



JUNIORS PROGRAM TRAVEL & SAFESPORT POLICY

Note To Parents:

Travel is a standard aspect of our competitive season. Bainbridge Island Rowing has established policies to guide our travel, minimize one-on-one interactions between adults and unrelated children in non-public spaces, and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience. BIR makes efforts to provide adequate supervision through coaches and other adult chaperones. Coaches and chaperones are trained using **USRowing SafeSport** materials.

Bainbridge Island Rowing is a multi-age and co-ed team. This may be different than other sports teams on which your child has competed. Your child will be traveling with a co-ed group ranging in ages from 13-18. Rooms are assigned by boat line-ups and gender, not age. Rooms are single gender, but athletes will be allowed to socialize in mixed age/mixed gender “team space”. This space will be specifically designated by the head coach and lead chaperone and may be: public areas of the hotel, hotel rooms reserved specifically for this purpose, suite or other space. Team space will remain accessible to team coaches and chaperones at all times. Chaperones will supervise space with at least hourly check-ins.

Parents and rowers agreeing to and/or signing this travel policy, acknowledge that they are aware of and approve of all BIR travel policies including those related to rooms and co-ed team space. If at any time you or your athlete/student have any questions or concerns about the program, please reach out to your coach, chaperone, trusted adult or Board Member.

Please note that by stating your agreement to and approval of the Travel Policy, you agree that in the event of an emergency and for athlete safety, our coaches and chaperones will do what is necessary to keep your athlete healthy and safe. For example, if your athlete is injured or sick, supporting your athlete will take precedence over minimizing one-on-one interactions between adults and youth. If you are late to pick up your rower, for the athlete’s safety, a coach or chaperone will remain until you arrive unless otherwise previously stated. All BIR coaches and chaperones have passed USRowing SafeSport training.

BIR’s travel policy incorporates both USRowing’s “SafeSport” policy as it relates to team travel and BIR’s own travel guidelines. It is designed to ensure the safety of our athletes, coaches, chaperones, and for BIR as a youth sports organization.

Part One: General Travel Safety, Financial Expectations, and Penalties for Violations.

1. TRAVEL ITINERARY

Prior to any overnight travel, a travel itinerary will be developed and shared with parents and all members of the travel party, including:

- Purpose of trip
- Destination
- Departure date
- Return date
- Coach cell phone numbers
- Chaperone cell phone numbers
- Drop-off time and location for the start of the trip and pick-up time and location for end of trip
- BIR-scheduled charter bus/airline/van connection information when BIR makes arrangements
- BIR-scheduled lodging accommodations with address, directions, phone and contact name
- General schedule of activities. (Schedule may be updated as needed by the Head Coach. Any such changes will be communicated to both chaperones and rowers.)

In addition, the itinerary for Coaches and chaperones will include:

- Team member cell phone numbers
- Full list of all volunteers traveling with the team. This includes: coaches, chaperones, other adults specifically volunteering to assist with team travel, all team members.
- List of all members with alternate travel and/or lodging plans and the details of those plans. Please note that it is the responsibility of anyone not traveling with the team to convey all travel details to Head Coach in writing prior to departure.
- If needed to meet duties, a more detailed schedule of events than the general information provided to parents. For example, this may include time to depart for regatta site, dinner time, team meetings, etc. (Schedule may be updated as needed by the Head Coach. Such changes will be communicated to chaperones and rowers.)

2. MEDICAL INFORMATION

Head Coach and lead chaperone will carry rower medical forms during team travel.

3. TRAVEL TOGETHER AS A TEAM

- a. The team stays together as a group when traveling. This includes traveling through airports, at restaurants, shopping areas, regatta sites, etc. No rower may leave the group without express permission from the head coach or a chaperone. In addition, rowers must always travel in groups of at least two if a request to leave the group is approved.

