



USRowing SafeSport Reporting Procedures

USRowing strongly encourages the reporting of all forms of misconduct. Reporting issues of misconduct to USRowing may be done using the USRowing SafeSport Reporting Form (Attachment #1), USRowing SafeSport Hotline: 610-751-0713, or USRowing SafeSport e-mail: safesport@usrowing.org.

Reporting of issues of misconduct may be made anonymously. However, USRowing encourages the complainant to provide enough detail to allow for a proper investigation, if required.

All reports of misconduct are initially treated as confidential. The confidential nature of a report is maintained until the complainant determines that he or she wishes the report to become a formal complaint. If a complainant requests, a confidential report may be provided to USRowing strictly for inclusion in a case file without further action. All reports involving sexual misconduct will be submitted to the U.S. Center for SafeSport.

Organizational Member Reporting

Organizational members may report issues of non-sexual misconduct using any of the above procedures to USRowing only after they have exhausted all remedies available under their internal Organizational Member SafeSport Program. A description of the processes and procedures used by the organizational member should be included with the submission to USRowing.

USRowing can refer a complaint brought by an outside complainant to the organizational member for review and require the organizational member to report its findings to USRowing. USRowing retains the right to conduct an independent inquiry following the organizational member's investigation. USRowing also has the discretion to conduct an investigation of any complaint brought to USRowing regardless of whether local options have been exhausted.

All issues of sexual misconduct that occur within an organizational member must be reported directly to the U.S. Center for SafeSport following the procedures found at <https://safesport.org>, as well as to state and local enforcement agencies as required.

Attachment # 1



USRowing SafeSport Reporting Form

USRowing strongly encourages the reporting of misconduct. USRowing appreciates your willingness to report inappropriate behavior.

DATE OF SUBMISSION: _____

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

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

Comments:

2. Age or Approximate Age:

3. Gender: Male/Female

4. Address (City, State required):

5. Position(s) this individual holds or held (please circle all that apply):

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

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

Comments:

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

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

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

Comments:

9. Please Describe what happened (including who, what, when, where)

Comments:

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

10. Name:

11. Age (or approximate age):

12. Club affiliation (if any):

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

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

15. Gender: Male / Female

SECTION IV: 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. E-mail address:

19. Club affiliation (if any):

20. Relationship to victim (Please circle any that apply):

Self

Parent/Guardian

Other family member

Friend or acquaintance

Club member, coach or volunteer

Other or prefer not to say

SECTION V: *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: