

## PURPOSE

The Oklahoma City Boathouse Foundation joins the U.S. Olympic and Paralympic Movement and other sports organizations in our commitment to the safety of athletes, staff, volunteers and other participants. The Foundation requires background checks and SafeSport training to ensure to the highest degree possible a safe living, training, working and competition environment for all youth and adults associated with our organization and its programs. Toward that end, we have established the following policies and procedures:

- SafeSport: Participant Definition and Authorization Process
- SafeSport: Protecting Against Sexual Misconduct
- SafeSport: Reporting, Responsiveness and Records Retention
- Additional: Athlete Protection Policies
  - Protection Against Bullying
  - Coaching Best Practices
  - Electronic Communication

## SAFESPORT: PARTICIPANT DEFINITION & AUTHORIZATION

We require the following authorization process and training for participants defined as:

- Any OKCBF employee, athlete, volunteer, outside staff or other person who has extended, regular or private contact with any Team USA athlete

We highly recommended the following authorization process and training for participants defined as:

- Any OKCBF employee, athlete, volunteer, outside staff or other person who has extended, regular or private contact with any athlete in an OKCBF coached program or camp

## AUTHORIZATION PROCESS

In order to become authorized, a participant must satisfactorily fulfill the following requirements:

1. Background check in accordance with the requirements adopted and included in the USOPC Background Check Policy and Background Check Procedures in Appendix A of the USOPC Bridge Agreement with OKCBF
2. Completion of US Center for SafeSport Core Training upon initial onboarding or within 45 days of the person's 18<sup>th</sup> birthday
3. Completion of US Center for SafeSport Refresher Training annually. Participants will complete their refresher training between January 1-31 regardless of initial training and hire date.

In addition, OKCBF will verify that the participant's name does not appear on the US Center for SafeSport database of violations

## REQUIRED PARTICIPANT CLASSIFICATION (32)

- I. Employees (8)
  - a. All full and part-time staff who work with National Team athletes or sponsored camps.
  - b. Contract Staff and specialists including, but not limited to, nutritionists, sports psychologists, strength coaches, physical therapists, personal trainers, massage therapists, and other human performance consultants working directly with National Team athletes or National Team sponsored camps.
  
- II. Athletes – Covered by their NGB (20)
  - a. Resident OKCNHPC athletes.
  - b. Participants in any OKCNHPC camp or clinic.
  - c. Senior National Team athletes training at OKCNHPC for any duration of time
  - d. Junior-level athletes representing the US in international competition including but not limited to Junior National Team, CanAmMex and Olympic Hopefuls who train at RIVERSPORT or the OKC National High Performance Center for any duration of time.
  - e. NOTE: all athletes in this section are covered by and are under the jurisdiction of their respective NGB.
  
- III. Volunteers (4)
  - a. Event volunteers who have direct access to athletes in non-public places like drug testing
  - b. Volunteer coaches or other volunteers who play a role that is similar in nature to an employee-participant working with National Team athletes or sponsored camps.

## HIGHLY RECOMMENDED PARTICIPANT CLASSIFICATION (177)

- II. Employees (100)
  - a. Full-time employees.
  - b. Coaches and employees including, but not limited to, part-time, seasonal, contract, in the canoe/kayak, rowing, high performance, sailing, camps, fitness, guest services-athletics and other sports-related departments.
  
- III. Contracted Staff (2)
  - a. Personal trainers /coaches who work in OKCBF facilities.
  
- IV. Volunteers (75)
  - a. Race officials for NGB-recognized races including those who do not have direct contact with an athlete.
  - b. School sponsors and advisors for the Youth Rowing League and other youth programs.
  - c. Captains for Corporate Rowing League, Whitewater Rafting League and Dragon Boat League Teams.
  - d. Chaperones for youth travel trips.
  - e. Volunteer coaches or other volunteers who play a role that is similar in nature to an employee-participant.

- f. Board members
  
- V. Not covered
  - a. Part-time and seasonal employees who work outside of athlete-centric departments including human resources, finance, adventures, whitewater, marketing and private events.
  - b. Security guards, cleaning crews and other contract employees.
  - c. Race officials for community events like 5k's and the RIVERSPORT Challenge
  - d. Volunteers for race events who do not have access to athlete areas like drug testing

**OPTIONAL PARTICIPANT CLASSIFICATION**

- I. Athletes (40)
  - a. Coaching staff will inform athletes and parents about the age-specific free online training. The optional participant classification is for individuals not under the jurisdiction of the NGB.
  
- II. Parents (200)
  - a. Coaching staff will inform parents about the free online training.

