



**TACR**

**Traverse Area Community Rowing**

**SAFETY AND OPERATIONS  
HANDBOOK**

Rev 12/2020

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## **Introduction**

Traverse Area Community Rowing (TACR) on Boardman Lake was founded in 2012 by four rowers—Melissa Fournier, Barbara Jones-Smith, Dustin Ordway, and Glen Rauth—who wanted to bring the sport to the heart of Traverse City and make it available for all interested in the community and greater Grand Traverse area. TACR began with shared space in the Traverse Area Community Sailing boathouse and a few donated singles. In late 2015, TACR entered into an agreement with the City of Traverse City to operate a rowing program utilizing City land at Hull Park, and in 2016 acquired its first used eight.

TACR is governed by a board of directors and is incorporated as a 501(c)(3) charitable organization. TACR's mission is to educate, promote, and provide recreational and competitive rowing opportunities to the community. TACR relies on program participation fees, community grants, and donations to fund its equipment and operations.

## **Organizational Code of Conduct**

Traverse Area Community Rowing is committed to maintaining the highest standard of conduct throughout the organization. This includes responsible behavior and consideration for the safety and well-being of others. We treat each other, equipment and facilities with respect and exercise good sportsmanship both on and off the water.

All participants, rowers, coaches, volunteers, and board members will:

1. Be respectful and considerate of others, fostering a safe, non-threatening environment.
2. Put the safety of others and personal safety first. There will be no engaging in the use of illicit drugs or alcohol before or during rowing. No one shall behave in a reckless manner, take unnecessary risks, or act in a way which places anyone at risk of injury nor property at risk of damage.
3. Adhere to the standards, policies, rules & regulations of TACR, including the SafeSport Policy (see **SafeSport Policies and Procedures** located in this manual).
4. Promote the positive spirit and culture of rowing, and the reputation of Traverse Area Community Rowing. No one shall engage in or encourage conduct that is detrimental to the organization or any of its participants, or otherwise engage in behavior that would bring the organization or the sport into disrepute.

Any participant may be removed from activities or the board for cause, upon decision by a majority vote of the board. Prior to any vote on termination, the respective individual will be given a comprehensive description of the alleged offense(s) and be provided the opportunity to address the board to respond to/defend themselves against any charges. "Cause" shall include:

- Failure to pay fees within 60 days of incurring charge to participant's account
- Willful violation of published TACR standards policies, rules & regulations
- Willful disregard of TACR property/equipment
- Engaging in or encouraging behavior detrimental to TACR
- Repeated unsportsmanlike behavior
- Unfounded malicious or libelous remarks regarding the organization or its officers
- Criminal conduct of any kind on TACR premises or while engaging in TACR activity
- Abuse of trust in matters relating to TACR funds

## **Safety and Equipment Usage Rules**

The following rules apply to all participants in any class or other activity offered and/or run by TRAVERSE AREA COMMUNITY ROWING ("TACR" or "COMMUNITY ROWING"). Use of TACR equipment and/or facilities is conditioned upon participants abiding by the rules set forth here. TACR reserves the right to amend these rules without notice and refuse participation without refund to any person not abiding fully with these rules in the sole judgment of TACR.

### **A. General Rules**

1. Common sense and compliance with directions from the coach must prevail with "SAFETY FIRST" as the first rule. Do not engage in behavior that jeopardizes any person's well-being or that may result in damage to equipment or facilities.
2. Except as set forth below, only participants who have paid all fees will be allowed to row or cox in TACR boats or use TACR equipment or facilities. Experienced rowers or coxswains serving as helpers in Learn to Row (LTR) classes with coach approval are welcome to participate without paying a class fee as their presence contributes to the LTR experience for the session students. Rules governing individual participants rowing on their own are set forth further in this manual.
3. Each participant must have a signed TACR Liability Waiver, an Attestation of Swimming Ability, Medical Form, and Handbook Acknowledgment Form on file.
4. Individuals and groups are expected to abide by the Safety Rules below in addition to all other TACR rules and policies.
5. All participants and coaches are responsible for upholding the integrity of TACR's participation in USRowing and its safety recommendations. ([archive.usrowing.org/Safety/SafetyGuidelines](http://archive.usrowing.org/Safety/SafetyGuidelines)). All rowers must attest to having viewed the USRowing Safety Video. (<http://www.usrowing.org/safety-video/>) Any issues or concerns regarding actions or compliance should be brought to the attention of the TACR board.
6. Violations of any safety rule should be reported to the board for appropriate review and action regarding the situation. The coaching staff should also be made aware of any infractions.
7. TACR reserves the right to deny participation to any person at any time, for safety or other reasons, at the sole discretion of the board.

## B. Rules for Coaching Staff

1. Each practice must have, at minimum, one board-approved coach in direct supervision of rowers.
2. The coach has the authority—and shall exercise at his/her discretion based on safety before all other considerations—to cancel practices (or postpone practice, or end practice early) for safety reasons.
3. As part of determining whether on-water practice should be cancelled, the coach should obtain a current weather forecast to determine whether severe weather is predicted. Practices will be postponed or curtailed if thunderstorms are legitimately threatened or threatening, if lightning is seen or thunder is heard. In any case, the coach shall cancel practice if she/he thinks environmental conditions are unsafe. This may include considerations for snow, rain, ice, fog, temperature, wind, equipment conditions and/or skill level and focus of the rowers in particular weather conditions.
4. No individual, regardless of ability level, may coach any novice, Learn-to-Row, or Learn-to-Scull crew from any single shell unless there is also a safety launch in attendance. No novice crew (coxed or otherwise) should be on the water without a safety/coaching launch close by. A coach sitting in the coxswain seat does not satisfy this requirement. Use of a coaching launch is required as any emergency situation may require the distribution of lifejackets, first aid, or immediate return of a person to the dock.

## C. Rules on the Water

1. All rowers are to be safety conscious at all times. No one is to leave a boat intentionally—stay with the boat. It is the obligation of any person/crew who can help safely to immediately attend to a rower or coach who has been ejected from his/her craft into the water.
2. The coxswain is in sole command of a shell subject to the coach's overall authority. The first concern of the coxswain is the safety of the rowers and the equipment. *The coxswain is the only one in the shell giving the commands and instructions.* No shell that is equipped for a coxswain, unless it is a straight (four, quad, double) boat, shall go out on the water without a coxswain in the boat. If a coxswain's command might place either the crew or equipment in a harm's way, the rowers have the responsibility to ask to stop the shell. Rowers may assist new coxswains in improving their skills, but only when it is not interfering with the coxswain's ability to administer his/her responsibilities.
3. TACR boats may not be rowed in the dark. Dark rowing is defined as any on-water time that falls 30 minutes prior to sunrise and 30 minutes after sunset.
4. To be on the water, a sweep boat must be accompanied by a coach in a launch or specifically be approved in advance in writing based on the level of experience of all rowers using the boat. See "TACR Rowing Levels and Certification Process" beginning on page 8. All boats must be accompanied by a safety launch when the air plus water temperature (which must be at least 50 degrees) is less than 90 degrees ("Ninety Degree Rule").
5. Every rower on the water must have a life jacket in the coach's launch.
6. All shells are to follow the set traffic pattern: row on the right-hand side of the lake from the coxswain's perspective, turn in the counterclockwise direction, and ensure that the craft traveling in opposite directions pass port to port.
7. Stay alert for both rowing and non-rowing craft as well as changing water conditions. If sudden severe weather should strike, return to the dock/shore immediately. Do not row if a thunderstorm warning exists for the immediate area. Do not row in fog unless visibility is at least 100 yards. If heavy fog sets in while on the water, keep a land reference and return to the dock, moving slowly. Be prepared to stop and make noise frequently to warn other boats that may not be visible. Listen for the presence of other boats.

#### D. Facility Usage Rules

1. The facility gate is to be shut and locked when crews are on the water and when the last person leaves the facility.
2. All gasoline and other flammables are to be stored safely.
3. No smoking is permitted in the facility or around the equipment.
4. All shells and launches taken out on the water are to be signed out in the logbook *prior* to going on the water. For coxed boats, coxswains are responsible for signing in and out. Include the boat name and time out. Upon return, complete the actual time in, comments, and all equipment problems encountered. If an equipment problem requires attention before the boat is rowed again, notify the Equipment Manager the same day.
5. We share Hull Park, the parking lots, the TART Trail footpath, the launching areas, and the lake with others. Be considerate of other boats, sailboards, fisherman, swimmers, kayakers, bikers, joggers and others in the area. Adhere to scheduled launch times as these have been coordinated to accommodate others who are using the area.

#### E. Equipment Handling Rules

1. Enter any equipment problem into the logbook located inside of the facility shed. If further use will cause more damage to the equipment or potential injury to a rower, make sure the equipment will not be used by anyone until the Equipment Manager has addressed the problem. Do not assume someone else has reported the problem.
2. Shells are to receive routine/preventative maintenance on a regular basis.
3. Shells are to be wiped down by rowers after each use. Oar handles are to be cleaned with anti-bacterial solution after each use to prevent the spread of infection.
4. Rigging is not to be changed without approval. All measurements and adjustments are to be noted in the organization's Rigging Book.
5. Moving Boats and Oars
  - a. When lifting a boat, always make sure there are enough rowers properly distributed to prevent injury or damage. Lift the boat evenly.
  - b. Boats are to be lifted off racks, not slid off.
  - c. Watch riggers carefully to ensure they do not collide with other objects, including the hull of other boats.
  - d. Do not hold shells by, or rest shells on, the riggers.
  - e. Coxswains are to give directions for moving boats. *Those carrying a boat are to follow the coxswain's commands and are to refrain from speaking while moving a boat unless necessary for the safety of others or the equipment.* The coxswain shall strategically maneuver along the trail to give notice to users of the trail that a boat is crossing.
  - f. Do not place shells on the ground. Use stretchers or horses for proper support.
  - g. When transporting shells on the trailer, make sure they are properly secured and unable to move in any direction. Refrain from placing gunwales directly on metal; use foam protectors. Remove seats and riggers before transport.
  - h. Walk around a shell; never step over a shell.
  - i. Never place your head inside a rigger while carrying a shell; never step into a rigger while climbing into or out of the shell.

j. Carry oars with the blade high and in such a way as to avoid damage to the oar or surrounding objects or people.

6. Launching and docking boats

a. Never step into the bottom of the shell or drop anything heavy into the bottom of the shell.

b. Before entering the boat, inspect the seat, rigger, stretchers, etc. to make sure no parts are missing, loose, or broken. Inform the coach of any problems you find.

c. Remember that the coxswain is in charge of landing at the dock. Enter the landing area slowly and always have someone present to catch the boat at the dock/shore. If the landing does not look good, weigh enough, back off, and try again.

7. Handling Launches

a. Use of a launch is to be entered in log sheets, just as is done with shells, by the launch driver.

b. Life jacket bags must be included in the corresponding numbered launch boat as they contain the boat registration documentation.

c. Launches are to be securely tied to the dock and the motor properly hoisted and locked.

d. Launches stored inside the facility are to have the gasoline tank removed. Store the gasoline in the shed.

e. The launch is to be considered a safety vehicle at all times. Launch drivers must make sure all of the proper safety equipment is in the launch. Launch drivers shall also be familiar with rescue procedures. The number of people in the launch shall be limited so as to allow for adequate room for the rescue of crews.