- b. While the travel in pairs rule is encouraged at all times, activity and needs at the regatta site may require that an athlete move within the site individually. While athletes will be in smaller groups when staying at the hotel, they should always travel in pairs whenever possible.
- c. For logistical and team bonding reasons, rowers are expected to travel and stay with the team even if their parent(s) are also traveling. They are expected to remain with the team for the duration of the team travel period and participate in all activities, including de-rigging and rigging boats after the regatta. No rower may leave the hotel, miss a team function, or leave a regatta site without the express approval of the head coach or lead chaperone. When circumstances support an exception, parents must contact the Head Coach directly and in writing. If the Head Coach approves, parents will provide the coach in writing:
 - Who will pick up their rower and at what time.
 - Approximate time of return.
 - Contact phone number that will be active while the rower is away from the group. While gone, BIR is no longer responsible for the rower until they return and check in with the Head Coach or lead chaperone.

4. SUPERVISION

Rowers travel under the supervision of team chaperones, coaches, and other appropriate BIR representatives as specifically designated by the Head Coach. Supervision begins when the rower is officially checked in with the Head Coach or lead chaperone at the designated “drop off” location and ends when a parent or guardian notifies the Head Coach or lead chaperone that they are picking up their rower at the designated “pick-up” location. Rowers are expected to remain with boats until loaded. Please do not depart with your rower until you have told the Head Coach or lead chaperone that you are doing so.

5. ROOMING POLICY

The Head Coach makes room assignments.

- a. BIR will always attempt to secure rooms with doorways opening to the interior of a hotel and to have rooms grouped as close together as possible.
- b. Rooms are assigned by gender, typically four rowers to a room, and generally by rowing lineup. When staying at homes, condos, or lodges, there may be larger numbers to one sleeping area. However, they will still be single-gender.
- c. Coxswains of the same gender will typically room together, as they often need to rise earlier for the coxswain meeting.
- d. To ensure the propriety of the athletes and to protect the athletes, chaperones, coaches, and BIR, there will be no male athletes in female athlete’s rooms and no female athletes’ in male athletes’ rooms.
- e. “Team space” may be mixed-gender and will be designated by the Head Coach and lead chaperone to provide team interaction, activities, recreation, and studying. Such space will be supervised at least hourly. Unless a chaperone is physically present, doors to such space must remain open.
- f. Athletes must sleep in their designated rooms.

- g. In addition to the rowers assigned to a room, chaperones and coaches may also enter the room if necessary for coaching, supervisory, and safety reasons, even if they are of the opposite gender. If possible, coaches and chaperones will avoid being in the room 1:1 with a rower.
- h. Any rower who violates the room policy may be prohibited from racing. In addition, all athletes present in a room when a violation occurs may be prohibited from racing. To avoid this consequence, rowers should contact the Head Coach or any chaperone if they witness a violation. Head Coach with consultation of a BIR Board Member, may determine additional consequences.
- i. Should any student or individual feel uncomfortable with the action or conduct of another, please inform a coach, chaperone or trusted adult to bring that concern to BIR's attention.

6. HOTEL – PERMITTED/PROHIBITED AREAS

At the hotel, rowers are only allowed in:

1. Their designated rooms or in the rooms of same-gender teammates
2. The designated “team space”
3. The public areas inside of the hotel
4. A chaperone or coach room, if necessary, but every effort will be made to have a minimum of two rowers and/or two adults present to reduce 1:1 interactions
 - No rower (even if they are 18 years old) is allowed to leave the hotel building without a chaperone, coach, or if approved by the head coach, a parent or designated adult
 - Rowers may use pool and fitness facilities only with prior coach approval

7. CURFEW

Head Coach will set both a daily curfew and lights-out time based on the regatta schedule. Lights-out will be strictly enforced by chaperones and coaches. Rowers are required to be in their assigned hotel rooms from curfew until the next morning. Team captains will partner with chaperone to ensure compliance with curfew and lights-out times.

8. BEHAVIOR AND DRESS

- At all regattas, rowers will dress and act in an appropriate manner at all times. They will consider how their actions may impact others and show respect for people and property.
- During travel and at regattas, rowers are largely expected to wear BIR attire. When not in BIR attire rowers will dress in accordance with team guidelines as determined by coaches.
- When traveling as a team, no athletes are *ever* permitted to drive themselves or others to or from an event. Each athlete must have his or her own seat and wear a seatbelt for the duration of the trip.

9. FINANCIAL OBLIGATIONS

- Any travel costs beyond costs specifically approved by BIR, such as meals, travel, transportation, and lodging, are the responsibility of the rower.

- If an athlete is unable to travel to a regatta after payment and registration, such payment may not be refundable. The Board relies on registrations when determining Regatta entry fees, boat/equipment transportation costs, coaching fees, catered meals, lodging, etc. Decisions regarding refunds will be made by the BIR Treasurer.
- Rowers are required to stay with the team during team travel. If, for any reason, the Head Coach grants approval for a rower to stay with parents, the rower will still be responsible for paying their portion of the lodging-related regatta/training fee.

10. PROHIBITED SUBSTANCES

The possession or use of alcohol, tobacco products, marijuana, or any other illegal or prescription drugs that were not specifically prescribed by a doctor for the individual taking it is prohibited. Sharing prescription drugs with teammates is strictly prohibited.

- The possession, use, sale or distribution of any controlled or illegal substance or any form of weapon by any rower is strictly forbidden.
- Violation of this policy can result in suspension from the team and may require the rower's parents to pick them up from the regatta at their expense. All of the above is subject to the Head Coach's discretion along with lead chaperone input.

11. VIOLATION OF TRAVEL RULES

The Head Coach, after consultation with BIR President or other Board Member, will determine the consequence of any violation of the team travel policy and make a written report of the violation and the punishment to the BIR Board and the parents of the athlete. Depending on the severity of the violation, such consequence may include, among others, loss of racing privileges, dismissal from the trip with the requirement that parents pick up rower at their own cost, dismissal from the team, and/or coverage of any expenses incurred. Head Coach should make every attempt to discuss the incident and possible consequences with BIR President or other Board Member. If, due to the nature of the violation, a consequence must be immediate, or the coach is unable to reach Board Members by text or phone, Head Coach is authorized to make the determination.

Part Two: Meeting & Exceeding USRowing's SafeSport Policy

(Minimizing one-on-one adult/youth interactions to protect athletes and ensure organized and safe team travel).

1. LOCAL AND TEAM TRAVEL

We distinguish between travel to training, practice and local competition ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

BIR does not sponsor, coordinate, or arrange for travel to/from local regattas. This is entirely the responsibility of athletes' parents and guardians (for minor athletes) and they should make all travel arrangements. BIR encourages parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle, and compliance with all state laws. If parents/guardians arrange for travel to/from practice or a local regatta for their athletes with a parent/individual who also happens to be a BIRC Board Member, volunteer, parent, or coach, note that this person is not acting in their capacity as a BIRC employee or representative outside of regular practice times and during travel to/from local regattas. Parents/Guardians shall take full responsibility for local travel and determining whom they permit their athlete to travel with.

Team Travel

Team travel is overnight travel that occurs when BIR sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally and/ or participate in pre-season training camps. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach or volunteer will engage in team travel without providing a valid driver's license and proof of insurance, attest that they will comply with all state and national laws, and, if driving their own vehicle, attest that they have a well-maintained vehicle. BIR makes efforts to provide adequate supervision through coaches and other adult chaperones.

Coaches and chaperones are trained using USRowing SafeSport materials. For team travel, hotels and air travel will often, but not always, be booked in advance by BIR. Athletes will share rooms, with 2-4 athletes of the same gender assigned per room depending on accommodations. When staying at homes, condos, or similar lodging, athletes may be in larger groups, but will still be divided by gender. When staying at a hotel, BIR will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and we will request "team-space" in the form of specifically designated and supervised hotel rooms, an additional large room or suite, so that our members and athletes may socialize as a group. To minimize one-on-one interactions between adults and rowers in non-public spaces, any meetings in rooms (i.e. to discuss regatta details, behavior, itinerary, etc.) will include either

more than one adult, more than one rower, or both.