## **SAFESPORT: PROTECTING AGAINST SEXUAL MISCONDUCT**

Inappropriate touching between an athlete and an adult non-athlete is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.

Any rubdown or massage performed on an athlete by any adult, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional.

Any rubdown or massage performed at an OKCBF venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Employees and volunteers of OKCBF who interact directly and frequently with athletes as a regular part of their duties and individuals must satisfactorily complete criminal background checks and USA SafeSport training. This does not apply to special event volunteers who only have limited contact with athletes.

### **Travel Policies**

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.

Team managers and chaperones must have successfully passed a criminal background check and have completed USA SafeSport training.

When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.

OKCBF travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the team.

## SAFESPORT: REPORTING, RESPONSE AND RECORDS RETENTIONS

### PROCEDURE FOR REPORTING MISCONDUCT OR A SAFESPORT CODE VIOLATION

Procedure for Reporting Misconduct or a SafeAny witness, victim or any other third-party reporter can report concerns:

- I. Anonymously to OKCBF at [www.riversportokc.org/safesport-online-reporting](http://www.riversportokc.org/safesport-online-reporting)
- II. To OKCBF SafeSport Committee at [safesport@okcbf.org](mailto:safesport@okcbf.org)
- III. TO OKCBF SafeSport Controller at [jshaw@okcbf.org](mailto:jshaw@okcbf.org)

### Reporting and Response Process for Notification of Allegation(s)

If an OKCBF employee is a witness or third-party to bullying, hazing, harassment (including Sexual Harassment), unsafe weight management practices, Emotional Misconduct, Physical Misconduct and Sexual Misconduct (including child sexual abuse), he/she is required to follow the following procedure:

- I. Definitions
  - a. Participant- any individual who works or serves the athletes or customers of the OKCBF as described in the Athlete Protection Participant Policy
  - b. Claimant- the person who is alleged to have experienced conduct that constitutes a SafeSport Code violation.
  - c. Respondent- a Participant who is alleged to violate the SafeSport Code
  - d. Minor or child- an individual who is, or is believed by the Respondent to be, under the age of 18
  - e. NGB- includes, but not limited to, USRowing, ACA or USSailing
  - f. SafeSport Controller- OKCBF Controller or his/her designee
  - g. SafeSport Committee- Executive Director, COO, CMO, Controller and Director of Youth Outreach
- II. Initial Reporting to be completed within 24 hours
  - a. Complete and submit OKCBF's SafeSport Reporting form on [www.riversportokc.org/safesport-online-reporting](http://www.riversportokc.org/safesport-online-reporting).
    - i. The SafeSport report will be automatically sent to SafeSport Committee.
  - b. Contact the Director of the relevant department who will notify the Executive Director.
  - c. Contact the SafeSport Controller.
  - d. If allegations involved the departmental director or SafeSport Controller in any way, report directly to the Executive Director or his/her designee.
- III. Is the respondent a Participant as defined by OKCBF's Athlete Protection Policy Participant Classification?
  - a. **Yes. Respondent is a Participant as defined by OKCBF's Athlete Protection Policy Participant Classification**
    - i. Child Abuse (including child sexual abuse)
      1. Notify the parent or guardian preferably via phone or in person.
        - a. Date and Time \_\_\_\_\_
        - b. Method \_\_\_\_\_

c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_

d. Notes \_\_\_\_\_  
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2. Report to Law Enforcement. Contact Oklahoma Child Abuse hotline (800) 522-3511. If the child is in imminent danger, call 911.

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_

d. Case Number \_\_\_\_\_

e. Notes \_\_\_\_\_  
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3. Report to US Center for SafeSport <https://safesport.i-sight.com/portal>

a. Date and Time \_\_\_\_\_

4. Report to NGB

a. Select applicable NGB(s)  
\_\_\_\_\_USRowing <http://www.usrowing.org/usrowing-safesport-reporting-procedures/>

\_\_\_\_\_ACA  
<https://www.americancanoe.org/page/ReportingMisconduct>

\_\_\_\_\_USSailing  
<https://www.ussailing.org/competition/resources/safesport-us-sailing/report-safesport-incident/>

\_\_\_\_\_Other \_\_\_\_\_

b. Date and Time \_\_\_\_\_

5. Contact respondent and put on leave until investigation is complete

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info of Respondent \_\_\_\_\_  
\_\_\_\_\_

d. Notes \_\_\_\_\_  
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ii. Sexual Abuse (not involving a minor)

1. Report to the US Center for SafeSport <https://safesport.i-sight.com/portal>

a. Date and Time \_\_\_\_\_

2. Report to the NGB

a. Choose applicable NGB(s)

