



**Deep Cove Rowing Club Policy and Procedures Manual  
OCTOBER 2005 (updated April 2007)**

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## **1.0 Philosophy**

**Deep Cove Rowing Club will encourage, foster and promote recreational and competitive rowing and paddling activities primarily for residents of the District of North Vancouver.**

**The Deep Cove Rowing Club will promote good sportsmanship, fellowship and physical fitness.**

**All participants in Rowing and paddling are entitled to do so in an enjoyable and safe environment.**

Participants, contracted service providers and volunteers will adhere to the principles, policies and procedures of the Deep Cove Rowing Club. These principles, policies and procedures apply to all participants, but young people in particular are entitled to a higher duty of care.

**2.0 Policy Statement** The Deep Cove Rowing Club (DCRC) is committed to the following:

- 2.1 **Rowing Canada Aviron (RCA)** All coaches, rowers, and members of the Board of Directors shall be active members of Rowing Canada Aviron. All participants in Deep Cove Rowing Club Programs will automatically become RCA members upon registration in any program offered by the DCRC. Each registrant will be charged at a minimum the \$7 RCA recreational rate when they register for any program including one day sessions, this fee being in addition to any applicable membership or program fees.
- 2.2 **Safety** The safety of all rowers is paramount and safety procedures to at least the standard of the Rowing Canada Aviron Safety Guideline will be adhered to. (See Appendix I Rowing Canada Aviron (RCA) Safety Guideline) All participants, or their parent or guardian if they are under 19 years of age, must sign an assumption of risk form and initial the section that states they have read and will abide by the safety guideline. All rowers must follow the locally developed safety rules. See Appendix II, DCRC Safety Guideline and Appendix VII for Acknowledgement of Risk forms
- 2.3 **Inclusiveness** All rowers, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Rowing in a fun and safe environment
- 2.4 **Instruction** Instruction of Learn-to-Row, Youth Development, High School, Corporate Challenge, and Collegiate Novice will aim to be to the standard of the Rowing Canada Aviron Journey 1,2,3 Skills Program. All coaches who work with young people will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice. The minimum standard for regular club coaches is a valid boating license, a valid first aid certificate and the regular club coach must be taking active steps to complete, or have completed Level 1 NCCP Certification. Casual part-time coaches must have a valid boating license, they must be taking active steps to complete, or have completed Level 1 NCCP Certification and a valid first aid certificate is highly recommended.

- 2.5 **Code of Ethics** The Canadian Professional Coaching Association Code of Ethics will be applied to all coaches and failure to adhere to the Code will result in disciplinary proceedings. (See Appendix III Canadian Professional Coaching Association Code of Ethics)
- 2.6 **Harassment Policy** All reasonable steps will be taken to protect rowers from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings. All suspicions and allegations of poor practice or abuse will be taken seriously, and responded to swiftly and appropriately. To this end DCRC will follow the Rowing Canada Aviron Harassment and Discrimination Policy (See Appendix IV Discrimination and Harassment Policy)
- 2.7 **Policy for Juniors as Coaches** The intention of this policy is to identify and establish parameters to enable juniors, or those under 19 yrs of age, to fulfill a coaching role where appropriate. The guidelines identified in this policy are expected to ensure the safety of the coach and participants while providing quality rowing and coach development experiences. (See Appendix V Policy for Juniors as Coaches)
- 2.8 **Privacy Protection** The Deep Cove Rowing Club Principles on Privacy outline how DCRC gathers, protects and uses personal information, and how DCRC is accessible and accountable to the members. The complete Privacy Protection Policy is available in Appendix VIII. The Secretary of the Board of Directors is appointed as the Privacy Officer

### 3.0 Code of Practice

#### Good Practice and Poor Practice, with a focus on safety for young people

- 3.1 **Terms and abbreviations** The following terms and abbreviations are used in this document.
- A young person is anyone under the age of 19
  - 'Parent' is used as a generic term to include parents and guardians
  - 'Personnel' includes employees contracted to the DCRC as well as volunteers and all participants in the sport of Rowing
  - DCRC: Deep Cove Rowing Club
  - 'Rower' is any participant in a program offered by the DCRC

3.2 **Introduction** To provide rowers with the best possible experience and opportunities in Rowing, everyone must operate within an accepted ethical framework and demonstrate exemplary behaviour. Coaches will follow the Canadian Professional Coaching Association Code of Ethics (Appendix III)

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of employees or Rowers to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a rower, especially a young person.

#### 3.3 Good practice

(Summarized and adapted with consent from the Amateur Rowing Association's Policy: Young People- Good Practice in Rowing <http://www.ara-rowing.org/youth/childprotect.php#appendices>)

Personnel will adhere to the following principles and actions.

#### *General*

- insist on adherence to the Rowing Canada Safety Policy
- conduct risk assessments to identify possible sources of danger and take appropriate action to minimise these risks
- make the experience of Rowing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances;
- treat all participants equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity
- respect the developmental stage of each participant and do not risk sacrificing their welfare in a desire for club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional stage of the development of the rower.

#### *Young People*

- in regard to young people, training and competition schedules must be suited primarily to the needs and the interests of the young person, not those of the parents, coaches or club
- build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the coach or team manager use their position and power to decide what the rower should or should not do without consideration of the young person's needs and capabilities
- always be publicly open when working with young people. Avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved
- where young people need to be supervised in the changing rooms, coaches should work in pairs, and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- avoid unnecessary physical contact with young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the athlete. It is important to educate parents of what is and is not acceptable technically in the context of rowing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the athlete's permission has been given.
- maintain a safe and appropriate relationship with athletes. It is inappropriate for coaches and others in positions of authority to have an intimate relationship with a young person, even if they are over 14, the normal age of legal consent. (This could also be a criminal offence 'abuse of trust' in certain circumstances)

- maintain appropriate standards of behaviour at social events that young people attend
- be an excellent role model, for example by not smoking or drinking alcohol while working with young people
- communicate regularly with parents and involve them in decision-making. Gain their consent in writing to give permission for the administration of emergency first aid or other medical treatment if the need arises
- be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available
- gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved

### **3.4 Poor practice**

The following are regarded as poor practice when dealing with young people and should be avoided by all personnel.

- Unnecessarily spending excessive amounts of time alone with young people away from others
- Taking young people alone in a car on journeys, however short
- Taking young people to your home where they will be alone with you
- Sharing a room with a young person
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments to a young person, even in fun
- Reducing a young person to tears as a form of control
- Letting allegations a young person makes go unchallenged, unrecorded, or not acted upon
- Having young people stay at your home with you unsupervised

Where cases arise where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the full knowledge and consent of someone in charge in the organisation and the young person's parents.

If during the care of a young person they are accidentally hurt, the young person seems distressed in any manner, appears to be sexually aroused by certain actions, or misunderstands or misinterprets something done, report any such incidents as soon as possible to a colleague and make a brief written note of it. Parents should also be informed of the incident.

### **3.5 Discipline Procedure**

Demonstrations of poor practice, breach of the Canadian Professional Coaching Association Code of Ethics or abuse should be dealt with in the stages

recommended in the Rowing Canada Discrimination and Harassment Policy.  
(Appendix IV).

# Appendices

## Appendix I

### Rowing Canada Aviron (RCA) Safety Guideline

[http://bongo4u.com/sites/rowingcanada/files/RCA\\_Safety\\_Guidelines\\_2006.pdf](http://bongo4u.com/sites/rowingcanada/files/RCA_Safety_Guidelines_2006.pdf)

#### Information & Policy Manual

Last Update: April 2006

#### ROWING CANADA AVIRON

#### SAFETY GUIDELINES

##### Introduction

Rowing is a safe sport when conducted with due consideration for the risks inherently associated with any outdoor water sport. There is the risk of personal injury from collision and the risk of drowning when rowing participants find themselves in the water. All risks are heightened in cold water. While contending with difficult weather conditions is part of the sport, safe enjoyment of the sport is the aim. Concern for personal safety must be paramount. Each club is responsible for assessing the risks in its particular environment and in establishing the appropriate safety procedures to minimize those risks. Nothing in this document in any way limits an individual's responsibility for assessing his or her personal skills and for the outcome of his or her decisions and actions.

Each member of Rowing Canada Aviron is responsible for knowing and adhering to the Transport Canada regulations, especially those applicable to rowing – see Appendix.

In all cases of accident involving injury or property damage, the RCA National Office shall be notified in writing immediately by an officer of the club. This is a contractual obligation under RCA's liability insurance policy covering all registered clubs and members. See "Insurance Claims" in the Policies & Guidelines on the RCA web site. Safety for regattas is set out in the RCA Rules of Racing and RCA Sanction Form. Arrangements must be made to meet those safety requirements in order to obtain sanction to hold the regatta.

This Guideline is set out under the following headings:

- Safety Advisor
- Local Safety Code
- Emergency Communication
- Hazards
- Safety Equipment and Safe Equipment
- Risk Management
- Operations
- Cold Weather/Water and Hypothermia
- Hot weather and Hyperthermia
- Off-site Rowing (touring and training camps)

##### Safety Advisor

Every club should appoint a member as a safety advisor whose duty is to ensure that an appropriate safety program is drawn up and implemented at the club in accordance with the guidance provided in this Guideline.

*Local Safety Code*

Since conditions vary from club to club, each club should draw up and display a Local Safety Code, covering such matters as the following.

- A plan of the local water showing the traffic circulation pattern, local rules of river/water use, hazards and safe landing sites in the event of an emergency.
- Circumstances in which there must be a safety boat attending any rowers.
- Equipment that a safety boat is required to carry.
- Equipment that a rowing shell must carry either when accompanied by a safety boat or not (if the latter is permitted).
- Responsibilities of rowers, scullers, coaches and coxswains. These can include checking the safe condition of equipment before taking it on the water, familiarity with the local water use rules and procedures on the water such as remaining within a certain distance of the safety boat.
- Procedures in the event of a rower ending up in the water.
- Weather conditions under which rowers should not venture on the water such as high wind, poor visibility and ice conditions.
- Cold water rules.
- Competency requirements of safety boat operators.
- Guidelines relating to rowing before sunrise and prior to sunset.
- Boathouse rules.
- Use of a rower's out/in logbook.