### **Independent Use of TACR Equipment**

1. Unless otherwise authorized, no rower shall use TACR equipment at any time except during a scheduled row/class and under the supervision of a coach.
2. Any violation at any time may result in the removal of the rower from the approved certification list and there will be no refund of any fees paid.
3. Any use of TACR equipment at any time without board authorization or in violation of board authorization or these rules shall be considered trespass.
4. See "Rowing Levels and Certification Process" beginning on page 8

### **Guest Rowing Policy**

Guests are welcome to use TACR facilities with the permission of the Head Coach and in accordance with all TACR policies and procedures. Guests are allowed two (2) visits after which time they will need to purchase a punch card or enroll in sessions. Guests who wish to use TACR equipment must complete the certification process. All guests are expected to complete and sign a waiver, sign the TACR Handbook Acknowledgment Form, and provide swim test documentation.

**Traverse Area Community Rowing (TACR)**  
**ROWING LEVELS AND CERTIFICATION PROCESS**

The goal of the rowing levels and full certification process is to allow properly trained rowers to utilize TACR club boats in a safe manner. Level 3 rowers will be able to row without requiring a coach or safety launch to be on the water when club boats are in use. The following is the overview of the "Rowing Without a Coach or Launch (RWCL)" process.

## **SWEEP ROWING AND SCULLING**

**Level 1 (L1) Rowing: This will be the majority of TACR rowers and scullers, as well as those new to TACR**

L1 Sweep Requirements:

- A. Take a TACR Learn to Row class
- B. Complete TACR safety training
- C. Sign and submit the TACR Swimming Attestation form
- D. Sign and submit the TACR Handbook Acknowledgment
- E. Register with USRowing and Icrew

L1 Sweep Rowers Can:

- A. Row in a coxed four (4+) and eight (8+) in regular TACR sessions when a coach is present in a safety launch
  - B. Participate in novice regattas in a coxed four (4+) and eight (8+) when a safety launch is present
- 

L1 Sculling Requirements:

- A. Take a TACR Learn to Scull class
- B. Complete TACR safety training
- C. Sign and submit the TACR Swimming Attestation form
- D. Sign and submit the TACR Handbook Acknowledgment
- E. Register with USRowing and Icrew

L1 Scullers Can:

- A. Row in a single (1x) and double (2x) in regular TACR sessions when a coach is present in a safety launch, at coach's discretion
- B. Participate in novice regattas in a single (1x) and double (2x) when a safety launch is present



## **Level 2 (L2) Rowing:**

### L2 Sweep Requirements:

- A. Pay \$50 to TACR, to enter certification program
- B. Pass L2 Sweep Certification- details outlined on L2 Sweep Certification Form
- C. 18 years of age or older

### L2 Sweep Rowers Can:

- A. Row in a coxed (L2/L3 coxswain) four (4+) and eight (8+) in TACR HOME BOAT sessions when a safety launch is present on the water
- B. Row in a coxed (L3 coxswain) four (4+) in TACR HOME BOAT sessions without a safety launch when the L3 cox gives consent and rower wears a USGC/TACR approved pfd
- C. Participate in masters and open regattas in a coxed four (4+) and eight (8+) when a safety launch is present

To arrange L2 sweep certification, book a private session with the coaching staff + any level coxswain + two experienced (L2/L3) sweep rowers. Certifications will be completed in a four (4+) with a coxswain + two L2/L3 rowers; only two L1's can be certified in a four (4+) at one time.

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### L2 Sculling Requirements:

- A. Pay \$50 to TACR, to enter certification program
- B. Pass L2 Sculling Certification
- C. Each rower will have a USCG/TACR approved pfd, whistle and phone in single (1x) shells at all times while using TACR Buddy System
- D. 18 years of age or older

### L2 Scullers Can:

- A. Row in TACR single (1x) shells without a coach or safety launch using the TACR Buddy System (punch card required)
- B. Row in quad (4x) and double (2x) in TACR HOME BOAT sessions when a safety launch is present on the water
- C. Participate in masters and open regattas in a single (1x) , double (2x) and quad (4x) when a safety launch is present

To arrange L2 sculling certification, book a private session with the coaching staff.

### **Level 3 (L3) Rowing:**

#### L3 Sweep Requirements:

- A. Pass USRowing 10-minute swim test (prerequisite to arranging certification)
- B. Pass TACR Map and Conditions Test (prerequisite to arranging certification)
- C. Pass L3 Sweep Certification + Hudson pair (2-) flip test (please see certification form for details)
- D. Each rower will have USCG/TACR approved pfd and whistle in shell at all times
- E. One phone is required in shell at all times

#### L3 Sweep Rowers Can:

- A. Row the pair (2-) using the TACR Buddy System (punch card required) if 90 Degree Rule is met
- B. Row any four (4-) with L3 Bow Cox, no safety launch required unless 90 Degree Rule is not met
- C. Participate in masters and open regattas when a safety launch is present

To arrange L3 Sweep certification, complete all prerequisite tests and schedule time with the coaching staff + L2 sweep rower to complete the flip test. Certifications will be completed in the Pair (2-) and two L2 rowers can be certified at one time.

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#### L3 Sculling Requirements:

- A. Pass USRowing 10-minute swim test (prerequisite to arranging certification)
- B. Pass TACR Map and Conditions Test (prerequisite to arranging certification)
- C. Pass L3 Sculling Certification + Alden flip test (please see certification form for details)
- D. Each rower will have USCG/TACR approved pfd and whistle in shell at all times
- E. One phone is required in shell at all times

#### L3 Scullers Can:

- A. Row any single (1x) or double (2x) using the TACR Buddy System (punch card required) if 90 Degree Rule is met
- B. Row any quad (4x) with L3 Bow Cox, no safety launch required unless 90 Degree Rule is not met
- C. Participate in masters and open regattas when a safety launch is present

To arrange certification, complete all prerequisite tests and schedule time with a coach to complete the flip test.

