



**DOLPHIN CLUB**

*Established 1877*

**Dolphin Swimming and  
Boating Club  
SafeSport Policy  
Participant Safety  
Handbook**

Adopted December 2014

## TRAINING AND EDUCATION

**Dolphin Swimming and Boating Club** policies and procedures require staff, club members, and/or volunteers to report abuse, misconduct and violations of its Participant Safety Handbook.

To do so, staff, club members, and/or volunteers should have a basic understanding of the misconduct behaviors as described in this document.

Accordingly, all staff members, including coaches and specific volunteers as designated by **Dolphin Swimming and Boating Club** (including parent chaperones when minors travel for the purpose of representing **Dolphin Swimming and Boating Club**) must complete awareness training concerning misconduct in sport *before performing services* for **Dolphin Swimming and Boating Club**.

Other club members and/or volunteers, as directed by the **Dolphin Club Board of Governors**, must also complete the awareness training. Anyone required by **Dolphin Swimming and Boating Club** to take the training must successfully complete the training and the quiz after the test.

Misconduct in sport includes:

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

Those required by **Dolphin Swimming and Boating Club** to take SafeSport awareness training will take such training every two (2) years, or no more than 30 day(s) before they have contact with athletes/members.

Any club member or volunteer may take the training, which is offered free of charge, if they so desire. The training is offered online at <http://training.teamusa.org/store/details/1>.

## APPLICANT SCREENING

Designated staff and coaches, contractors and/or assistants must consent to, and pass,

a formal applicant screening process before performing services for **Dolphin Swimming and Boating Club**. Elements of **Dolphin Swimming and Boating Club's** screening process include, as applicable, successful completion of a written application form, interview, reference check, and criminal background check.

Appropriate **Dolphin Swimming and Boating Club** staff will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, **Dolphin Swimming and Boating Club** will ask questions to encourage discussion, clarify responses and conduct additional inquiry regarding the applicant's answers from the written application. References of applicants will be contacted in the appropriate manner and asked specific questions regarding the applicant's professional experiences, demeanor, and appropriateness for involvement with **Dolphin Swimming and Boating Club's** minor athletes, participants, and members.

## **CRIMINAL BACKGROUND CHECK**

All applicants for designated staff or coaching positions within **Dolphin Swimming and Boating Club** will be asked to undergo a criminal background check that complies with the Fair Credit Reporting Act before providing services. Through this criminal background check, **Dolphin Swimming and Boating Club** will utilize reasonable efforts to ascertain the subject's past criminal history.

## **PROCESS**

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared before he or she may perform services for **Dolphin Swimming and Boating Club**. Upon expressing an interest in applying for a position with **Dolphin Swimming and Boating Club**, the applicant's name will be provided to a third-party vendor. **Dolphin Swimming and Boating Club** will request that its vendor provide the applicant with the Criminal Background Check Consent and Waiver Release form, and perform the criminal background check. The information revealed by the criminal background check may disqualify an applicant from serving as a staff member, contractor and/or volunteer.

Each applicant for has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered. Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. Failure to disclose as outlined is a basis for disqualification for potential applicants.

Findings from the criminal background check will be provided to the designated staff contact at **Dolphin Swimming and Boating Club** who oversees this process. **Dolphin Swimming and Boating Club's** criminal background check report will return a "red light" or "green light" score. A green light score means that the background check

vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application. A red light finding means the criminal background check revealed criminal records which suggest the applicant “does not meet the criteria” and is not suitable for organization employment or volunteer assignment.

Individuals who are subject to disqualification under a “red light” finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

## **FREQUENCY OF CRIMINAL BACKGROUND CHECKS**

Criminal background checks required by this policy will be refreshed as required by law.

### **Records**

Records are secured onsite for a period indicated by applicable law or until the applicant is no longer affiliated with **Dolphin Swimming and Boating Club**, whichever date is later.

## **Locker Rooms and Changing Areas**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### **Facilities**

The following is a description of our practice and competition facilities to allow members, athletes, and their families to plan their use:

**Dolphin Boating and Swimming Club** conducts programming in 2 locations:

Our primary location at 502 Jefferson St **does offer** a changing area and locker room dedicated to our participants/members. Our Lake Merced Boathouse location **does not offer** a changing area and locker room.

Our home competitions will be held at locations that have not been determined at this time. Event locations will be released as events are advertised, and locker room/changing area information can be obtained by interested participants at that time. When we travel for competition the facilities may differ from location to location. We will work with the host team to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

## **Monitoring of Locker rooms and Changing Areas**

**Dolphin Swimming and Boating Club** has staggered practice or access times for members, with different members or groups arriving and departing throughout the day. It is therefore **not practical to constantly monitor locker rooms and changing areas** over this extended course of time.