Please note that in the event of an emergency and for athlete safety, our coaches, volunteer coordinator and lead chaperone have passed USRowing SafeSport training and will do what is necessary to keep your athlete healthy and safe. For example, if your athlete is injured or sick, supporting your athlete will take precedence over minimizing one-on-one interactions between adults and youth.

We encourage family members who wish to stay in the team hotel to do so. Athletes are permitted to call parents and guardians regularly. It is the responsibility of the parent/guardian to determine the appropriate schedule that works for their individual family. Except in the case of an emergency, calls should occur prior to 10:00 p.m. to avoid disturbance to roommates.

2. INDIVIDUAL TRAVEL

The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. For individual travel (one coach and one athlete traveling to a competition or elsewhere), BIR must have the guardian's written permission in advance permitting the athlete to travel alone with the coach.

The permission will state:

- Travel schedule and rooming arrangements
- Parents' plan to communicate with their child during the travel
- Parental requests Parents are welcome and encouraged to travel with their athlete in these circumstances and coaches will comply with reasonable parental requests when a child is away from home without a guardian.

3. MIXED-GENDER AND MIXED-AGE TRAVEL

BIR is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same gender. Roommates ages may range from 13-18, depending on racing line-ups. We will make every effort to provide groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match. Coaches will not share rooms with athletes unless the coach is the parent, guardian, or sibling of that particular athlete.

4. COACH AND STAFF RESPONSIBILITIES

During team travel, coaches, chaperones and other BIR volunteers will help athletes and each other adhere to BIR approved policy guidelines. If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required to be on file. When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes and fellow coaches and volunteers during team

5. CHAPERONE RESPONSIBILITIES

Chaperones will use best efforts to:

- monitor activities of the athletes
- remind rowers of BIR policy of no drugs or alcohol. If found to be in the possession of drugs or alcohol on the trip, (exception being drugs prescribed by a physician, noted in their medical forms, and used at prescribed) they will be sent home immediately. Prescription drugs may not be shared with other athletes. Violation of these rules will result in the athlete being sent home immediately at parent expense.
- ensure athletes are complying with room restrictions based on gender and one on one adult/youth interactions as stated herein.
- help athletes be on time for all team commitments
- assist with team travel logistical needs
- immediately report any concerns about physical or sexual abuse, misconduct, or policy violations to the Head Coach, lead chaperone, and BIR President or other Board Member. Coaches will use best efforts to:
 - make athletes aware of team travel expectations, especially those in the BIR handbook (their behavior reflects on the team, BHS, their families, and the island community, etc.)
 - remind rowers of BIR policy of no drugs or alcohol. If found to be in the possession of drugs or alcohol on the trip, (exception being drugs prescribed by a physician, noted in their medical forms, and used at prescribed) they will be sent home immediately. Prescription drugs may not be shared with other athletes. Violation of these rules will result in the athlete being sent home immediately at parent's expense.
 - clarify team commitments and schedule and convey to chaperones and athletes
 - set and enforce lights-out
 - provide updates to the travel itineraries of both chaperones and athletes adhere to BIR policies
 - support and work together with chaperones to resolve any issues
 - ensure athletes are complying with hotel room restrictions based on gender and one on one adult/youth interactions as stated herein
 - not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs at any time during the trip (prescription drugs that do not impair judgment are allowed.)
 - immediately report any concerns about physical or sexual abuse, misconduct, or policy violations to the lead chaperone and BIR President or other Board Member
 - notify parents of any disciplinary action against a minor athlete. * throughout this document parent is used to mean parent or guardian.

(Last Revised: 01/17/18)

For more details on USRowing's SafeSport program, aimed at eliminating any forms of sexual misconduct, emotional misconduct, physical misconduct, bullying, harassment and hazing in our sport:

<http://www.usrowing.org/safesport/>