# COXING

**Level 1 (L1) Coxing: This will be current TACR coxswains as well as those new to TACR**

L1 Coxswain Requirements:

- A. Take TACR Coxswain Training
- B. Complete TACR safety training
- C. Sign and submit the TACR Swimming Attestation form
- D. Sign and submit the TACR Handbook Acknowledgment
- E. Register with USRowing and Icrew

L1 Cox (title: "L1 Coxswain") Can:

- A. Cox a four (4+) and eight (8+) in regular TACR sessions when a coach is present in a safety launch
  - B. Cox a four (4+) and eight (8+) in regattas when a safety launch is present
  - C. Get paid
- 

**Level 2 (L2) Coxing:**

L2 Coxswain Requirements:

- A. Pass L2 Coxswain Certification
- B. There is no fee for coxswains to enter the certification program at L2 (cox only)
- C. 18 years of age or older

L2 Cox (title: "L2 Certified Coxswain") Can:

- A. Cox a four (4+) and eight (8+) and quad (4x) in TACR HOME BOAT sessions when a safety launch is present on the water
- B. Cox a four(4+) and eight (8+) and quad (4x) in regattas when a safety launch is present
- C. Get paid

For L2 coxswain certification, arrange with the coaching staff. Certifications will take place with a four (4+) and can happen during a portion of regular intermediate/advanced session time. Note that L2 coxswains in a quad will be rowing from the bow seat.

### **Level 3 (L3) Coxing:**

#### L3 Coxswain Requirements:

- A. Pass L3 Sweep or L3 Sculling rowing certification
- B. L2 coxswains will pay a reduced of \$25 for their L3 sweep or L3 sculling certification
- C. 18 years of age or older

#### L3 Cox (title: "L3 Certified Bow Cox") Can:

- A. Bow cox a four (4-) or quad (4x) (based on L3 rowing certification) without a safety launch on the water if 90 Degree Rule is met
- B. Cox a four (4+) of L2 rowers without a coach or safety launch on the water if 90 Degree Rule is met. All L2 rowers will wear a USCG/TACR approved pfd
- C. Get paid

For L3 Bow Cox certification, arrange with the coaching staff. Certifications will take place with a four (4-) or quad (4x) (depending on cox's rowing certification). Other rowers in the four (4-) or quad (4x) can be L2 or L3 certified. All L2 rowers will wear a USGC/TACR approved pfd.

**Traverse Area Community Rowing (TACR)**  
**LEVEL 2 SWEEP ROWING CERTIFICATION FORM**

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. To pass certification, the rower must complete the following skills without being coached.

Arrange the certification with the coaching staff. You will need a coach + any level coxswain + two experienced (L2/L3) sweep rowers. Certifications will be completed in a four (4+) with a coxswain + two L2/L3 sweep rowers; only two L1's can be certified in a four (4+) at one time. Please print this form for the coach's use during certification.

ROWER'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

PASS	SKILL	FAIL
	Reserve shell using Icrew	
	Rower is to make sure the cox has logged out shell using Icrew/logbook in shed	
	Choose correct oars and transport to launch area	
	Participate in transporting shell from boat rack to launch area at cox's command	
	Safely set shell in water, place oars correctly, and get into shell at cox's command	
	Demonstrate ability to balance the boat as instructed by coach	
	Follow cox's commands for the pick drill without detailed explanation	
	Follow cox's commands for the pause drill without detailed explanation	
	Follow cox's commands for the reverse pick drill without detailed explanation	
	Follow cox's commands to spin the boat 360° in both directions. Demonstrate both backing and rowing to turn boat	
	Follow cox's commands to hold water to stop the boat	
	Follow cox's commands to properly back the boat down and scull the bow (for landing and getting into race position)	
	Follow cox's commands to land the boat	

	Get out of launch and remove oars at cox's command	
	Participate in carrying the shell from launch area to corral at cox's command	
	Carry oars to corral and secure on rack with straps	
	Wipe down shell and oar handles	
	Rower is to make sure the cox has logged shell back in using Icrew/logbook	
	Pay \$50 fee to TACR to enter certification program ( <b>Paid one time only</b> )	
	Overall ability in carrying, handling and controlling the shell	

I attest that I have personally observed this rower demonstrating competence in each of the above skills and that they can be entrusted to row the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 2:** Row in coxed four (4+) or eight (8+) with a safety launch on the water, no coach required. If a L3 certified bow cox is present and gives consent, L2 sweep rowers can row in a four (4+) without a coach or launch present if they wear a USCG/TACR approved pfd

**Traverse Area Community Rowing (TACR)  
LEVEL 2 SCULLING CERTIFICATION FORM**

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. To pass certification, the rower must complete the following skills without being coached.

Arrange the certification with the coaching staff. Please print this form for the coach's use during certification.

ROWER'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

<b>PASS</b>	<b>SKILL</b>	<b>FAIL</b>
	Reserve shell using Icrew	
	Log out shell using Icrew/logbook in shed	
	Show coach pfd, whistle and phone	
	Choose correct oars and transport to launch area	
	Transport shell from boat rack to launch area. May use a buddy to complete	
	Safely set shell in water, place oars correctly, and get into shell. Launch from dock	
	Demonstrate ability to balance the shell by alternately raising and lowering oars	
	Paddle using arms and body only	
	Complete full slide rowing for 15 strokes	
	Steer as instructed by coach	
	Look ahead while rowing at full slide upon command	
	Demonstrate ability to check behind (over bow) and alter course if there is other boat traffic as instructed by coach	
	Stop from full speed rowing at coach's command	
	Spin 360° in place, clockwise and counterclockwise	
	Row backwards	

	Show awareness of the environment and traffic. Row on the proper side of lake (counterclockwise)	
	Upon completion of on-the-water certification, land in middle of dock without hitting dock	
	Push off from dock again and land in middle of dock without hitting dock two more times	
	Get out of launch, secure shell on dock, remove oars	
	Carry shell and oars to corral and secure on rack with straps. May use a buddy to complete	
	Wipe down shell and oar handles. Log any damages in logbook in the shed	
	Log shell back in using Icrew/logbook	
	Pay \$50 fee to TACR to enter certification program ( <b>Paid one time only</b> )	
	Overall ability in carrying, handling and controlling the shell	

I attest that I have personally observed this rower demonstrating competence in each of the above skills and that they can be entrusted to row the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 2:** Certified to row TACR (non-racing) single (1x) shells\* without a coach or launch present by using the TACR buddy system and buying a punch card. Also certified to row the TACR quad (4x) and double (2x) when a safety launch is present on the water

\*Non-racing single shells include Alden's and new Alden-like shells



## Traverse Area Community Rowing (TACR)

### LEVEL 3 SWEEP CERTIFICATION FORM

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. For certification, the rower must complete the following skills without being coached.

