

Cape Cod Rowing Responsibilities and Conduct Policy

All participants in rowing, including athletes, coxswains, coaches, umpires, marshals and spectators have the right:

- To enjoy safe participation in rowing
- To be treated with respect
 - To enjoy an environment free of discrimination
 - To participate free from the threat of abuse, including verbal abuse, bullying, outbursts of rage, neglect, and sexual harassment
 - Not to be subject to humiliation, shame, or insult

CCR's CODE OF CONDUCT FOR ROWERS & PARTICIPANTS

At all times, when practicing, training, or competing, rowers and participants should: Follow the policies and procedures of

- Cape Cod Rowing
- US Rowing
- The competition or event

Respect the rights, dignity and worth of others

- Act in a sportsmanlike way
- Avoid swearing and shouting
- Do not threaten others nor engage in acts of verbal or physical abuse
- Be on time or inform the relevant person if going to be late

Treat the equipment with care and respect

- Learn and follow proper and safe boat handling on land and water
- Do not use damaged equipment, report it for repair to coach or board member
- Participate in boat maintenance and repair
- Keep the boat racks and launch area free of litter and debris

Represent CCR at events

- Follow the directions of marshals, umpires, and officials
- Accept the decisions of officials
- Support teammates during entire event

Cape Cod Rowing Complaint Handling Process

Anyone may submit a complaint to the attention of the CCR Board. An online complaint form is available to anyone who wishes to formally register a complaint. Submitting a complaint form assists with keeping the reporting of any issue to a factual summary. We strongly encourage all club members to use the complaint form if this course of action is necessary.

All parties involved in a grievance/complaint should at first attempt to resolve the issue informally, respectfully and via a face-to-face discussion with all parties involved.

In the event that an informal discussion between parties does not resolve the issue, the complaint should be submitted to the CCR Board for resolution.

The CCR President, Vice President and Secretary will constitute the Grievance Review Committee and will review all complaints to determine the validity of the complaint and what, if any, action is appropriate. If the grievance relates to one of these Board Members, another Board Member will be substituted to review that complaint. The subject of the complaint will be given an opportunity to provide a response orally or in writing to the Grievance Review Board.

The normal progression of action on validated complaints will be:

1. Verbal warning
2. Written warning
3. Two-week suspension from participation in club activities or use of club equipment and facilities
4. Removal from club for the year, with no refund of membership/coaching fees

The Grievance Review Committee may skip any one of these steps depending on the severity of the infraction. For example, physically striking another member may result in immediate removal from the club even if there have been no prior infractions. Likewise, a written warning may be issued for the first incident of engaging in conduct that threatens the safety of another participant (e.g., not maintaining the appropriate awareness and use of the rowing pattern resulting in a collision or near collision). Subsequent incidents do not need to be related to prior incidents to result in the next step of progressive action.

The complainant will receive a written response to their complaint (or an explanation of the status) from the Board within 21 days of receipt of the written complaint form.

All formal (written) complaints should be brought to the attention of CCR Board within a month of the time the said grievance/complaint occurred. Retrospectively reported grievances may not be examined or considered if they are raised 2 months (or more) after any alleged issue arises.