Guidance on these and other safety matters is set out in the following paragraphs.

#### *Emergency Communication*

A list of vital telephone numbers should be displayed prominently in every clubhouse to include:

- Doctor/Ambulance/Police
- Fire Department
- Local hospital casualty department
- Local, river or harbour police
- The emergency service that can provide the quickest on-water response

If there is no telephone readily available at the clubhouse, clear directions to the nearest available telephone must also be displayed.

The possible need for emergency communication from the water should also be considered, whether by two-way radio or by cellular phone.

#### *Hazards*

- Hazards can include swift currents, spring run-offs, bridges, weirs, shoals, deadheads, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency, and recreational and commercial traffic including floatplanes.
- Attention should also be drawn to any variation in normal procedures that may be necessary due to the state of the tide or stream, high wind, or other climatic conditions. It is intended that local codes of practice will emphasize that safety is paramount.

#### *Safety Equipment and Safe Equipment*

- Safety and first aid equipment should be readily available in every clubhouse to include:
  - \*First aid chest (to be fully stocked and regularly checked)
  - \*Thermal blankets/exposure bags
  - \*Life rings/buoy and line
  - \*Personal Flotation Devices (PFD's)
- Clubs should ensure that all equipment used for rowing and coaching is safe and maintained in good order. Every rowing shell must have:
  - \*a white ball of not less than 4cm diameter made of rubber or material of similar consistency on its bow, unless the construction or nature of

the boat is such that the bow is properly protected or its shape does not represent a hazard.

\*heel restraints to allow 'hands-free' release of feet

\*'quick release' mechanisms that are in effective working order in all boats equipped with fitted shoes

\*lights as required by Transport Canada when rowing in reduced light

- Coach/safety boats. In practice the coach boat is also frequently the safety boat. Any coach boat on the water can provide a measure of safety, but the term safety boat is used in this Guideline to indicate that the boat has designated "safety" duties, such as remaining within a certain distance of the rowers it is accompanying, and must carry specific safety equipment, even if it is also acting as a coach boat.
- Coach/safety boats should be equipped with safety equipment in accordance with Coast Guard rules as well as such items as a medical kit, thermal blanket and hand pump.
- Coach/safety boats should provide for easy entry from the water (e.g. step, ladder, or handhold). Where motors are equipped with a kill switch, the kill switch must be attached to the operator.
- Coach/safety boats and their engines should be properly maintained since failure, particularly at a critical time, could have serious consequences.

#### *Risk Management*

An important risk management process that applies to all aspects of rowing operations is to ask 'what if...' a certain situation arises - what might the consequences be and how can such consequences be prevented or their effect mitigated? This is often described as having hindsight in advance. Where the consequences could be serious, even if the likelihood of the situation arising is considered remote, the situation should be avoided or precautions taken to be able to mitigate the consequences.

A vital component of assessing the possible consequences of a situation or incident and of taking appropriate avoidance measures or precautions is the coldness of the water. Submersion in cold water is extremely dangerous, causing a swimmer to lose heat far more rapidly than exposure to cold air. Depending on the coldness of the water loss of muscle function and mental confusion can occur within minutes. See the paragraphs below on Cold Weather and Water.

#### *Operations*

- Motorboat drivers must be competent to control the boat so that it does not become a danger to the rowers or others, and must comply with the Transport Canada Operator Competency certificate requirements.
- Rowing before posted sunrise and after posted sunset is discouraged, particularly where there are other vessels using the waters at those times, and should not be practiced without bright navigational lights and an accompanying safety boat. An additional risk is posed by rowing after sunset as an incident such as capsizing has to be dealt with in darkening conditions.
- Coaches are responsible for those in their charge and should ensure that they are informed of safety procedures and abide by them. Coaches should be aware of the forecast weather and should evaluate the environmental conditions before deciding, in light of the rowers' capabilities and limitations, whether it is safe for rowers to go out on the water (see also RCA's Weather Protocol)
- Clubs should provide adequate instruction in waterman ship and rowing technique, plus adequate supervision by coaches and experienced rowers, to ensure that no person boating from the club puts himself or herself at risk when on the water. This applies particularly to single scullers and to juniors.

Inexperienced coxswains should be allowed out in boats only if accompanied by an experienced coach in a fully equipped coach boat and they should also abide by the navigation rules and local traffic patterns. All active members should learn and practice capsize and accident drills.

- Clubs should treat the coaching of coxswains and their education in watermanship and good safety procedures as being as important as coaching rowers. Coxswains should receive a full education in handling the boat, safety procedures and boat handling. Inexperienced coxswains should be allowed out in boats only if observed by an experienced coach preferably in a fully equipped coach boat. They should also abide by the navigation rules.
- Rowers should be able to swim 50m in light clothing and be sufficiently at ease in the water not to panic and to be able to keep themselves afloat. If a person cannot meet this requirement for physical or other reasons, an approved PFD should be worn when on the water.
- All vents on rowing shells should be closed when on the water to preserve their inherent buoyancy.
- In case of accident, rowers should be instructed to stay with the boat rather than attempt to swim to safety, however strong a swimmer a rower may be. The boat, unless seriously damaged, can be considered a life raft. If the water is cold rowers should be instructed to get as much of their body out of the water as possible by draping themselves over the upturned hull, if necessary turning the boat over for this purpose. Rowers should also be instructed to "buddy-up", two holding on to each other until rescued to provide mutual support and to help ensure that all are accounted for.
- Coxswains should wear a PFD at all times when on the water, as should coach and safety boat drivers and their passengers. In bow coxed boats, the worn PFD must allow easy and unrestricted escape from the boat.
- Clubs should take active steps to encourage members to become fully conversant with lifesaving and resuscitation procedures, by attending training courses and other appropriate means. In particular it is highly desirable that the Club Safety Advisor and all regular club coaches should be so trained.
- Club rowing activities should be coordinated with those of other local water users to minimize clashes of interest and the possibility of additional water hazards arising.
- A logbook can be used to log rowers out and in, particularly when they are allowed to row unsupervised.

#### *Cold Weather and Water*

Preparation and prevention are essential in protecting against the effects of the cold-water environment.

- All persons should wear protective clothing appropriate for the conditions and their activity, and as far as possible commensurate with the needs of the rowing motion and activity, with the objective being to keep the body dry and to insulate against heat loss.
- When the water temperature is at 10 degrees Celsius or below, or otherwise when the environmental conditions may warrant, special safety precautions, proposed by the club safety officer, should be considered. Possibilities for additional safety precautions include:
  - \* allowing members to go out on the water, where appropriate, only if attended by a safety craft carrying a PFD of appropriate size for all individuals being attended.
  - \* not allowing members to go out on the water

Hypothermia: a discussion of the causes, effects, prevention and treatment of hypothermia is included in the Rowing Canada Aviron's NCCP Level 1 Coaching Manual.

#### *Hot weather*

As with cold weather, preparation and prevention are important in protecting against the effects of heat.

- All persons should wear protective clothing appropriate for the conditions and their activity
- Use of sun block with a high SPF factor.
- Drink plenty of water before, during and after exposure to hot weather
- Address any symptoms of heat stress immediately.

Heat injury: a discussion of the causes, effects, prevention and treatment of heat injury is included in Rowing Canada Aviron's NCCP Level 1 Coaching Manual.

#### *Off-site Rowing (touring and training camps)*

If a club conducts rowing activity at a location away from the club premises, the same safety issues set out in this Guideline need to be addressed afresh.

- An adequate number of coaches should accompany the rowers to provide supervision and meet any safety needs.
- Information should be obtained about local water conditions and hazards, traffic patterns, vital telephone numbers and local safety and rescue arrangements in the case of accident.
- If the camp or tour is using the facilities of a rowing club, this information should be readily available and should be studied. Local rowing equipment, coach/safety boats and safety and first aid equipment should also be assessed for its condition and adequacy.
- If the camp or tour is at a location remote from a rowing club, this information should be obtained from local residents and from a visual inspection before rowers take to the water. In addition, the club should bring or obtain its own safety and first aid equipment to address its safety needs such as personal flotation devices, medical supplies and safety boats.
- Particular care must be taken about weather and water conditions when rowing on unfamiliar water.
- It is prudent for all participants in camps and tours taking place outside their province or outside Canada to obtain travel medical insurance coverage.
- Participants in tours should consult the RCA Touring Manual for more information

APPENDIX To RCA Safety Guideline

### **CANADIAN COAST GUARD SAFETY NOTICE**

#### **Transport Canada's Regulations For Rowing Shells**

#### **SAFETY EQUIPMENT REQUIREMENTS**

Unless exempted as described below, rowing shells are required to carry:

- one-Canadian-approved personal flotation device (PFD) or lifejackets of appropriate size for each person on board;
- one sound signalling device;
- navigation lights that meet the applicable standards set out in the Collision

Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

#### **EXEMPTION**

A rowing shell is not required to carry personal protection equipment, boat safety equipment and distress equipment if:

- it is attended by a safety craft carrying a personal flotation device (PFD) or lifejacket of appropriate size for each member of the crew of the largest vessel being attended (in addition to its own safety equipment) or;
- the rowing shell carries a PFD or lifejacket of appropriate size for each member of the crew, a sound signalling device and, if it is operated before sunrise or after sunset, a watertight flashlight or;
- if it is competing or training during a provincially, nationally or internationally sanctioned regatta or competition or is engaged in training at the venue at which such a regatta or competition is taking place.