To arrange certification, complete all prerequisite tests\*/\*\* and schedule time with the coaching staff + L2 sweep rower to complete the flip test. Certifications will be completed in the Pair (2-) and two L2 rowers can be certified at one time. Please print this form for the coach's use during certification.

ROWER'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

PASS	SKILL	FAIL
	Reserve the Pair using Icrew	
	Log out shell using Icrew/logbook in shed	
	Show coach pfd, whistle and phone (pfd + whistle per rower, one phone per shell)	
	Choose correct oars and transport to launch area	
	Transport shell from boat rack to launch area	
	Safely set shell in water, place oars correctly, and get into shell. Launch from dock	
	Flip it!	
	Successfully right the shell, organize oars, and get back in the shell	
	If you can't right the shell or get back in, swim the shell to shore and/or call for help- this is also passing the flip test!	
	Get out, secure shell on dock, remove oars	
	Carry shell and oars to corral and secure on rack with straps	
	Wipe down shell and oar handles. Log any damages in logbook in shed	

	Log shell back in using Icrew/logbook	
	Present proof of successful completion of the map and conditions test*	
	Present successful swim test** certification	

I attest that I have personally observed this rower demonstrating competence in each of the above skills and that they can be entrusted to row the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 3:** Certified to row any TACR pair (2-) using the TACR buddy system + punch card if 90 Degree Rule is met. Also certified to row the four (4-) with an L3 certified bow cox with no coach or safety launch on the water if 90 Degree Rule is met

\*See "Map and Conditions Test" form in handbook and on website. Print, complete, and submit to coach

\*\*Swim test = USROWING 10-minute tread water + demonstrate ability to put pfd on in the water

**Traverse Area Community Rowing (TACR)**

**LEVEL 3 SCULLING CERTIFICATION FORM**

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. For certification, the rower must complete the following skills without being coached.

To arrange certification, complete all prerequisite tests\*/\*\* and schedule time with the coaching staff to complete the flip test. Please print this form for the coach's use during the certification.

ROWER'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

<b>PASS</b>	<b>SKILL</b>	<b>FAIL</b>
	Reserve shell using Icrew- can be any Alden Star or racing shell	
	Log out shell using Icrew/logbook in shed	
	Show coach pfd, whistle and phone	
	Choose correct oars and transport to launch area	
	Transport shell from boat rack to launch area. May use a buddy to complete	
	Safely set shell in water, place oars correctly, and get into shell. Launch from dock	
	Flip it!	
	Successfully right the shell, organize oars, and get back in the shell. You are required to get back in to pass	
	Land in middle of dock without hitting dock	
	Get out, secure shell on dock, remove oars	
	Carry shell and oars to corral and secure on rack with straps. May use a buddy to complete	
	Wipe down shell and oar handles. Log any damages in logbook in shed	
	Log shell back in using Icrew/logbook	

	Present proof of successful completion of the map and conditions test*	
	Present successful swim test** certification	

I attest that I have personally observed this rower demonstrating competence in each of the above skills and that they can be entrusted to row the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 3:** Certified to row any TACR single (1x) and double (2x) using the TACR buddy system + punch card if 90 Degree Rule is met. Also certified to row the quad (4x) with an L3 certified bow cox with no coach or safety launch on the water if 90 Degree Rule is met.

\*See "Map and Conditions Test" form in handbook and on website. Print, complete, and submit to coach

\*\*Swim test = USROWING 10-minute tread water + demonstrate ability to put pfd on in the water

**Traverse Area Community Rowing (TACR)  
LEVEL 2 COXSWAIN CERTIFICATION FORM**

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. For certification, the cox must complete the following skills without being coached.

For certification, arrange with the coaching staff. Certifications will take place with a four (4+) and can happen during a portion of regular intermediate/advanced session time. Please print this form for the coach's use during certification.

COXSWAIN'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

PASS	SKILL	FAIL
	Log shell out using ICrew/logbook in shed	
	Check for the following:	
	1. Proper function of rudder (if applicable)	
	2. Bow ball is in place	
	3. Shoe ties are secure	
	4. All seats are present and functioning	
	5. Rigging is secure, adjust as needed	
	Show the coach the functioning cox box, 1 <sup>st</sup> aid kit, tool bag	
	Call commands to:	
	1. Have rowers move the shell off the rack and out of the corral	
	2. Move the shell into the water, either via dock or water launch	
	3. Get the rowers in the shell. Please also get yourself into the shell	
	4. Move the shell out of the launch area	
	Call the following:	
	1. Warm up	

	2. Pick drill	
	3. Pause drill	
	4. One stationary drill of your choice	
	5. One 6' piece as designated by coach's written workout (received prior to certification)	
	Demonstrate the following coxing control skills by having the rowers:	
	1. Hold water to avoid collision	
	2. Turn the boat 180° degrees, clockwise and counterclockwise	
	3. Back down the boat, scull the bow	
	Demonstrate ability to steer to port and starboard	
	Demonstrates ability to maintain a straight course	
	Follow the proper route around the lake staying close to shore	
	Safely and cleanly dock the shell without assistance	
	Safely extract shell from the water and rack it properly. Instruct rowers to strap the shell to the rack	
	Overall ability in commanding the crew and controlling the shell	

I attest that I have personally observed this coxswain demonstrating competence in each of the above skills and that they can be entrusted to cox the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 2:** Cox a four (4+) or eight (8+) with a safety launch on the water, no coach required

**Traverse Area Community Rowing (TACR)**  
**LEVEL 3 BOW COXSWAIN CERTIFICATION FORM**

**INSTRUCTIONS:** Evaluations will be conducted by a TACR coach as approved by the TACR Board of Directors. For certification, the cox must complete the following skills without being coached.