\_\_\_\_\_USRowing <http://www.usrowing.org/usrowing-safesport-reporting-procedures/>

\_\_\_\_\_ACA <https://www.americancanoe.org/page/ReportingMisconduct>

\_\_\_\_ USSailing <https://www.ussailing.org/competition/resources/safesport-us-sailing/report-safesport-incident/>

\_\_\_\_ Other \_\_\_\_\_

b. Date and Time \_\_\_\_\_

3. Assist Claimant in reporting to Law Enforcement if he/she chooses to do so.

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_

d. Case Number \_\_\_\_\_

e. Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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4. Contact respondent and put on leave until investigation is complete

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info of Respondent \_\_\_\_\_  
\_\_\_\_\_

d. Notes \_\_\_\_\_  
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iii. Emotional or Physical (not involving a minor)

1. Report to Applicable NGB with a copy to the USOPC at [athlete.safety@usopc.org](mailto:athlete.safety@usopc.org)

a. Choose applicable NGB(s)

\_\_\_\_\_ USRowing <http://www.usrowing.org/usrowing-safesport-reporting-procedures/>

\_\_\_\_\_ ACA <https://www.americancanoe.org/page/ReportingMisconduct>

\_\_\_\_\_ USSailing  
<https://www.ussailing.org/competition/resources/safesport-us-sailing/report-safesport-incident/>

\_\_\_\_\_ Other \_\_\_\_\_

b. Date and Time \_\_\_\_\_

**b. No. Respondent is not a Participant as defined by OKCBF's Athlete Protection Policy Participant Classification**

**Type of misconduct?**

i. Child Abuse (including child sexual abuse)

1. Notify the parent or guardian preferably via phone or in person.

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info of Parent \_\_\_\_\_  
\_\_\_\_\_

d. Notes \_\_\_\_\_  
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2. Report to Law Enforcement. Contact Oklahoma Child Abuse hotline (800) 522-3511. If the child is in imminent danger, call 911.

a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_

d. Case Number \_\_\_\_\_

e. Notes \_\_\_\_\_  
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3. Report to the US Center for SafeSport <https://safesport.i-sight.com/portal>  
a. Date and Time \_\_\_\_\_

ii. Sexual Abuse (not involving a minor)

1. If a member of Team USA, report to US Center for SafeSport  
<https://safesport.i-sight.com/portal>  
a. Date and Time \_\_\_\_\_

2. Assist Claimant in reporting to Law Enforcement if he/she chooses to do so.  
a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_

d. Case Number \_\_\_\_\_

e. Notes \_\_\_\_\_  
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iii. Emotional or Physical Abuse

1. If a member of Team USA, report to US Center for SafeSport  
<https://safesport.i-sight.com/portal>  
a. Date and Time \_\_\_\_\_

2. Assist Claimant in reporting to Law Enforcement if he/she chooses to do so.  
a. Date and Time \_\_\_\_\_

b. Method \_\_\_\_\_

- c. Name and Contact Info \_\_\_\_\_  
\_\_\_\_\_
- d. Case Number \_\_\_\_\_
- e. Notes \_\_\_\_\_  
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**Records Retention**

Per the Oklahoma City Boathouse Foundation’s record retention policy, all safety incident reports are to be kept for 6 years after the date of incident. SafeSport incident reports will be filed in the SafeSport Controller’s files.

## ADDITIONAL: ATHLETE PROTECTION POLICY

### **Bullying**

Bullying of any kind is unacceptable in all OKCBF programs and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The OKCBF is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or OKCBF SafeSport Controller.

Objectives of the OKCBF Bullying Policy and Action Plan:

1. To make it clear that the OKCBF will not tolerate bullying in any form.
2. To define bullying and give all coaches, staff, parents and athletes a good understanding of what bullying is.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that the OKCBF takes bullying seriously and that all paddlers, rowers, sailors and parents can be assured that they will be supported when bullying is reported.

### **What is bullying?**

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and/or distress.

Bullying is the severe or repeated use by one or more individuals of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other individual that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any OKCBF activity;
- iv. infringing on the rights of the other member at any OKCBF activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any OKCBF activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events).

