors
- A history of other behavior that indicates they may be a danger to participants in USRowing; or
- Not met the job requirements.

## **REVIEW OF DISQUALIFIERS**

USRowing will review its disqualifiers every two years or as otherwise required or modified by law.

## **RECORDS**

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

### **3. SafeSport Training**

As a condition of employment or participation at Artemis Rowing events, all employees, administrators, board members, coaches (full- and part-time), volunteers, and hired contractors with direct access to athletes are required to complete the U.S. Center for SafeSport online training program, “*Sexual Misconduct Awareness Education*” prior to employment or participation, and every two years thereafter. The online training course can be found at [safesport.org](https://safesport.org) and there is no charge to take the course.

Recognizing that education is an important step in the prevention of all types of misconduct, including sexual misconduct, US Rowing and Artemis Rowing strongly encourage all athletes and parents participating in our youth rowing program to also

take the online SafeSport training program. In consideration for our families' time spent taking this course Artemis Rowing will award each family 1 hour volunteer credit for the given season (Artemis Rowing requires each family to volunteer ten (10) hours per season).

Again, the online program is free and may be accessed as follows:

1. Go to [SafeSport.org](https://SafeSport.org) and click on the "Sign In" button (upper right corner).
2. Register following the prompts and create your personal account.
3. Select U.S. Rowing as your "Membership" from the drop-down menu.
4. The following account code should be used for US Rowing:

**J5YZ-UJKV-YMFX-4ENI**

"Misconduct" includes emotional misconduct, physical misconduct, bullying, harassment and hazing.

For allegations of sexual misconduct, the Artemis Rowing Board of Directors or its authorized representative must direct all issues involving sexual misconduct to the U.S. Center for SafeSport and report to state and/or local enforcement agencies as appropriate.

For allegations of other types of misconduct, the Artemis Rowing Board of Directors will process complaints in accordance with this SafeSport Compliance Policy. Only after all remedies have been exhausted may Artemis Rowing submit the complaint for consideration to US Rowing's SafeSport Program for consideration.

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