For L3 Bow Cox certification, arrange with a coach. Certifications will take place with a four (4-) or quad (4x) (depending on cox's rowing certification). Other rowers in the four (4-) or quad (4x) can be L2 or L3 certified. All L2 rowers will wear a USGC/TACR approved pfd. Please print this form for the coach's use during certification.

COXSWAIN'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

PASS	SKILL	FAIL
	Log shell out using ICrew/logbook in shed	
	Check for the following:	
	1. Proper function of rudder (if applicable)	
	2. Bow ball is in place	
	3. Shoe ties are secure	
	4. All seats are present and functioning	
	5. Rigging is secure, adjust as needed	
	Show the coach your pfd, whistle, phone, functioning cox box, 1 <sup>st</sup> aid kit, tool bag	
	Demonstrate ability to:	
	1. Look behind the shell during the drive to check course	
	2. Maintain a straight course while rowing continuously	
	3. Steer to port and starboard using both pressure and foot operated rudder (where applicable)	

	4. Manage crew with proper coxing commands throughout session from corral to water and back	
	5. Safely enter and exit the shell	
	Demonstrate the following coxing control skills by having the rowers:	
	6. Hold water to avoid collision	
	7. Turn the boat 180° degrees, clockwise and counterclockwise	
	8. Back down the boat, scull the bow	
	Demonstrate ability to steer to port and starboard	
	Demonstrates ability to maintain a straight course	
	Follow the proper route around the lake staying close to shore	
	Safely and cleanly dock the shell without assistance	
	Safely extract shell from the water and rack it properly. Instruct rowers to strap the shell to the rack	
	Overall ability in carrying, handling and controlling the shell	

I attest that I have personally observed this coxswain demonstrating competence in each of the above skills and that they can be entrusted to cox the club boats at the level indicated below.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

**Level 3:** Bow cox a TACR four (4-) or quad (4x) (based on cox's rowing certification) without a launch on the water if 90 Degree Rule is met. Also take L2 rowers in four, (4+ and 4-) without a coach or launch at their discretion (all L2 rowers will wear pfd). The 90 Degree Rule must be met.



**Traverse Area Community Rowing (TACR)**

**SWIM TEST**

ROWER'S NAME: \_\_\_\_\_

EVALUATION DATE: \_\_\_\_\_

<b>PASS</b>	<b>SKILL</b>	<b>FAIL</b>
	Float in water, and/or tread water for 5 minutes without the use of buoyancy aid	
	At 5 minutes, accept lifejacket and put it on while in the water	
	Remain in water, with lifejacket on, until 10 minutes is met*	

**\*Note:** To pass the swim test it is mandatory that the rower demonstrate the ability to put a lifejacket on while in the water. If passing this skill requires the rower to remain in the water for longer than 10 minutes, the rower will still pass their swim test.

I attest that I have personally observed this rower demonstrating competence in each of the above skills.

COACH: \_\_\_\_\_ DATE \_\_\_\_\_



**Traverse Area Community Rowing (TACR)  
MAP AND CONDITIONS TEST**

ROWER'S NAME: \_\_\_\_\_

TEST DATE: \_\_\_\_\_

Please label/draw the following on the provided map:

- TACR boat put-in
- Right Brain Cove
- NMC Windmill
- White dock at Premiere Place (East Side Take Out)
- Second White dock on East Side
- Path from lake to TART Trail Bench (East Side Take Out)
- Three shallow water places on the lake other than Hull Park launch site
- New public stairs and deck near Boardman Condos (West Side take out)
- TART Trail along shore at University Center (South End take out)
- Triton Dock and buoyed channel (South End take out)

Circle the correct answer.

1. Which makes Boardman Lake too rough to row?
  - a. East wind at 7mph
  - b. North wind at 10mph
  - c. South wind at 14mph
  - d. West wind at 8 mph
  
2. Under what conditions should a row be cancelled?
  - a. Light sprinkle
  - b. Overcast sky
  - c. Dense fog
  - d. A birthday party at Hull Park
  
3. What is the correct traffic pattern on Boardman?
  - a. Clockwise
  - b. Counterclockwise
  - c. North to South
  - d. East to West
  
4. Hi-Vis refers to:
  - a. Wearing a visor while rowing
  - b. A rowing app
  - c. Clothing that can be easily seen on the water
  - d. The name of a TACR boat

5. The wind has pushed the bow too close to a dock. Do you:
  - a. Row
  - b. Hold water
  - c. Put on your PFD
  - d. Back
  
6. You are at the NMC Windmill and large waves have developed from a strong North wind. Should you:
  - a. Put on your PFD and row across the South end of the lake
  - b. Call 911
  - c. Turn around and row back along the Western shore
  - d. Turn the boat broadside to the wind while deciding what to do
  
7. It's October and the water is 55 degrees. After hitting a submerged log in the South end, the boat is quickly taking on water, and you are not close to shore. What is your plan? Circle all that apply:
  - a. Put on your PFD
  - b. Stay with the boat as long as possible
  - c. Swim for shore after calling 911 with your location
  - d. Call 911 and wait to be rescued
  - e. Row the boat back to the boathouse
  
8. Dark clouds have formed to the south, and you saw a distant lightning bolt. Would you:
  - a. Finish the row in order to get in a workout
  - b. Make a bee line for the boathouse, straight down the middle of the lake
  - c. Stay as close to shore as possible while returning to the boathouse
  - d. Row to the closest take-out point and get out of the boat and off the water
  
9. The South end of Boardman contains which hazards?
  - a. Weeds
  - b. Swans
  - c. Stumps
  - d. All of the above
  
10. Where is the best flag for checking wind conditions located?
  - a. The Library
  - b. The Filling Station
  - c. Logan's Landing
  - d. TACS Boathouse
  
11. Unexpected immersion in cold water presents which dangers? Circle all that apply.
  - a. Incapacitation in 5-15 minutes
  - b. Loss of dexterity in hands in as little as 3-5 minutes.
  - c. Initial shock reaction to the body, including gasping for air.
  - d. Rapid onset of Hypothermia
  - e. Before, During, or After-Rescue collapse, possibly due to blood pressure or cardio issues not fully understood.
  