## Appendix II

### DCRC Local Safety Guideline (updated Spring 2007)

**All registrants and their parents must review the following Safety Policy and sign on the following page before the rower can participate in any 'on water' activity.**

- 1) All registrants **must** be able to tread water for a minimum of 10 minutes and by signing this form acknowledge that this is true.
- 2) Training sessions will begin promptly, at the scheduled time. Coaches may decide not to boat rowers who arrive late. Coaches will not be responsible for onshore supervision of late arrivals.
- 3) The boathouse and washroom will be unlocked prior to rowers leaving the shore and will remain unlocked for the duration of the training sessions. A minimum of 4 warming blankets will be available in the boathouse at all times.
- 4) Each coxswain or bow person if there is no coxswain **must have a whistle or other sound signalling device** attached to their person or insure that there is a sound signalling device in the shell prior to leaving the shore.
- 5) During low light/low visibility conditions, each rower must wear an operating **flashing light** on the head or upper body. Rowers are responsible for providing their own lights and should bring them to every training session.
- 6) Rowers must not proceed beyond the end of the Government Wharf in Deep Cove until accompanied by their assigned coach.
- 7) All rowers must be accompanied on the water by a coach, or approved substitute, in a coach boat. Rowers on the water must stay in visual contact with the coach boat at all times. Where the rowers are not within 500 metres of the coach boat, shells must carry a life jacket at each seat and a whistle for each rower.
- 8) Boats should stay in groups of two or more. If a partner's boat capsizes, the 'buddy' boat should ensure the capsized rower/s are safe (back in the boat or on shore) before going for help. The international distress signal is waving both arms over the head. Rowers should also use whistles and their flashing lights to signal that assistance is required.
- 9) In the event that a capsized crew must return to shore, the crew must be accompanied by a coach. All other crews under the supervision of that coach must also return to shore.
- 10) Rowers should familiarize themselves with docks and low bank waterfront landings in the training or racing area. In the event of a storm or other unsafe conditions, rowers should immediately proceed to a safe landing area to get themselves out of the water.
- 11) Each regular club coach must hold valid First Aid Certification—St. John's Ambulance Safety Oriented First Aid or its equivalent, and a Canadian Yachting Association Pleasure Craft Operator Certificate or its equivalent. Casual part-time coaches must have valid Canadian Yachting Association Pleasure Craft Operator Certificate or its equivalent and a valid first aid certificate is recommended.
- 12) Each coach boat must be equipped with:

- a) a minimum of 9 lifejackets plus lifejackets for each passenger in the coach boat. The coach must wear a life jacket and a motor "kill switch" must be attached to the jacket and the motor.
  - b) a minimum of 3 warming blankets
  - c) a First Aid Kit
  - d) a buoyant heaving line of not less than 15 metres
  - e) a minimum of 3 emergency flares (Canadian approved of Type A, B or C)
  - f) a sound-signalling device
  - g) a bailer
  - h) one manual propelling device (e.g., paddle)
  - i) navigational lights that meet the applicable standards set out in the Canadian Coast Guard's Collision Regulations
- 13) At least one of the supervising coaches must carry an operable cellular phone while rowers are on the water.
- 14) .Each coach boat will supervise a maximum of 9 junior rowers in a maximum of 3 rowing shells. Each coach will supervise a maximum of 14 experienced adult rowers in a maximum of 4 rowing shells.
- 15) Coaches are responsible for determining whether conditions are too dangerous to row due to darkness, fog, high winds, ice, cold water, storms, or any other conditions which they determine may be of danger to the rowers. No rower shall be forced to row against his/her better judgment should conditions be questionable.
- 16) No morning rowing shall commence before 5:45 a.m. during the period of February 15 to November 20. No morning rowing shall commence before 7:00 a.m. during the period of November 21 to February 14.
- 17) Rowing shall not take place in foggy conditions if visibility falls below 1000 meters.

**I have read, understand, and agree to abide by the DCRC Safety Guidelines.**

\_\_\_\_\_

Rower's signature Date

\_\_\_\_\_

Parent's signature (If under 19)

## **Appendix III**

### **Policy for Juniors as Coaches** (Developed March 2005)

The intention of this policy is to identify and establish parameters to enable juniors, or those under 19 yrs of age, to fulfill a coaching role where appropriate. The guidelines identified in this policy are expected to ensure the safety of the coach and participants while providing quality rowing and coach development experiences

#### A. Qualifications

1. Must have a valid small boat operators license as required by Coast Guard
2. NCCP Certification- must be taking active steps to complete, or have completed Level 1
3. Standard First Aid Certification or greater is recommended.
4. Must be at least 17 years of age
5. 2 full seasons of competitive rowing experience. Competitive season would be defined as a full winter/spring competitive season. The supervising coach's discretion can determine a level or equivalency to this based on other programs participated in by the prospective coach as program may vary.
6. Be approved by the Head Coach or Program Manager.

#### B. Training to be conducted by the Head Coach, Program Manager or a level two coach (or equivalent).

1. Boathouse Procedures
2. Rowing shell handling and demonstration of boat handling procedures
3. Program Specific training eg. How to teach a Learn to Row, Provide coach with Program specific resources such as Journey 123 manual. Rowing Association Instructors Handbooks may be used as supplementary materials.
4. Coach Boat- Preparing, operating and usage during emergency situations
5. General Safety Procedures and resources.

#### C. Restrictions

1. During the first 12 documented sessions the junior must be accompanied by the Head Coach or an adult with at least Level 1 NCCP Certification
2. Once first 12 sessions are successfully completed and the Head Coach has granted approval, the junior may be permitted to coach independently.
3. At all times when a junior is coaching, an adult coach with at least Level 1 NCCP Certification (or equivalent) must be on the water and within sight and not further than 500 meters from the junior. The adult just be able to observe and assist the junior when and if necessary.
4. Ratio- maximum of 9 people if there is a coxswain. Restricted to no more than two rowing shells as directed by the Head Coach or Program Manager.

# Appendix IV DCRC

## Junior and Adult Waiver Form

### **WAIVER FORM FOR THE DEEP COVE ROWING CLUB**

**Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement, (the "Agreement")**

**BY SIGNING THIS AGREEMENT YOU WILL GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY**

**Please provide all information and SIGN and INITIAL the Waiver at the BOTTOM of this sheet.**

**Re:** Participation in the Deep Cove (DCRC) rowing and paddling programs, pursuant to the DCRC safety guidelines, rules and regulations, (collectively referred to as the "Rules").

Name	Address:	City: Postal Code
Phone:	Cell Phone:	Gender.
Rowing Program / School Attending	Email Address:	Date of Birth

(All personal information given by participants will only be used for administration and regular communication with respect to related programs & events with DCRC. For more information regarding our Personal Information Protection Privacy Policy, please contact the DCRC Board of Directors).

To: DCRC, its event sponsors, official suppliers, officials, and all of their respective directors, officers, employees, volunteers, agents, representatives, successors and assigns (after this referred to as the "Releasees").

In consideration of the DCRC agreeing to my participation in rowing and/or paddling programs & events and permitting my use of their equipment and facilities, I hereby agree as follows:

In this Agreement:

1. The term, "rowing and paddling programs" shall include but is not limited to: competitions, races, demonstrations, practices, events, boat rentals, orientation and instruction sessions, and other such activities, events and services in any way connected with or related to the DCRC; and
2. the term "Safety Guidelines" means the guidelines most recently published by the DCRC on or prior to the date of this Agreement and designated by it as its safety guidelines.

#### **ACKNOWLEDGEMENT – SAFETY**

I am aware that the physical exertion required of rowing and paddling programs and the forces exerted on the body can activate or aggravate pre-existing physical injuries, conditions, symptoms or congenital defects. I HAVE ALSO READ AND UNDERSTAND THE SAFETY GUIDELINES, AND I AGREE TO ABIDE BY THOSE GUIDELINES. (The Safety Guidelines are posted at the boathouse) I can tread water for a minimum of 10 minutes.

#### **ASSUMPTION OF RISKS**

I am aware and understand that rowing and paddling programs and rowing and paddling sports have inherent dangers, hazards and risks including, but not limited to

- ACCIDENTS WHICH OCCUR WHILE LOADING AND UNLOADING EQUIPMENT
- ABRUPT WEATHER CHANGES
- COLLISION WITH MANMADE OR NATURAL OBJECTS OR OTHER PADDLERS OR BYSTANDERS
- CONDITIONS OF WATER SURFACE AND VARIATIONS IN THE WATER CONDITIONS, SURFACES AND CURRENTS
- EQUIPMENT FAILURE
- IMPROPER USE OF EQUIPMENT
- NEGLIGENCE OF OTHERS
- OVERTURNING OR UPSETTING OF THE BOAT
- FALLING FROM THE BOAT WHILE ON THE WATER
- POOR SWIMMING ABILITY OF MYSELF OR OTHERS
- FACILITY & SITE HAZARDS
- NEGLIGENCE OF THE RELEASEES
- SUSTAINED RIGOROUS PHYSICAL ACTIVITY
- TRAVEL TO AND FROM SITE



## Appendix V Canadian Professional Coaching Association Code of Ethics

[http://www.coach.ca/eng/certification/documents/REP\\_CodeofEthics\\_01042006.pdf](http://www.coach.ca/eng/certification/documents/REP_CodeofEthics_01042006.pdf) Rowing Canada Aviron endorses and adopts the Canadian Professional Coaches Association (CPCA) Coaching Code of Ethic

This section of the code of ethics is organized around four ethical principles identified during a workshop for Coaching Ethics Advisory Committee members.