### **Reporting Procedure**

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to his or her parents
- Talk to a Coach, Staff Member, or OKCBF SafeSport Controller\*
- Write a letter or email to the Coach, Staff Member, or OKCBF SafeSport Controller\*

\*The OKCBF SafeSport Controller can be reached via email at [humanresources@okcbf.org](mailto:humanresources@okcbf.org) or over the phone at (405) 552-4040, ext. 4121.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

### **How we handle bullying**

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the members involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the members involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at the OKCBF or it is reported to be occurring at OKCBF activities, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE MEMBERS INVOLVED** using the following approach:

### ***FINDING OUT WHAT HAPPENED***

#### **1. First, we get the facts.**

- a. Keep all the involved members separate.
- b. Get the story from several sources.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

#### **2. Then, we determine if it's bullying.** There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
  - What is the history between the members involved?
  - Have there been past conflicts?
  - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted member feels like there is a power imbalance, there probably is.
  - Has this happened before? Is the victim worried it will happen again?
- c. Remember that it may not matter "who started it." Some members who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the members involved.

## **SUPPORTING THE MEMBERS INVOLVED**

### **3. Support the members who are being bullied**

- a. Listen and focus on the members. Learn what's been going on and show you want to help. Assure the members that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied members. The members, parents, and fellow team members and coaches may all have valuable input. It may help to:
  - i. Ask the members being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the member who is bullied should not be forced to change.
  - ii. Develop a game plan. Maintain open communication between staff and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied members.
- d. Use the attached Addendum: Bullying Worksheet to facilitate follow-up.

### **4. Address bullying behavior**

- a. Make sure the members know what problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show members that bullying is taken seriously. Calmly tell members that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the member to understand some of the reasons he or she bullied. For example:
  - i. Sometimes members bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
  - ii. Other times members act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These members may be in need of additional support.
- d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the members can:
  - i. Write a letter apologizing to the athlete who was bullied.
  - ii. Do a good deed for the person who was bullied, for the OKCBF, or for others in your community.
  - iii. Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences:
  - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team athletes who bully does not reduce bullying behavior. Athletes may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
  - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset Members who have been bullied.

- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the Members who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. **Support bystanders who witness bullying.** Every day, members witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied;
  - b. Tell a trusted adult – your parent, coach, staff or the OKCBF SafeSport Controller;
  - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. “Let’s go, practice is about to start.”
  - d. Set a good example by not bullying others.
  - e. Don’t give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

## Coaching Best Practices

The Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes.

1. Parents should be encouraged to support their children's sporting experience appropriately.
2. All rowing, paddling, sailing and other practices and camps should be open to observation by parents.
3. Two-Deep Leadership: One coach member and at least one other adult who is not on the water should be present at all practices and other sanctioned OKCBF activities whenever at least one athlete is present. Coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home.
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult or athlete present unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club or team to associate with during the competition and when away from the venue.
10. Communications between OKCBF-affiliated adults including but not limited to members, staff, and volunteers, and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. OKCBF-affiliated adults should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Adults should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other OKCBF-affiliated adults should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside OKCBF programs and activities.
16. OKCBF coaches should not engage in sexual intimacies with a former athlete for at least two (2) years after the cessation or termination of professional services whether the coach worked with the athlete directly or not. Because sexual intimacies with a former athlete are frequently harmful to the

athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after two (2) years following cessation or termination of the coach- athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

- The amount of time that has passed since the coach-athlete relationship terminated;
- The circumstances of termination;
- The athlete's personal history;
- The athlete's current mental status;
- The likelihood of adverse impact on the athlete and others; and
- Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
- Both the athlete and the coach must be 18 years of age or older.

### **Electronic Communication Policy**

OKCBF recognizes the prevalence of electronic communication and social media in today's world. Many of our paddlers, rowers and sailors use these means as their primary method of communication. While OKCBF acknowledges the value of these methods of communication, OKCBF also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

#### **General Content**

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the OKCBF Athlete Protection Policies.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the Board of Directors, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is **T**ransparent, **A**ccessible and **P**rofessional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of OKCBF records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of OKCBF values. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

### **Facebook, Instagram, Blogs and Similar Sites**

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of OKCBF join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.

OKCBF has an official Facebook page that athletes and their parents can “like” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

### **Twitter**

Best Practice: OKCBF or Coach has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

### **Instagram**

Best Practice: OKCBF or Coach has an official Instagram page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Instagram. Likewise, athletes are not permitted to follow coaches on Instagram. Coaches and athletes are not permitted to “direct message” each other through Instagram.

### **Snapchat**

***Best Practice:*** Coaches may have personal Snapchat but they are not permitted to have any athlete member of the OKCBF follow their personal feed. A coach should not accept any request from an athlete. In addition, the coach should remind the athlete that this is not permitted.

### **Texting**

Subject to the general guidelines mentioned above, texting is allowed between coaches, parents and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

### **Email**

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or another staff member must also be copied.

### **Request to discontinue all electronic communications**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic media.