12. You are rowing the quad and having an amazing row. Sudden fog rolls in and the visibility is poor. What do you do? Choose all that apply.
  - a. Keep rowing
  - b. Return to the boathouse slowly
  - c. Blow your whistle every 2 minutes
  - d. Return to the boathouse as fast as you can

13. The wind is coming from the south end of the lake. Where would you expect the roughest water?
- a. East shore
  - b. West shore
  - c. North shore
  - d. South shore

14. You have been rowing the Double for 90 minutes, when one of you catches a crab and flips the boat. You both have lifejackets, and you decide to swim the boat to the closest exit point. Name two Take-Outs on Boardman Lake, other than the North and South ends.
- a. \_\_\_\_\_
  - b. \_\_\_\_\_

15. Log into iCrew to determine the weather forecast for Boardman Lake on the date of your choice.
- Date: \_\_\_\_\_
- Temp: \_\_\_\_\_
- Wind: \_\_\_\_\_
- Wind direction: \_\_\_\_\_
- Would you row? Y or N \_\_\_\_\_

Test Score: \_\_\_\_\_ correct answers out of 15 = \_\_\_\_\_ %      PASS \_\_\_\_\_ FAIL \_\_\_\_\_

COACH: \_\_\_\_\_ DATE \_\_\_\_\_

## **TACR SafeSport Policies and Procedures**

As a member of the USRowing Association, TACR abides by a SafeSport policy in effort to prevent bullying, harassment, hazing, emotional misconduct, physical misconduct and sexual misconduct within the organization. While the primary focus of SafeSport is to safeguard children, these policies extend to all age groups, and as a masters organization, TACR, consistent with requirements of USRowing, has implemented an athlete safety program. For more information about SafeSport, go to <http://www.usrowing.org/safesport/>.

In accordance with USRowing, Traverse Area Community Rowing (TACR) has adopted the following SafeSport policies to serve as a guide for TACR sponsored activities, particularly with relevance to the six primary types of misconduct, including bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct. All forms of misconduct are intolerable and in direct conflict with the USRowing ideals and those of TACR. We are committed to ensuring the safety of our participants, coaches, and volunteers. While we are an organization of adult participants only (over 18), we maintain that all interactions within the organization shall be of the highest standards and free of misconduct.

### **TRAINING AND EDUCATION**

Accordingly, board members and coaches complete an awareness training concerning misconduct in sport as a condition of involvement with TACR.

Our policies and procedures require coaches and volunteers to report abuse, misconduct and violations of our Safety and Operations Handbook.

Board members and coaches must successfully complete the SafeSport Training Program and the subsequent test. A SafeSport Refresher Training must be completed annually thereafter. Compliance with SafeSport Training, Refresher Courses, and Background checks are monitored by the Chairperson of the Governance and Safety Committee and are reviewed annually by the Board of Directors. All rowers are encouraged, though not required, to complete the SafeSport Training Program.

### **APPLICANT SCREENING and BACKGROUND CHECK POLICY**

Coaches must consent to, and pass, a formal applicant screening process as a condition of involvement with TACR.

Elements of our screening process include, as applicable, successful completion of an application, interview, reference check and for applicable adults, a criminal background check.

### **EDUCATION ABOUT TACR'S PROTECTION POLICIES**

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, TACR educates its applicants about its protection policies and offers applicants an early opt-out by:

- Requiring awareness training before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

## WRITTEN APPLICATIONS

Each applicant for a coach position will complete an application form consisting of personal, identifying information and a general release with applicant's signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Ask open-ended questions that encourage broad answers
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

## PERSONAL INTERVIEW

Appropriate board members will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, TACR will ask questions to encourage discussion, clarify responses and expand on the applicant's answers to questions from the written application.

## REFERENCES

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 and adult athletes and participants.

## RELEASE

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 TACR 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).

## BACKGROUND CHECKS

All coaches will be asked to undergo an NCSI Background Check. Through this background check, TACR will utilize reasonable efforts to ascertain past criminal history of an applicant. The information revealed by the background check may disqualify an applicant from serving as a coach or volunteer.

## ATHLETE PROTECTION POLICY

In the event that any board member, coach, or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each to immediately report his or her observations to the Chairperson of the Governance and Safety Committee.

TACR is committed to creating a physically, emotionally, and socially safe and positive environment for athletes and to promote an environment free of misconduct.

TACR 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.

#### Application

This Policy applies to coaches, participants, and volunteers.

Coaches, participants, and volunteers shall refrain from all forms of misconduct, which include:

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

#### PROHIBITED CONDUCT

##### 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.

##### *Exception*

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

##### *Examples*

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.

Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.

#### 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.

#### 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)

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

#### *Types of Sexual Misconduct*

Types of sexual misconduct include:

(1) sexual assault,

(2) sexual harassment, specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and

a. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this

b. is sufficiently severe or intense to be harassing to a reasonable person in the context.

(3) sexual abuse, or

(4) any other sexual intimacies that exploit an athlete.

#### *Exceptions*

None

#### *Comment*

(1) Authority and Trust. 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.

(2) 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.

*Exception.* This section does not apply to a pre-existing relationship between two spouses or life partners.