I. Respect for Participants.....	2
II. Responsible Coaching .....	5
III. Integrity in Relationships .....	9
IV. Honoring Sport .....	11

Each principle is followed by a brief description and a list of ethical standards illustrating how that principle applies to the activities of coaches. These standards are grouped by key words that are an important part of the overall principle.<sup>1</sup>

The approach, structure and contents of this code were inspired by the *Canadian Code of Ethics for Psychologists, 1991*. For a detailed guide to this code and how it was developed, see Carole Sinclair and Jean Pettifor, editors, *Companion Manual to the Canadian Code of Ethics for Psychologists, 1991* (Chelsea, Que: Canadian Psychological Association, 1992). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Association québécois des entraîneurs professionnels en sport, The British Institute of Sport Coaches and Promotion Plus, Women In Coaching Committee, British Columbia.

### Introduction

Each of the four principles is followed by a brief description and a list of ethical standards illustrating how that principle applies to the activities of coaches. These standards are grouped by key words that are an important part of the overall principle.<sup>1</sup>

#### I. Respect for Participants

The principle of *respect*<sup>2</sup> for *participants*<sup>3</sup> challenges coaches to act in a manner respectful of the *dignity*<sup>4</sup> of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

Acting with *respect for participants* means that coaches

- do not make some participants more or less *worthy*<sup>5</sup> as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age, or any other *conditions*<sup>6</sup>
- have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and shared decision-making (right to self-determination - athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights
- interact with others in a manner that enables all participants in sport to maintain their dignity, and
- build mutual support among fellow coaches, officials, athletes, and their family members.

In being faithful to the principle of *respect for participants*, coaches would adhere to the following ethical standards:

Key Words	Ethical Standards
Respect	

1.1	Treat all participants in sport with respect at all times.
1.2	Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs, e.g. focus criticism on the performance rather than on the athlete.
1.3	Respect the areas of expertise, experience, and insights of others in sport by considering carefully their opinions.
1.4	Do not engage publicly (e.g. statements, conversations, jokes, presentations, media reports) in demeaning descriptions of others in sport.
1.5	Be <i>discreet</i> in non-public conversations about athletes, coaches, or other participants in sport.
<b>Rights</b>	
1.6	Recognize athletes' right to consult with other coaches and advisers.
1.7	Respect athletes as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
<b>Equity</b>	
1.8	Treat all participants equitably within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, and any other condition.
1.9	Use language that conveys respect for the dignity of others (e.g. gender-neutral terms) in written and verbal communications.
1.10	Do not practise, condone, ignore, facilitate, or collaborate with any form of unjust discrimination in sport.
1.11	Act to prevent or correct practices that are unjustly discriminatory.
<b>Empowerment 8</b>	
1.12	Encourage and facilitate participants' abilities to be responsible for their own behaviour, performance, and decisions.
1.13	Respect as much as possible the opinions and wishes of participants when making decisions that affect them.
1.14	Give athletes the opportunity to discuss, contribute to, and agree with proposals for training and for performance standards.
<b>Informed participation</b>	

1.15	Provide athletes with the information necessary for them to be meaningfully involved in the decisions that affect them.
1.16	Communicate and cooperate with <i>family</i> <sup>9</sup> members, involving them in appropriate decisions pertaining to an athlete's development.
1.17	Clarify the nature of coaching services to participants, i.e. athletes, parents, family members, and significant others.
<b>Confidentiality</b>	
1.18	Determine, in consultation with athletes and others, what information is confidential.
1.19	Keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons.
1.20	Share confidential information only with the consent of those requesting confidentiality or in a way that the individual(s) involved cannot be identified.
1.21	Exercise discretion in recording and communicating information to prevent this information from being interpreted or used to the detriment of others.
1.22	Clarify and implement measures to protect confidential information, e.g. restricting access to confidential records.
<b>Mutual support</b>	
1.23	Encourage a climate of mutual support among all participants in sport.
<b>Extended responsibility</b>	
1.24	Encourage participants to respect one another and to expect respect for their worth as individuals.
1.25	Keep informed on current issues related to respect for participants, e.g. gender equity

## II. Responsible Coaching

The principle of *responsible coaching* carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence - responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are "*well prepared and current*"<sup>10</sup> in their discipline.

In addition, responsible coaching means that coaches

- act in the best interest of the athlete's development as a whole person
- recognize the power inherent in the position of coach

- are aware of their personal values and how these affect their practice as coaches
- acknowledge the limitations of their discipline
- accept the responsibility to work with other coaches and professionals in sport.

In being faithful to the principle of *responsible coaching*, coaches would adhere to the following ethical standards:

<b>Key Words</b>	<b>Ethical Standards</b>
<b>Professional training</b>	
2.1	Be responsible for achieving a high level of professional competence through appropriate training.
2.2	Keep current with relevant information (knowledge), coaching and teaching skills, and research through personal learning projects, discussions with colleagues, workshops, courses, conferences, etc. to ensure that coaching services benefit and do not harm others.
<b>Self-knowledge</b>	
2.3	Evaluate how personal experiences, attitudes, beliefs, values, socioeconomic status, sexual orientation, individual differences, and stresses influence actions as coaches and integrate this awareness into all efforts to benefit and not harm others.
2.4	Engage in self-care activities that help to avoid conditions (e.g. burnout, addictions) that could result in impaired judgment and interfere with the ability to benefit and not harm others.
<b>Beneficence<sup>11</sup></b>	
2.5	Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills, and powers that coaches use to produce benefits for athletes are also capable of producing harm.
<b>Coaching limits</b>	
2.6	Take the limits of knowledge and capacity into account in coaching practice; in particular, do not assume responsibilities if insufficiently prepared for them.
2.7	Recognize and accept when it is appropriate to refer athletes to other coaches or sport specialists.
2.8	Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of coaching services and the health and safety of athletes.
<b>Athlete's interest</b>	
2.9	Ensure that activities are suitable for the age, experience, ability, and physical and psychological conditions of athletes.
2.10	Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.

2.11	Refrain from using training methods or techniques that may harm athletes; monitor innovative approaches with care.
2.12	Be aware of significant pressures in athletes' lives, e.g. school, family, and financial pressures, and coach in a manner that fosters positive life experiences.
2.13	Consider athletes' future health and well-being as foremost when making decisions about an injured athlete's ability to continue participating.
2.14	Strive to be fully present, physically and mentally, in the performance of coaching duties.
<b>Safety</b>	
2.15	Ensure that athletes train and perform in suitable and safe settings.
2.16	Make athletes aware of their responsibilities for participating safely in sport.
<b>Sexual relationships</b>	
2.17	Be acutely aware of power in coaching relationships and, therefore, avoid sexual intimacy with athletes, both during coaching and during that period following coaching when imbalance in power could jeopardize effective decision-making.
2.18	<p>Abstain from and refuse to tolerate in others all forms of harassment, including sexual harassment. Sexual harassment includes either or both of the following:</p> <ul style="list-style-type: none"> <li>• the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.</li> <li>• engaging in deliberate or repeated sexually oriented comments, anecdotes, gestures, or touching, if such behaviours <ul style="list-style-type: none"> <li>• are offensive and unwelcome</li> <li>• create an offensive, hostile, or intimidating working environment, or</li> <li>• can be expected to be harmful to the recipient.</li> </ul> </li> </ul>
<b>Colleagues</b>	
2.19	Act toward other coaches in a manner characterized by courtesy, good faith, and respect.
2.20	<i>Collaborate<sup>12</sup></i> with other coaches and colleagues from related disciplines.
2.21	Communicate and cooperate with health practitioners in the diagnosis, treatment, and management of athletes' health-related needs.
2.22	Use discretion for resolving disputes with colleagues, e.g. deal with differences of opinion constructively on a personal basis and refer more serious disputes to appropriate bodies.
<b>Extended responsibility</b>	

2.23	Encourage others, when appropriate, to coach responsibly.
2.24	Recognize and address harmful personal practices of others in sport, e.g. drug and alcohol addiction, physical and mental abuse, misuse of power.
2.25	Assume responsibility for the actions of athletes and other supervised individuals with regard to the principle of responsible coaching.

### III. Integrity in Relationships

Integrity means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically<sup>13</sup> on how their perspectives influence their interactions with others.

In being faithful to the principle of integrity in relationships, coaches would adhere to the following ethical standards:

Key Words	Ethical Standards	
<b>Honesty</b>		
3.1	Explore mutual expectations with athletes in an honest and open manner, giving due consideration to the age and experience of individuals.	
3.2	Accurately represent personal coaching qualifications, experience, competence, and affiliations in spoken and written communications, being careful not to use descriptions or information that could be misinterpreted.	
3.3	Make athletes and others clearly aware of coaching qualifications and experience.	
3.4	Notify other coaches when working with those coaches' athletes	
<b>Sincerity</b>		
3.5	Honour all promises and commitments, both verbal and written.	
3.6	Act with an enthusiastic and genuine appreciation for sport.	
<b>Honour</b>		
3.7	Know the sport and abide by the sport's rules, regulations, and standards.	
3.8	Take credit only for the work and ideas actually done or generated and give credit for work done or ideas contributed by others.	
<b>Conflict of interest</b>		
3.9	Do not exploit any relationship established as a coach to further personal, political, or business interests at the expense of the best interests of athletes or other participants.	
3.10	Be clear about and avoid abusing relationships (e.g. with athletes, assistants, officials, administrators, board members) and avoid other situations that might present a conflict of interest or reduce the ability to be objective and unbiased in the determination of what might be in the best interests of athletes.	

3.11	Declare conflicts of interest when they arise and seek to manage them in a manner that respects the best interests of all those involved.
<b>Self-awareness</b>	
3.12	Evaluate how personal experiences, attitudes, values, social context, individual differences, and stresses influence coaching activities and thinking, integrating this awareness into all attempts to be neutral and unbiased in coaching.
3.13	Recognize and reveal whether personal views are based on facts, opinions, conjecture, theory, beliefs, etc.
<b>Extended responsibility</b>	
3.14	Encourage athletes and other participants to develop and maintain integrity in their relationships with others.