**ADDENDUM****Peer-to-Peer Bullying Worksheet**

This worksheet is to assist when peer-to-peer bullying incidents occur. This may not cover every situation but it is designed to provide direction. Such incidents must be addressed quickly, compassionately, and responsibly. The goal is to address a child's inappropriate behavior without labeling or removing the child from the activity. For a safety plan to be effective, the OKCBF coaching staff and the parents/guardians of the child in question must agree to actively supervise the child according to the agreements made in the plan.

*This worksheet should be completed together with the aggressor athlete and his/her parents. Explain to the athlete that he/she has exhibited concerning behavior but you believe they know the right behavior. A safety plan is a tool to help the athlete demonstrate appropriate behavior. Explain to the athlete and his/her parents that the safety plan is private but not confidential – the coaches/administration who work closely with the athlete will be made aware of the safety plan. The target and his/her parents will also be made aware of the safety plan.*

*At the conclusion of the meeting, everyone will agree to and sign the safety plan. If all parties are unable to agree on the safety plan, the outcome will be:*

- Suspension from the team*
- Removal from the team*
- New Practice Group Assignment*
- Other disciplinary measure: \_\_\_\_\_*

**Date of Meeting and Attendees:**

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**Step 1: Identify Problematic Behavior**

*Describe the incident(s). Ask the aggressor to describe the incident in his/her own words:*

*Does the athlete understand why his/her behavior is problematic? Does the athlete understand the impact his/her behavior had on the other athlete/athletes involved? Record his/her understanding (in athlete's own words) here:*

*What are the wishes/concerns of the targeted athlete? How did the athlete's behavior impact the targeted athlete? (Ask the targeted athlete or the parent/guardian of the athlete before the safety planning meeting. The targeted athlete and his/her parent do not need to attend the safety planning meeting)*

**Step 2: Identify Wishes of the Athlete/Athlete's Parents:**

*Check all that apply or fill in stated wishes of the aggressor athlete and his/her parents.*

- That I can continue to practice and compete with OKCBF
- For all OKCBF athletes, including me, to be safe at practices and meets
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Step 3: Identify Appropriate and Expected Behavior from Athlete:**

*Include here your OKCBF Athlete Code of Conduct. Include any additional specific behavioral expectations you have for this athlete relative to the incident(s). Discuss this with the athlete and his/her parents during your meeting.*

#### **Step 4: Safety Planning**

*Identify risk areas and how the athlete/club will handle each risk area.*

#### **Locker Rooms**

*Athlete uses the locker rooms: \_\_\_ Yes \_\_\_ No*

*How will the athlete use the locker room going forward?*

- No locker room privileges – the athlete will come and go from practice in appropriate training attire. Parent is responsible for weather appropriate clothing.*
- Athlete will use the [designated bathroom] if he/she has to go to the bathroom during practice.*
- \_\_\_\_\_

**Travel Events**

Athlete participates in travel meets: \_\_\_ Yes \_\_\_ No

How will athlete travel to away events going forward?

- Parent/guardian is responsible for supervision during travel and lodging. Athlete cannot travel or stay overnight without the supervision of a parent/guardian.
- Athlete can travel with the team (car/plane) but parent is responsible for own lodging. Athlete cannot stay overnight unsupervised.
- Athlete can travel and stay with the team if parent is serving as a chaperone on the travel trip.
- Athlete can travel with the team and share a room with like aged athletes.
- \_\_\_\_\_
- \_\_\_\_\_

**Teammates**

How will the athlete interact with his/her teammates?

During practice:

After practice:

How will the Athlete interact with younger teammates/children?

*During practice:*

*After practice:*

**Supervision:** Identify one or more adults who know about the athlete's risky behavior and his/her restrictions and can be actively involved in helping the athlete stay in safe situations. This adult(s) should be someone known to and trusted by the athlete.

*Name:*

*Phone:*

*Name:*

*Phone:*

*What is the nature of the supervision? Example: Parent/babysitter attends practice every day; coach (not actively coaching) willing to keep an eye on athlete. Describe the supervision here.*

**Step 5: Agreement**

We agree to this Safety Plan and supporting [athlete's name] as described above. This safety plan will be in effect until [DATE] at which time we will review the athlete's progress and evaluate if privileges can be restored.

*Athlete:*

*Head Coach:*

*Athlete's Group Coach:*

*Parent/Guardian:*

*Parent/Guardian:*

OKCBF SafeSport Controller:

*Date Effective:*

*Date Progress Reviewed:*

SAFESPORT COMPREHNSIVE POLICY

Drafted by: Melanie Borger      Date: July 30, 2019

Edited by: Elizabeth Laurent      Date: September 16, 2019

Reviewed by: Mike Knopp      Date:

Approved by: Mike Knopp      Date:

-END-