### 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 a(s), as a condition of membership

(2) Any act or conduct described as bullying under federal or state law

#### *Exceptions*

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

#### *Examples*

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 (“cyber bullying”).

### 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 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

#### *Exceptions*

None

### 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

### *Exception*

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

*Comment:* Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

### **WILLFULLY TOLERATING MISCONDUCT**

It is a violation of this Athlete Protection Policy if an individual knows of misconduct but takes no action to intervene.

### **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.

### **REPORTING POLICY**

#### Reporting Misconduct and Policy Violations

If any coach, participant, or volunteer receives an allegation or observes misconduct or other inappropriate behavior that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each person to report their observations to:

- (1) TACR board officer
- (2) Chair of TACR's Safety Committee
- (3) Chair of TACR's Governance Committee

- Danette Terzano/Board President/DTerzano@gmail.com
- Cindy Diver/Board VP/Chair of TACR Safety Committee/cindydiver@yahoo.com
- Carol (CJ) Johnson/Board Secretary/Chair of TACR Governance Committee/cmjohns24@gmail.com

#### How to Report

TACR 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 TACR for individuals to provide, at a 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 misconduct may complete an Incident Report Form. 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

TACR will withhold the complainant's name on request, to the extent permitted by law.

A copy of TACR'S Reporting Form can be found at the end of this document.

## CONFIDENTIALITY, ANONYMOUS REPORTING AND BAD-FAITH ALLEGATIONS

### Confidentiality

To the extent permitted by law, and as appropriate, TACR will keep confidential the complainant's name on request, not make public the names of potential victims of misconduct.

### Anonymous Reporting

TACR recognizes it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form:

- by completing the Reporting Form without including their name
- by expressing concerns verbally to a TACR administrator or a member of TACR's Governance and Safety Committee
- through email, texts or notes left for a TACR administrator or a member of TACR's Governance and Safety Committee.

However, anonymous reporting may make it difficult for TACR to investigate or properly address allegations.

### "Whistleblower" Protection

Regardless of outcome, TACR will support the complainant(s) and his or her right to express concerns in good faith. TACR 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 a violation of our Operations and 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 Operations and 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

## MISCONDUCT AND POLICY VIOLATIONS

TACR Governance and Safety Committee, Board VP, and Board Secretary address internally alleged policy violations and misconduct – bullying, harassment, hazing, emotional, physical and sexual – that are not reportable under relevant state or federal law.

## NOTIFICATION

Following TACR’s notice of a credible allegation that results in the removal of a coach, participant, or other volunteer, TACR may consider the circumstances in which it will notify other participants with whom the accused individual may have had contact. At TACR’s discretion, as appropriate, and after consultation with counsel, TACR may notify its coaches, participants, or other volunteers, of criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that TACR is investigating internally. Advising others of an allegation may lead to additional reports of other misconduct.

## DISCIPLINARY RULES AND PROCEDURES POLICY

While TACR endeavors to provide support and guidance to participants on a day-to-day basis, it is also important for TACR to have a formal procedure for disciplinary action to address alleged violations of its policies and other inappropriate behaviors.

TACR 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, less serious misconduct might be dealt with more appropriately through dialogue and a verbal warning. In all cases, TACR’s disciplinary procedures and actions will be proportionate, reasonable and applied fairly and equally.

On receipt of an allegation, TACR Governance and Safety Committee, Board VP, and Board Secretary will determine in its discretion the appropriate steps to address the conduct based on the nature, scope, and extent of the allegations. TACR’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.

## DISCIPLINARY ACTION

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

- (1) Provide the individual with guidance, redirection and instruction
- (2) Temporary suspension from duties or participation
- (3) Issue a verbal warning
- (4) Issue a written and/or final written warning
- (5) Implement a limited access agreement (e.g., limiting an individual’s access to certain functions)
- (6) Engage in restorative practices, i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred
- (7) Suspend or terminate involvement with the organization

## APPEAL

APPEAL If the individual disagrees with the finding or sanction of the TACR Governance and Safety Committee, Board VP, and Board Secretary and wishes to appeal, he or she may file an appeal with the full TACR Board of Directors within 10 calendar days of the finding. On appeal, the TACR Board of Directors will address the merits of the TACR Governance and Safety Committee, Board VP, and Board Secretary decision *de novo*, and not the process that was utilized. A decision rendered by the TACR's Board of Directors shall be final and binding on all parties.

## COMPLIANCE MONITORING

By monitoring the interactions among coaches, volunteers, participants, and others, TACR works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Operations and Safety Handbook, while reinforcing appropriate behaviors.

## MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES

TACR monitors for compliance with its policies and procedures utilizing multiple methods to observe how individuals are interacting, including without limitation, formal supervision, including regular evaluations; and informal supervision, including regular and random observation.

## RESPONDING TO INTERACTIONS

While TACR has a formal reporting policy, coaches, volunteers, and participants should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations, redirecting inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

## Traverse Area Community Rowing REPORTING FORM

Traverse Area Community Rowing strongly encourages the reporting of misconduct. TACR 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):
2. Age or Approximate Age:
3. Gender
4. Address (if known):
5. Position(s) this individual holds or held:
  - Head Coach
  - Assistant Coach
  - Volunteer
  - Official
  - Other / Not sure
6. Rowing Organization where individual works and/or volunteers or worked/volunteered previously:

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

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 rowing organization affiliation.

10. Name:
11. Age (or approximate age):
12. Organization (if any):
13. Contact phone number:
14. Contact Email address:
15. Gender

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. Organization (if any):
20. Relationship to victim (if any):
  - Self
  - Other family member
  - Friend or acquaintance
  - Participant, 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

Incident:
Reported By:
Date:
Individuals (s) Involved:
Investigated By:
Location of Incident:
Summary of Complaint:

Statements Provided By:
Conclusion:
Recommendation
:
Action Taken:

**INCIDENT REPORT FORM**