#### IV. Honouring Sport

The principle of *honouring sport* challenges coaches to recognize, act on, and promote the value of sport for individuals and teams and for society in general.

*Honouring sport* means that coaches

1. act on and promote clearly articulated values related to coaching and sport
2. encourage and model honourable intentions and actions in their coaching practice, and
3. show high regard for and promote the value of sport in Canadian society and around the world.

In being faithful to the principle of *honouring sport*, coaches would adhere to the following ethical standards:

<b>Key Words</b>	<b>Ethical Standards</b>
<b>Spirit of sport</b>	
4.1	Advocate and model the fundamentally positive aspects of sport, e.g. sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
4.2	Actively seek ways to reduce potentially negative aspects of sport, e.g. winning at all costs, playing to the letter of the rules at the expense of the spirit of the rules, unfairly exploiting competitors' weaknesses, focusing on sport to the harmful exclusion of other aspects of athletes' lives, initiating and supporting potentially harmful training regimes, and other negative aspects identified by participants.

<b>Respect for the rules</b>	
4.3	Accept both the letter and the spirit of the rules that define and govern sport.
4.4	Actively encourage athletes and other participants to uphold the rules of the sport and the spirit of such rules.
<b>Respect for officials and other coaches</b>	
4.5	Accept the role of officials in ensuring that competitions are conducted fairly and according to established rules.
4.6	Refrain from abusive personal attacks on officials and other coaches, especially when talking with the media.
<b>Drug-free sport</b>	
4.7	Support initiatives that encourage the <i>spirit of sport</i> <sup>14</sup> (see also 4.1, 4.2).
4.8	Actively discourage the use of performance-enhancing drugs; support athletes' efforts to be drug-free.
4.9	Refrain from encouraging the use of alcohol and tobacco in conjunction with athletic events or victory celebrations at playing sites.
<b>Positive role model</b>	
4.10	Maintain the highest standards of personal conduct and project a favourable image of the sport and of coaching to athletes, other coaches, officials, spectators, families, the media, and the general public.
4.11	Project an image of health, cleanliness, and functional efficiency in personal habits and appearance, e.g. refrain from smoking while coaching, refrain from drinking alcoholic beverages when working with athletes.
<b>Responsibility to coaching</b>	
4.12	Promote and maintain the highest standards of the coaching discipline.
4.13	Encourage measures to improve the quality and availability of coaches' professional services.
4.14	Encourage measures that promote education, knowledge development, and research in the field of coaching.
4.15	Develop the coaching profession by exchanging knowledge and experiences with colleagues, athletes, and students and by being participants, course facilitators, or master course conductors in courses and internships.
4.16	Uphold the responsibility to coaching by bringing incompetent or unethical behaviour to the attention of appropriate regulatory committees in a manner consistent with the ethical principles of this code, if informal resolution or correction of the situation is not appropriate or possible.
<b>Extended responsibility</b>	
4.17	Encourage athletes and other participants to honour sport on a lifelong basis.

## Footnotes

**1.** The approach, structure, and contents of this code were inspired by the Canadian Code of Ethics for Psychologists, 1991. For a detailed guide to this code and how it was developed, see Carole Sinclair and Jean Pettifor, editors, Companion Manual to the Canadian Code of Ethics for Psychologists, 1991 (Chelsea, Que.: Canadian Psychological Association 1992). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Association québécoise des entraîneurs professionnels en sport, The British Institute of Sport Coaches, and Promotion Plus, Women in Coaching Committee, British Columbia.

**2. Respect:** consideration of the dignity of others; courteous regard

**3. Participants:** those taking part in sport, e.g. athletes and their family members, coaches, officials, volunteers, administrators

**4. Dignity:** self-respect; self-worth

**5. Worthy:** having worth, value, or merit; deserving praise; valuable; noble; estimable; virtuous; legitimate

**6. Condition:** a provision or stipulation called for as a requirement for participation or competition; a prerequisite; anything that modifies or restricts the nature of participation

**7. Discreet:** prudent; cautious; wary; careful about what one says or does

**8. Empowerment:** the act of enabling or state of being enabled

**9. Family:** those persons who are identified by an athlete as providing familial support, whether or not they are biologically related

**10. Integrity Makes True Champions:** The Coaching Code of Ethics (Gloucester, Ont.: Coaching Association of Canada, Canadian Association of National Coaches, 1993).

**11. Beneficence:** an ideal or principle of conduct that requires us to act in a way that benefits others. Such benefit might take the form of preventing or removing harm, or acting directly to produce a good. The same training, skills, and powers coaches use to produce benefits are also capable of producing harm.

**12. Collaboration:** a process through which parties such as members of an interdisciplinary team (e.g. trainer, psychologist, masseuse, team captain) work together on problems and issues to develop solutions that go beyond their limited visions of what is possible. Collaboration is based on the simple adage that two heads are better than one and that one by itself is not good enough. See Barbara Gray, Collaborating: Finding Common Ground for Multiparty Problems. (London, England: Jossey-Bass Publishers 1989), 5.

**13.** In coaching, critical reflection questions existing assumptions about the values and practices that govern coaches' actions. The essential component of critical reflection is an attitude based on (i) open-mindedness, i.e. an active predisposition to hear more than one side of an issue; (ii) active inquiry, i.e. asking why things are done the way they are; and (iii) sincerity, i.e. coaches being genuine in their coaching relationships. HIV/AIDS Education for Nurses: Practice Issues and Curriculum Guidelines (Ottawa: Canadian Nurses Association 1992).

**14.** The Canadian Centre for Drug-Free Sport has designed a major campaign under the theme of the spirit of sport. At the heart of their message is the premise that inherent in sport are all the strengths, values, and qualities necessary to overcome the incursion of performance-enhancing drugs. Sport is strong and it gives (or can give) strength to those who participate. This theme embraces the fundamental positive aspects of sport, is non-blaming and non-moralistic, and emphasizes the positive attributes of sport. Manifest Communications Inc., "Draft Strategy for A National Educational Campaign to Promote Drug-Free Sport in Canada" (Document prepared for Canadian Centre for Drug-Free Sport, Ottawa, April 1993).

## **Appendix VI Discrimination and Harassment Policy**

Adapted from Rowing Canada Aviron

*Information & Policy Manual Page 1*

*Last Review/Update: December 2001*

[http://bongo4u.com/sites/rowingcanada/files/Harassment\\_RCA2002.pdf](http://bongo4u.com/sites/rowingcanada/files/Harassment_RCA2002.pdf)

### **Discrimination & Harassment**

1. Deep Cove Rowing Club (DCRC) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices. Nothing in the DCRC Policy affects the rules of the COA, FISA or the IOC.
2. This policy establishes a problem solving approach to deal with harassment and discrimination issues. It provides for an internal complaint resolution process where early resolution will be facilitated.
  - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.
  - Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.
  - Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
  - Deep Cove Rowing Club is committed to providing a sport environment free of harassment or discrimination on the basis of the prohibited grounds as defined in section 5 of this policy.
3. This policy applies to all employees and people under contract as well as to all directors, officers, volunteers, coaches, athletes, officials and members of Deep Cove Rowing Club
4. Deep Cove Rowing Club encourages the reporting of all incidents of discrimination or harassment, regardless of who the offender may be.
5. This policy applies to discrimination or harassment that may occur during the course of all Deep Cove Rowing Club business, activities and events. It also applies to harassment between individuals associated with Deep Cove Rowing Club but outside Deep Cove Rowing Club business, activities and events when such harassment adversely affects relationships within Deep Cove Rowing Club's work and sport environment.
6. Notwithstanding this policy, every person who experiences discrimination or harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy. If a complainant using this policy chooses to use an alternate procedure such as a human rights code or the courts, DCRC may decide to either terminate or suspend this procedure. Deep Cove Rowing Club

#### **Coach/Athlete Sexual Relations:**

7. Deep Cove Rowing Club takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on Deep Cove Rowing Club's public image. Deep Cove Rowing Club therefore takes the position that such relationships are unacceptable. Should a sexual relationship develop between an athlete and a coach, Deep Cove Rowing Club will investigate and take action which could include reassignment, or if this is not feasible, a request for resignation or dismissal from employment.

#### **DEFINITIONS**

**Discrimination:**

8. Discrimination is any distinction, whether intentional or not, but based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

The prohibited grounds of discrimination under DCRC's Policy are as follows:

- age (except for athletes, an age that is eighteen years or more and less than sixty-five)
- ancestry
- citizenship
- colour
- creed or religion
- disability
- ethnic or national origin
- language
- marital/family status (defined to include common law relationships, and to not preclude anti-nepotism policies)
- place of origin
- race
- sex (defined to include pregnancy)
- sexual orientation
- record of offences (pardoned Federal or provincial)

**Harassment:**

9. Harassment takes many forms but can generally be defined as a course of comment, conduct, or gesture directed toward an individual or group of individuals, that is known or ought to be known to be unwelcome to be insulting, intimidating, humiliating, malicious, degrading or offensive. Single acts of sufficient severity may constitute harassment. Any type of hazing is also seen as harassment.

**Sexual Harassment:**

10. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
- such conduct has the purpose or effect of interfering with an individual's performance;
- such conduct creates an intimidating, hostile or offensive environment.

11. Types of behaviour which constitute harassment include but are not limited to:

- Criminal conduct such as stalking and physical or sexual assault or abuse;
- written or verbal abuse or threats;
- the display of visual material which is offensive or which one ought to know is offensive;
- unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
- leering or other suggestive or obscene gestures;
- condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwanted physical contact including touching, petting, pinching or kissing;
- unwelcome sexual flirtations, advances, requests or invitations;
- use of inappropriate or derogatory sexual terms;
- promises or threats contingent on the performance of sexual favours.