When conducting minor participant programming, we discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If a member/participant needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or a **Dolphin Boating and Swimming Club** administrator know beforehand that he or she will be helping the athlete.

## **Mixed Gender Teams**

If the team consists of both male and female athlete, both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, **Dolphin Boating and Swimming Club has the male and female players dress/undress in separate locker rooms and then convene in a single dressing room** before the competition/activity/team meeting. Once finished, the participants/members may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. **If separate locker rooms are not available, then the athletes will take turns using the locker room to change.**

## **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.**

# ATHLETE PROTECTION POLICY

**Dolphin Swimming and Boating Club** is committed to creating a safe and positive environment for athletes' physical, emotional and social development, and further to ensure that it promotes an environment free of misconduct. In the event that any **Dolphin Swimming and Boating Club** staff, coach, club member, 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 a **Dolphin Swimming and Boating Club** designee, or a member of the **Dolphin Swimming and Boating Club** Board of Governors.

**Dolphin Swimming and Boating Club** staff, members, and/or volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities. Instead, it is the responsibility of each **Dolphin Swimming and Boating Club** staff, member, and/or volunteer to immediately report suspicions or allegations of child physical or sexual abuse as outlined in the reporting procedure (below). Complaints and allegations will be addressed under the **Dolphin Swimming and Boating Club's By-Laws**.

This **Athlete Protection Policy** applies to **Dolphin Swimming and Boating Club** staff, members, coaches, and volunteers.

**Dolphin Swimming and Boating Club's** staff, members, coaches, and volunteers shall refrain from all forms of misconduct, which include bullying, harassment, hazing, emotional misconduct, physical misconduct, and sexual misconduct, including child sexual abuse.

Examples of misconduct include, but are not limited to:

1. A pattern of verbal behaviors that attack an athlete personally.
2. Repeated and excessive yelling at a particular participant/member or participants/members in a manner that serves no productive training or motivational purpose.
3. Throwing sport equipment, water bottles or chairs at, or in the presence of, participants/members.
4. Punching walls, windows or other objects.
5. A pattern of ignoring an athlete for extended periods of time or arbitrarily excluding participants/members from participation, competition, or practice.
6. Conduct that results in or threatens to cause physical harm to an athlete/member.
7. Any act or conduct described as physical abuse or misconduct under federal or state law.
8. Behaviors that include teasing, ridiculing, intimidating; spreading rumors or making false statements, using social media to harass, frighten, intimidate or humiliate.
9. Anything intended to cause fear, humiliation or annoyance, create a hostile

environment, and/or establish dominance or superiority over an athlete/member or group.

10. Coercing; requiring or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for joining the group or being accepted by the group's members.

It is a violation of this **Athlete Protection Policy** if a **Dolphin Swimming and Boating Club** staff, member, coach, or volunteer knows of misconduct, but takes no action to intervene on behalf of the member, athlete, participant, staff member, and/or volunteer. Although these policies are designed to reduce child sexual abuse and other misconduct, it can still occur. Staff, members, coaches, and volunteers of **Dolphin Swimming and Boating Club** shall follow the reporting procedures set forth in this handbook.

**Dolphin Swimming and Boating Club** does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities.

More information about California's mandatory reporting law can be found at: [https://www.childwelfare.gov/systemwide/laws\\_policies/state/index.cfm?event=stateStatutes.showSearchForm](https://www.childwelfare.gov/systemwide/laws_policies/state/index.cfm?event=stateStatutes.showSearchForm)

## **RESPONSE TO ABUSE, MISCONDUCT, AND POLICY VIOLATIONS**

Every **Dolphin Swimming and Boating Club** staff member and/or assistant must report:

- (1) Violations of the ***Participant Safety Handbook***,
- (2) Misconduct as defined in **Dolphin Swimming and Boating Club's *Athlete Protection Policy***, and
- (3) Suspicions or allegations of physical or sexual misconduct.

**Allegations of abuse will be reported to the appropriate law enforcement authorities. As a matter of policy, Dolphin Swimming and Boating Club does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.** Staff members and/or volunteers at **Dolphin Swimming and Boating Club** are required to report suspicions or allegations of abuse by a colleague or co-worker. If they receive an allegation not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to their immediate supervisor or to any member of the **Dolphin Swimming and Boating Club** Board of Governors. **Dolphin Swimming and Boating Club** also encourages parents, athletes and other participants to communicate violations of **Dolphin Swimming and Boating Club** Participant Safety Handbook and/or allegations of child physical or sexual abuse to the

appropriate law enforcement authorities or to any member of the **Dolphin Swimming and Boating Club** Board of Governors.