12. Sexual harassment most commonly occurs in the form of behaviour by males toward females. However, sexual harassment can also occur between males, between females or as behaviour by females toward males.

**Personal Harassment:**

13. Personal harassment involves excessive, unwelcome behaviour, directed at an individual, not linked to the prohibited grounds, which is known or ought reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate.

Examples may include, but are not limited to:

- a. Physically intimidating behaviour and/or threats;
- b. Use of profanity (swearing), vulgarity;
- c. Ridiculing, taunting, belittling or humiliating
- d. Derogatory name-calling.

In most cases, single incidents of inappropriate language or behaviour, outside of those actions identified in Sections 10 and 11, are not governed by this policy. Managers, supervisors and coaches are expected to take appropriate action to address such issues as part of their normal responsibilities.

**Properly Discharged Supervision:**

14. Properly discharged supervisory and instructional responsibilities by supervisors, managers and coaches do not constitute harassment. Performance appraisals, counselling, discipline and the proper enforcement of high standards, provided that such standards are not arbitrary and are applied in a non-discriminatory manner are not contrary to this policy. Furthermore, this policy is not meant to interfere with mutually acceptable social interactions that are an important part of a comfortable working and athletic environment.

**Retaliation:**

15. For the purposes of this policy, retaliation against an individual:

- for having filed a complaint under this policy ;
- for having participated in any procedure under this policy;
- for having been associated with a person who filed a complaint or participated in any procedure under this policy shall be treated as harassment, and will not be tolerated.

16. For the purpose of this policy, the making of a groundless, frivolous, vexatious or made in bad faith complaint may also be deemed retaliation and treated as harassment by the person(s) reviewing the complaint.

**Criminal Background Checks:**

17. It is the policy of Deep Cove Rowing Club to conduct comprehensive background and criminal record checks on all coaches and employees who work with juveniles. These will be done at the time of appointment.

**RESPONSIBILITY**

**Everyone is Responsible:**

18. Every member of Deep Cove Rowing Club has a responsibility to play a part in ensuring that our environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. In addition, any member of Deep Cove Rowing Club who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

**Management/Supervisor/Coach Responsibility:**

19. Anyone who has the authority to prevent or discourage harassment and discrimination may be held responsible for failing to do so. All managers, supervisors and coaches therefore have a particular duty to act to deal with such incidents when they ought reasonably to have known that there is an issue to address. This duty includes the obligation to be familiar with and uphold this policy and its procedures.

**Harassment Policy Coordinator:**

20. Deep Cove Rowing Club shall appoint a Harassment Policy Coordinator (HPC) from among its senior staff. This person will have overall responsibility for the administration of this policy. In addition, the harassment Policy Coordinator is responsible for:

- leading efforts to discourage and prevent harassment within Deep Cove Rowing Club;
- where appropriate, appointing mediators to assist in the resolution of conflicts under this policy;
- receiving formal complaints;
- investigating formal complaints of harassment in a sensitive, responsible and timely manner, or, when appropriate, appointing another member of staff, or contracting an external investigator to conduct investigations;
- implementing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- providing advice and assistance to any employee or member of Deep Cove Rowing Club who experiences harassment by someone who is or is not an employee or member of Deep Cove Rowing Club;
- making all members and employees of Deep Cove Rowing Club aware of the problem of harassment, and in particular sexual harassment, and of the procedures contained in this policy;
- informing both complainants and respondents of the procedures contained in this policy and of their rights and responsibilities under the law;
- maintaining the time frames for the policy process, including the various disclosures to the parties;
- regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- advising the DCRC Board on the operation of the policy.

21. In the event that the HPC is a party (complainant, respondent, witness) to a complaint which is made under this policy, the Deep Cove Rowing Club president shall appoint a suitable alternate for the purposes of dealing with the complaint.

**Executive Director:**

23. The Executive Director acts as the final decision maker on matters relating to the Policy, including deciding upon the form of discipline if an allegation of harassment or discrimination is supported through the investigation process.

**DISCIPLINARY ACTION**

24. Employees or members of Deep Cove Rowing Club against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offence.

**CONFIDENTIALITY**

25. Deep Cove Rowing Club understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Deep Cove Rowing Club recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

26. Deep Cove Rowing Club shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondents or any written documentation pertaining to harassment matters except where such disclosure is required by law or is in the best interest of the public. This shall not preclude publication of the decision where such publication is part of a sanction as permitted in

Section 41.

27. A complainant has the right to withdraw a complaint at any stage in the complaint process. Deep Cove Rowing Club may continue to act on the issue identified in the complaint in order to comply with its legal obligations.

28. All complaints must be initiated within six months of the incident occurring. In extenuating circumstances a complaint filed beyond the six month limitation will be considered by Deep Cove Rowing Club.

### **COMPLAINT PROCEDURE**

#### **Harassment During Competitions:**

29. Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by an Deep Cove Rowing Club representative in a position of authority, provided the individual being disciplined is informed of the reasons for the discipline and has an opportunity to provide information concerning the incident. In such situations, sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

#### **Stage One – Individual Action:**

30. Recognizing that it is in the best interests of all parties to resolve human rights conflicts, a person who believes that they are being harassed should, when possible, as the initial step towards its resolution, discuss the complaint with the person whose action gave rise to the complaint.

#### **Stage Two – Informal:**

31. If approaching the person causing the problem is not possible, or if after talking to this person the offensive behaviour continues, the person with the problem should contact the Harassment Policy Coordinator

32. The Harassment Policy Coordinator will provide information to the complainant regarding the policy and procedure including:

- the emphasis of the policy process on working with the two individuals in conflict to resolve these issues in an informal manner
- the right to file a formal written complaint
- the availability of counselling
- that if the complainant believes that his or her safety is at risk or threatened by the respondent, that this should be noted and the police should be contacted
- the right to have a personal adviser or representative
- the right to withdraw from any further action at any point
- the right to use other avenues of recourse
- that there are time limits which apply to this process as well as others
- the options available to address a complaint, including alternative dispute resolution
- the penalties and redress that are available under this policy, including the possibility of penalties against a complainant if the complaint is found to be trivial, without merit, frivolous, vexatious or made in bad faith
- the confidentiality of the process

33. The complainant is asked to provide the Harassment Policy Coordinator with the following information:

- the name and location of the respondent
- the nature of the complaint
- the time and date of the complaint
- the names of any witnesses to the event(s) of the complaint
- the section of the policy that the complainant feels has been contravened by the respondent
- the solution needed to resolve the complaint

34. The Harassment Policy Coordinator will provide advice to the complainant regarding whether it seems, on the face of the information provided, that the complaint falls within the jurisdiction of the policy. In the case that the Advisor

advises that the complaint does not seem to fall under the policy, the complainant has the right to proceed to the formal complaint stage.

35. The Harassment Policy Coordinator will provide advice to the complainant whether, on the basis of the information provided, an alternative dispute resolution mechanism is in order. If the complainant is agreeable, such a mechanism will be put in place. In a situation where formal mediation is advised, the Harassment Policy Coordinator may arrange the appointment of a mediator.

**Stage 3 – Formal Complaint:**

36. Failing resolution of the complaint during interaction with the Harassment Policy Coordinator, the complainant may submit a formal complaint in writing. The formal complaint must be submitted to the Board of Directors on the policy complaint form and must include:

the name and location of the complainant

- the name and location of the respondent
- the time and date of the event(s) being complained about
- the section of this policy the complaint falls under
- a description of the complaint, detailing the circumstances surrounding the incident
- desired solution.
- the complaint must be signed and dated by the complainant.

37. On receiving a written complaint, the Board of Directors shall, within five calendar days of receipt:

(a) acknowledge receipt of the complaint in writing, informing the complainant whether, on a matter of jurisdiction, the complaint will be pursued under this policy, and, if not, the reasons for not pursuing the complaint,

(b) 1. If it has been determined that the complaint will be pursued under this policy, inform the respondent in writing of the complaint, providing a copy of the complaint and giving the respondent an opportunity to respond to the allegations within ten calendar days. The Board of Directors must provide the respondent with a copy of this policy as well as inform the respondent of his/her rights and responsibilities under the policy, including the right to have a representative and the importance of confidentiality.

or

(b) 2. In the event that it is determined that the complaint will not be pursued because it does not fall under the jurisdiction of this policy, the Board of Directors will inform the respondent in writing that a complaint has been made but will not be pursued further under this policy. The information provided will include a copy of the complaint, the reasons for not pursuing it and a statement that no response to the complaint is required.

38. If the complaint is not dismissed, upon receipt of the respondent response to the complaint, the Board of Directors shall disclose such information back to the complainant within five calendar days of its receipt.

39. Within ten days of the complainant receiving the response of the respondent, the Board of Directors shall meet separately with the complainant and the respondent to clarify the details of their submissions and to identify the steps that have been taken to attempt to resolve the matter. If appropriate, the Board of Directors may ask a Harassment Policy Coordinator to assist in the resolution of the complaint at this point.

40. If, after the clarification of the submissions from the parties, the complaint has not been resolved, the Board of Directors shall facilitate the appointment of an investigator by DCRC. The investigation shall commence within ten days of this appointment.

The Investigator may:

- interview the complainant and the respondent

- interview witnesses suggested by the parties
- interview other witnesses who may provide useful information for the investigation
- gather evidence
- submit, within twenty calendar days from the beginning of the investigation, a written report of the findings of the investigation to the Board of Directors

**Stage 4 - Investigation Report/Decision Making Meeting:**

41. Board of Directors shall send copies of the investigation report to the parties within five calendar days of receiving it from the Investigator.

(a) If the investigation report concludes that the complaint does not fall within the jurisdiction of this policy, the complaint will be dismissed by DCRC. The parties will be informed of the dismissal at this time.

This decision may be appealed, in writing, within ten calendar days, to the President of the Board of Directors. If an appeal is submitted by the complainant, the respondent will be sent a copy of the submission and be given the opportunity to respond. The President of the Board of Directors will review the investigation report and any submissions and make a final decision. If a decision is made in favour of upholding the complaint dismissal, this decision is not appealable within DCRC. If the decision is to allow the complaint to proceed further, the process shall then continue to step 41(b).

(b) For any other findings of the investigative report, the parties will be requested to submit any comments regarding that report. These submissions must be received by the Board of Directors within ten calendar days. All submissions received will then be disclosed to the parties to the complaint.

At the same time the President of the Board of Directors of Deep Cove Rowing Club will be informed that a mutually acceptable solution to the complaint has not been found by any of the other processes outlined in this policy.

42. Information Meeting

Within 10 calendar days of receiving the investigative report and submissions from the parties, the President of the Board of Directors may initiate an information meeting. This meeting shall take place within 15 calendar days of the notice of the meeting. The purpose of the meeting will be to assist the President of the Board of directors to seek clarification of the contents of the investigative report and/or submissions in order to make a final decision on the complaint. The meeting will be presided over by the President of the Board of Director. The President of the Board of Director may include anyone who he/she believes will add value to the process at the meeting. The notification of the meeting to the parties will include a list of persons and an agenda. At the information meeting the President or designate may ask for clarification from anyone she/he feels may provide helpful information at that time. Cross-examination is not permitted at the meeting.

43. Within 10 calendar days after receipt of the investigative report and submissions or after the completion of the information meeting, if such a meeting occurs, the President of the Board of Director will provide to the parties a written decision with reasons. This decision is not appealable through this policy process.

44. When determining appropriate disciplinary action and corrective measures, the President of the Board of Director shall consider factors such as:

- nature of the harassment;
- whether the harassment involved any physical contact;
- whether the harassment was an isolated incident or part of an ongoing pattern;
- the nature of the relationship between complainant and harasser;
- the age of the complainant;
- whether the harasser had been involved in previous harassment incidents;
- whether the harasser admitted responsibility and expressed a willingness to change;

- whether the harasser retaliated against the complainant.

45. In imposing disciplinary sanctions, the President of the Board of Director may consider the following options, singly or in combination, depending on the severity of the harassment:

- a verbal apology;
- a written apology;
- a letter of reprimand
- a fine or levy;
- referral to counselling;
- removal of certain privileges of membership or employment;
- demotion or a pay cut;
- temporary suspension with or without pay;
- termination of employment or contract;
- expulsion from membership;
- suspension from certain Deep Cove Rowing Club events which may include suspension from current competition or from future teams or competitions;
- suspension from certain Deep Cove Rowing Club activities for a designated period of time;
- publication of part or all of the decision;
- other sanctions as may be considered appropriate for the offence.

Failure to comply with a sanction as determined by the President of the Board of Directors shall result in automatic suspension of membership in Deep Cove Rowing Club until such time as the sanction is complied with. As well, an automatic sanction may be imposed in extreme cases pending a decision by the President of the Board of Directors.

46. The resolution of all informal or formal complaints will be noted by DCRC through written correspondence to the parties.

47. Where the final decision of the complaint process is that the allegation of harassment is unfounded all materials relevant to the investigation shall be placed in the Harassment Policy Coordinator's files. These files shall be kept confidential and separate from all other DCRC files. Access to them shall be restricted to Deep Cove Rowing Club officials involved in the harassment and discrimination policy process.

48. Where the final decision of the complaint process is that the allegation of harassment is upheld, a copy of the letter to the respondent explaining the decision and the discipline being imposed will be retained in the respondent's personnel or membership file.

**Criminal Offences relating to sex:**

49. Notwithstanding the procedures set out in this policy, any member of Deep Cove Rowing Club, or any individual engaged in activities with or employed by Deep Cove Rowing Club, who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of Deep Cove Rowing Club for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by Deep Cove Rowing Club in accordance with this Policy.

Adapted from Rowing Canada Aviron  
*Information & Policy Manual Page 13*  
*Last Review/Update: December 2001*

**POLICY ADMINISTRATION**

**Costs:**

50. Deep Cove Rowing Club shall be responsible for the costs of the administration of this policy including the costs of any mediation or investigation services. All parties

retaining legal or any other assistance shall be solely responsible for the cost incurred.

**Policy Review:**

51. This policy shall be reviewed every two years.

52. In the case of a significant revision of the relevant human rights codes of British Columbia, or as a result of finding that a procedure contained in the policy is either contrary to legal practises or inoperable, the policy may be reviewed and revised when appropriate.

Original Found at

[http://bongo4u.com/sites/rowingcanada/files/Harassment\\_RCA2002.pdf](http://bongo4u.com/sites/rowingcanada/files/Harassment_RCA2002.pdf)

**Appendix VII**  
**Deep Cove Rowing Club Incident Report Form and Post**  
**Incident Discussion Form**  
**Deep Cove Rowing Club Incident Report Form**

Name of rower	Age/date of birth
If Applicable Parent/Guardian's name	
Address	
Telephone number	
Brief description the accident or the incident that has prompted concerns: include date, time, location etc of any specific incidents and the names of parties involved.	
As a result of the accident or incident does the victim have any physical injuries or signs? Behavioural signs? Indirect signs?	
If applicable, detailed description of any first aid treatment given. Was an ambulance or police called?	
Are you reporting your own concerns or passing on those of someone else? Give details of witnesses	
If applicable, have you spoken to the rower? If so, what was said?	
If applicable, have you spoken to the parent(s)? If so, what was said?	
Have you consulted anyone else? Give details?	
If the incident involves the conduct of an individual, has anybody in a spoken to the accused? If so, give details, including relationship with the rower?	
Who are you reporting to and date reporting? Give contact information for further reference	
Your name	
Signature	
Position	
Date	

Adapted from the Amateur Rowing Association Incident Report Form	Post incident discussion form is under development
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Post Incident Form is currently under development.

## **Appendix VIII**

### **Privacy Protection Policy**

DCRC adheres to the guidelines on privacy as outlined in the ROWING CANADA AVIRON PRIVACY POLICY

The Secretary of the Board of Directors shall be the Privacy Officer  
PRIVACY POLICY [http://www.rowingcanada.org/files/policies/privacy\\_en.pdf](http://www.rowingcanada.org/files/policies/privacy_en.pdf)

February 11, 2004 DCRC Privacy Policy: Generic Page 1 of 8

#### **Article 1 General**

1.1 Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information in a manner that recognizes the right of privacy of individuals with respect to their personal information and the need of Deep Cove Rowing Club (DCRC) to collect, use or disclose personal information.

1.2 Definitions – The following terms have these meanings in this Policy:

- a) *Acts* – Personal Information Protection and Electronic Documents Act (Federal Jurisdiction) and Personal Information Protection Act (British Columbia Provincial Jurisdiction)
- b) *Commercial Activity* – any particular transaction, act or conduct that is of a commercial character.
- c) *Organization* – includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and a corporation.
- d) *Personal Information* – any information about an identifiable individual, but does not include an employee's name, title, business address or telephone number.
- e) *Personal Health Information* – any health information about an identifiable individual.
- f) *Representatives* – Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makes with DCRC.

1.3 Application – This Policy applies to directors, officers, employees, committee members, volunteers, coaches, contractors, and other decision-makers with DCRC.

1.4 Statutory Obligations – DCRC is governed by the *Personal Information Protection and Electronic Documents Act* and the *Personal Information Protection Act* in matters involving the collection, use and disclosure of personal information.

1.5 Additional Obligations – In addition to fulfilling all requirements of the Acts, DCRC and its Representatives will also fulfill the additional requirements of this Policy. Representatives of DCRC will not:

- a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this policy;
- b) Knowingly place themselves in a position where they are under obligation to any person to disclose personal information;
- c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friend or colleagues have an interest;
- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their official duties with DCRC; and
- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of personal information.

1.6 Ruling on Policy – Except as provided in the Acts, the Board of Directors of DCRC will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

#### **Article 2 Accountability**

2.1 Privacy Officer – DCRC will designate an individual to oversee the implementation and monitoring of this Privacy Policy and the security of personal information.

2.2 Duties – The Privacy Officer will:

- a) Implement procedures to protect personal information;
- b) Establish procedures to receive and respond to complaints and inquiries;
- c) Train staff and communicate to staff information about the DCRC’s policies and practices; and
- d) Develop information to explain DCRC’s policies and procedures to members and the public.

2.3 Staff Training - The Privacy Officer will ensure all staff implement the proper procedures to protect personal information.

2.4 Identity - The identity of the Privacy Officer and his/her contact information will be made known via DCRC’s web site and will be publicly accessible.

2.5 Inquiries – The Privacy Officer will be responsible to respond to all requests and inquiries in regards to personal information.

2.6 Principles – DCRC will implement policies and practices to secure all personal information during collection, use and disclosure.

2.7 Disclosure to Third Parties - A contract made with a third party having access to personal information held by DCRC will include a clause that ensures the third party does not breach DCRC’s privacy policies.

2.8 Information- Information will be made available to the public via DCRC’s web site explaining privacy policies and procedures.

2.9 Annual Review – This Policy will be reviewed annually by the Privacy Officer and necessary changes will be made to ensure the protection of personal information and compliance with the law.

### **Article 3 Identifying Purposes**

3.1 Collection – DCRC will only collect information reasonably necessary for the identified purposes set out in Article 3.2.

3.2 Purpose – Personal information may be collected from prospective members, members, participants, coaches, referees, managers, and volunteers (“Individuals”) and used by DCRC Representatives for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing information to DCRC.
- b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Canada to determine level of certification and coaching qualifications.
- c) Credit card information for registration at conferences, purchasing equipment, coaching manuals and other resources.
- d) Date of birth, athlete biography, member’s club for regatta entries, media releases and to determine age group.
- e) Banking information, social insurance number, criminal records check, resume, and beneficiaries for DCRC’s payroll, company insurance and health plan.
- f) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- g) Athlete information including height, weight, ergometer scores, dietary supplements taken, uniform size, shoe size, feedback from coaches and trainers, performance results, biography information and DCRC registration number for required National Trials registration forms, outfitting uniforms, media relations, and components of selection.

- h) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purpose of out-of competition doping testing.
  - i) Somatometric measurements for adjusting rowing equipment.
  - j) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
  - k) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
  - l) Passport numbers and Aeroplan/frequent flyer number for travel purposes.
- 3.3 Advertisements - Individuals providing their addresses or e-mail addresses to DCRC will receive an advertisement from DCRC, a news-letter and donation requests for the purpose of fundraising.
- 3.4 Identify – DCRC will identify in writing the purposes for which personal information is collected at or before the time of collection. The purposes will be stated in a manner that an individual can reasonably understand how the information will be used or disclosed.
- 3.5 Purposes not Identified – DCRC will seek consent from individuals when personal information is used for a purpose not previously identified. This consent will be documented as to when and how it was received.

#### **Article 4 Consent**

- 4.1 Consent – DCRC will obtain consent from individuals at the time of collection prior to the use or disclosure of this information. If consent of the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of the personal information.
- 4.2 Lawful Means – Consent may not be obtained by deception.
- 4.3 Requirement – DCRC will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- 4.4 Form – Consent may be written, oral or implied. In determining the form of consent to use, DCRC will all take into account the sensitivity of the information, as well as the individual's reasonable expectations. Individuals may consent to the collection and specified used of personal information in the following ways:
- a) By signing an application form;
  - b) By checking a check off box;
  - c) By providing written consent either physically or electronically;
  - d) By consenting orally in person; or
  - e) By consenting orally over the phone.
- 4.5 Withdrawal – An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal. DCRC will inform the individual of the implications of such withdrawal.
- 4.6 Legal Guardians – Consent may not be obtained from individual who are minors, seriously ill, or mentally incapacitated and therefore will be obtained from a parent, legal guardian or person having power of attorney.
- 4.7 Exceptions for Collection – DCRC is not required to obtain consent for the collection, of personal information if:
- a) it is clearly in the individual's interests and consent is not available in a timely way;
  - b) knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or

provincial law;

c) the information is for journalistic, artistic or literary purposes;

d) the information is publicly available as specified in the Acts.

4.8 Exceptions for Use - DCRC may use personal information without the individual's knowledge or consent only:

a) if DCRC has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;

b) for an emergency that threatens an individual's life, health or security;

c) for statistical or scholarly study or research (DCRC must notify the Privacy Commissioner before using the information);

d) if it is publicly available as specified in the Acts;

e) if the use is clearly in the individual's interest and consent is not available in a timely way; or

f) if knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

4.9 Exceptions for Disclosure – DCRC may disclose personal information without the individual's knowledge or consent only:

a) to a lawyer representing DCRC;

b) to collect a debt the individual owes to DCRC;

c) to comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;

d) to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;

e) to an investigative body named in the Acts or government institution on DCRC's initiative when DCRC believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;

f) to an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;

g) in an emergency threatening an individual's life, health, or security (DCRC must inform the individual of the disclosure);

h) for statistical, scholarly study or research (DCRC must notify the Privacy Commissioner before disclosing the information);

i) to an archival institution;

j) 20 years after the individual's death or 100 years after the record was created;

k) if it is publicly available as specified in the regulations; or

l) if otherwise required by law.

#### **Article 5 Limiting Collection**

5.1 Limiting Collection – DCRC may not collect personal information indiscriminately. Information collected will be for the purposes specified in Article 3.2.

5.2 Method of Collection - Information will be collected by fair and lawful means.

#### **Article 6 Limiting Use, Disclosure and Retention**

6.1 Limiting Use – Personal information will not be used or disclosed for purposes other than those for which it was collected as described in Article 3.2, except with the consent of the individual or as required by law.

6.2 Retention Periods – Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;
- b) Parental/family information will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program;
- c) Information collected by coaches will be retained for a period of three years after an individual has left the program in the event that the individual chooses to return to the program, and in order to communicate program and conference dates.
- d) Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements.
- e) Personal health information will be immediately destroyed at the time the individual leaves the program.
- f) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
- g) As otherwise may be stipulated in federal or provincial legislation.

6.3 Destruction of Information - Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety.

6.4 Exception – Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

#### **Article 7 Accuracy**

7.1 Accuracy – Personal information will be accurate, complete and up to date as is necessary for the purposes for which it is to be used to minimize the possibility that inappropriate information may be used to make a decision about the individual.

7.2 Update – Personal information will only be updated if it is necessary to fulfill the purposes for which the information was collected unless the personal information is used on an ongoing basis.

7.3 Third Parties – Personal information disclosed to a third party will be accurate and up-to-date.

#### **Article 8 Safeguards**

8.1 Safeguards – Personal information will be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

8.2 Sensitivity – The nature of the safeguards will be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

8.3 Methods of Protection – Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption, and firewalls.

8.4 Employees – Employees will be made aware of the importance of maintaining personal information confidential and may be required to sign confidentiality agreements.

8.5 Coaches Information – Personal information in the possession of coaches will be secured in a locked filing cabinet and a password protected computer accessed only by the Coach/Athlete Development Consultant.

8.6 Financial Information – Personal information of employees will be secured in a locked filing cabinet and on a password protected computer accessed only by the Finance Officer and office staff with permission for the Finance Officer.

8.7 Membership Information- Membership information will be secured in a locked filing cabinet and on a password protected computer accessed only by the Finance Officer and the Office Administrator.

8.8 Athlete Information – Athlete information will be secured in a locked filing cabinet in DCRC's office and on a password protected computer, both of which will only be accessed by the National Head Coach approved DCRC staff and program coaches.

8.9 Personal Health Information – Personal health information will be secured in a locked filing cabinet in DCRC's office and on a password protected computer, both of which will only be accessed by approved DCRC staff.

8.10 Marketing Information – Marketing information will be secured in a locked filing cabinet and on a password protected computer, both of which will only be accessed by the Marketing Director.

### **Article 9 Openness**

9.1 Openness – DCRC will make publicly available information about its policies and practices relating to the management of personal information. This information will be in a form that is generally understandable.

9.2 Information – The information made available will include:

- a) the name or title, and the address, of the person who is accountable for the organization's policies and practices and to whom complaints or inquiries can be forwarded;
- b) the means of gaining access to personal information held by the organization;
- c) a description of the type of personal information held by the organization, including a general account of its use;
- d) a copy of any brochures or other information that explain the organization's policies, standards, or codes; and
- e) organizations such as CCES, Sport Canada, and Coaches Association of Canada in which personal information is made available.

### **Article 10 Individual Access**

10.1 Individual Access – Upon written request, and assistance from DCRC, an individual will be informed of the existence, use, and disclosure of his or her personal information and will be given access to that information.

10.2 Amendment – An individual may challenge the accuracy and completeness of the information and have it amended as appropriate.

10.3 Denial – An individual may be denied access to his or her personal information and provided a written explanation as to why if:

- a) the information is prohibitively costly to provide;
- b) the information contains references to other individuals;
- c) the information cannot be disclosed for legal, security, or commercial proprietary reasons, and
- d) the information is subject to solicitor-client or litigation privilege.

10.4 Contents of Refusal - If DCRC determines that the disclosure of personal information should be refused, DCRC must inform an individual the following:

- a) the reasons for the refusal and the provisions of the Act on which the refusal is based;
- b) the name, position title, business address and business telephone number of the Privacy Officer who can answer the applicant's questions; and
- c) that the individual may ask for a review within thirty (30) days of being notified of the refusal.

10.5 Source – Upon request, the source of personal information will be disclosed along with an account of third parties to whom the information may have been disclosed.

10.6 Identity – Sufficient information may be required to confirm an individual’s identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

10.7 Response – Requested information will be disclosed within 30 days of receipt of the request at minimal expense for copying or no cost to the individual, unless there are reasonable grounds to extend the time limit. The requested information will be provided in a form that is generally understandable.

10.8 Costs - Costs may only be levied if an individual is informed in writing in advance of the approximate cost and has agreed to proceed with the request.

10.9 Inaccuracies – If personal information is inaccurate or incomplete, it will be amended as required and the amended information will be transmitted to third parties in due course.

10.10 Unresolved Complaints – An unresolved complaint from an individual in regards to the accuracy of personal information will be recorded and transmitted to third parties having access to the information in question.

#### Article 11 Challenging Compliance

11.1 Challenges – An individual may challenge compliance with this Policy and the Acts to the designated individual accountable for compliance.

11.2 Procedures – Upon receipt of a complaint DCRC will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint;
- d) Appoint an investigator using DCRC personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and who will have unfettered access to all files and personnel, within ten (10) days of receipt of the complaint. The Investigator will complete the investigation and submit a written report to DCRC within twenty-five (25) days of receipt of the complaint;
- e) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments that have been, or will be made to policies and procedures, within thirty (30) days of receipt of the complaint.

11.3 Appeal – An individual may appeal a decision of DCRC in accordance with its appeal policy located at Article XXI(IV) of its Constitution.

11.4 Assistance – DCRC will assist an individual in preparing a request for information.

11.5 Whistleblowing – DCRC must not dismiss, suspend, demote, discipline, harass or otherwise disadvantage an employee of DCRC, or deny that employee a benefit because the employee, acting in good faith and on the basis of reasonable belief:

- a) has disclosed to the commissioner that DCRC has contravened or is about to contravene the Acts;
- b) has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene these Acts;
- c) has refused to do or stated an intention of refusing to do anything that is in contravention of these Acts.