## REPORTING PROCEDURE

**Dolphin Swimming and Boating Club** staff, members, coaches, or volunteers may report to any administrator with whom they are comfortable sharing their concerns. This would include any member of the **Dolphin Swimming and Boating Club** Board of Governors.

**Dolphin Swimming and Boating Club** will take a report in the way that is most comfortable for the person initiating a report including;

- [ allowing for the reporter to remain an anonymous
- [ conducting the report in-person

The report may be communicated verbally or in written form. Regardless of how allegations of misconduct are reported, it is helpful to **Dolphin Swimming and Boating Club** for individuals to provide, at a minimum;

- (1) The name of the complainant
- (2) The type of misconduct alleged
- (3) The name of the individual alleged to have committed the misconduct.

Individuals reporting misconduct may complete an Incident Report Form. **Dolphin Swimming and Boating Club** will withhold the complainant's name on request, to the extent permitted by law. A copy of the **Dolphin Swimming and Boating Club's Incident Report Form** can be found at the end of this handbook.

## DISCIPLINARY RULES AND PROCEDURE

While **Dolphin Swimming and Boating Club** endeavors to provide continual support and guidance to its members, it is also important for the club to have a formal procedure to address misconduct and alleged violations of its policies and other inappropriate behaviors.

**Dolphin Swimming and Boating Club** 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, a youth participant who tells a single sexually risqué joke constitutes less serious misconduct and depending on the circumstances, might be dealt with more appropriately through counseling to understand the negative impact of this behavior, and a success plan to avoid similar behaviors in the future. In all cases, **Dolphin Swimming and Boating Club's** disciplinary procedures and actions will be *proportionate, reasonable and applied fairly and equally*.

On receipt of an allegation, **Dolphin Swimming and Boating Club** will determine,



within its discretion, the appropriate steps to address the allegations based on several factors, including the age of the complainant or victim, the age of the accused and the nature, scope, and extent of the allegations. **Dolphin Swimming and Boating Club's** disciplinary response will depend on the nature and seriousness of the incident.

Regardless of outcome, **Dolphin Swimming and Boating Club** will support the complainant and his or her right to express concerns in good faith. **Dolphin Swimming and Boating Club** will not encourage or tolerate attempts to retaliate, punish or in any way harm any individual who reports a concern in good faith. Such actions will be grounds for disciplinary action.

However, any individual who alleges misconduct under the Participant Safety Handbook that, upon review, is determined to be malicious, frivolous or made in bad faith will be in violation of our Participant Safety Handbook. ***Bad-faith allegations may also be subject to criminal or civil proceedings.***

**Dolphin Swimming and Boating Club** may institute a formal investigation and hearing before an ad hoc Grievance Panel (selected at the discretion of the **Dolphin Swimming and Boating Club** Board of Governors) to address serious allegations of misconduct (i.e., physical and sexual misconduct).

However, **Dolphin Swimming and Boating Club** anticipates that this procedure will be undertaken to address **only the most serious allegations and patterns of behavior** and accordingly, this procedure will be used rarely. If an individual disagrees with the outcome of a hearing before the Grievance Panel, he or she may file an appeal with **Dolphin Swimming and Boating Club's** Board of Governors within ten calendar days. Any subsequent decision by the **Dolphin Swimming and Boating Club** Board of Governors ***shall be final.***

## **Monitoring Dolphin Swimming and Boating Club's Strategy**

By monitoring the interactions among staff, members, coaches/participants, volunteers, and other, **Dolphin Swimming and Boating Club** works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in this Participant Safety Handbook, while reinforcing appropriate behaviors.

**Dolphin Swimming and Boating Club** utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation formal supervision, informal supervision, and maintaining frequent contact with staff, members, coaches, and volunteers who interact off-site. While **Dolphin Swimming and Boating Club** has a formal reporting procedure outlined in this handbook, staff, members, coaches, and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations. Staff, members, coaches, and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.



**Dolphin Swimming and Boating Club**  
**Participant Safety Policy - Incident Report Form**

Under **Dolphin Swimming and Boating Club's** policy, you may report to the designated **Dolphin Swimming and Boating Club** member or member of the **Dolphin Swimming and Boating Club** Board of Governors with whom you are most comfortable sharing your concerns. **Dolphin Swimming and Boating Club** 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.

Name of the complainant and date of the complaint:

Type of misconduct alleged:

Name(s) of the individual(s) alleged to have committed the misconduct:

Approximate dates the misconduct was committed:

Names of other individuals who might have information regarding the alleged misconduct:

Summary statement of the reasons to believe that misconduct has occurred: