

Ohio State University Crew Club Risk Management Plan

Potential Risk and ways to mitigate risk:

1. INSTRUCTION: Coaches (Head Coach, Director of Rowing and Assistant Coach(es))
 - 1.1. Qualifications for a coach / instructor
All Coaches are registered with USRowing and have the opportunity through the club to pursue this certification and other continuing education. Coaches are also CPR, AED and First Aid Certified by the Red Cross/American Heart Association. Records of certification will be kept on file at the boathouse, and copies will be provided to Rec Sports.
2. SAFETY MEASURES: What steps will the club take to provide a safe practice and competition environment (i.e. pre activity checklists)
 - 2.1. What is your role with facility inspections during club practice?
 - 2.1.1. List equipment that you are responsible for inspecting: All Race courses are inspected and approved by the hosting team prior to competition. Practice areas, and the weather near them, are inspected by the coaches prior to practice. Athletes are responsible for checking over the equipment (Oars, Boats, Ergs) they will be using before practice and competition
 - 2.2. Will weather ever prevent practice or games? If so who notifies members and other teams?
 - 2.2.1. In a race situation, severe weather may delay or cancel a race. The team will be notified by the host organization. The coach will make decisions about practices and notify athletes by email phone or in person depending on what is determined to be the fastest method of communication. Officers will also assist in communicating the coach's decision as quickly as possible to other members of the team.
 - 2.3. Is there any equipment needed to ensure safety? Coaches will have lifejackets for every member of the team in their launch. A basic First Aid kit will be available at all practice facilities, as well as in the truck/bus during travel and away races. The safety officer is responsible for ensuring that these stipulations are followed.
 - 2.4. Where is the nearest AED? In the workout area of the Drake Boathouse
 - 2.5. How would you call 911? Coaches will have phones on their person at all times. Athletes will have phones with them whenever possible.
 - 2.6. In the event that any staff member or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or misconduct, it is the personal responsibility of each staff member and volunteer to immediately report his or her observations to an immediate supervisor, an ORGANIZATION administrator or a member of ORGANIZATION'S Participant Safety Committee. The Ohio State Crew Club is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct. Instead, it is the responsibility of each staff member and volunteer to immediately report suspicions or allegations of physical or sexual abuse to an, Ohio State Crew Club coach, safety officer, faculty advisor or rec sports staff.. Complaints and allegations will be addressed under Ohio State Crew Club's Disciplinary Rules and Procedure. Ohio State Crew Club recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application

This Policy applies to

- Staff members and volunteers (parent as chaperone? Booster?)
- CLUB'S athletes and participants Parents, separate USR from Parent- mandatory reporting regardless of abuse source. Parents.

Staff members, volunteers, athletes and participants shall refrain from all forms of misconduct, which include:

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

3. PRACTICE FACILITIES

3.1. The Drake Union Boathouse

3.1.1. Access

3.1.1.1.1. The Drake will be accessed by the team on a regular basis between 5:00am and 10:00pm. Special occasions, such as leaving for team trips or officer meetings, may require the team to access the boathouse outside of those hours

3.1.1.1.1.1. Access will occur predominantly between 5:00am – 9:00am and 4:00pm – 8:00pm

3.1.1.1.2. Access will occur during team practices, individual athlete workouts, team meetings, and weekly officer meetings.

3.1.1.1.3. Keys to the boat cage section of the boathouse will be kept by the head coach.

3.1.1.1.4. The following people will have swipe access to the Drake Boathouse:

3.1.1.1.4.1. Head Coach, Assistant Coaches, Team Captains, Officers, Coxswains

4. SPECIAL RISKS: How will the club address special risks associated with their sport?

4.1. Address risks associated with the sports: All rowers will be informed of emergency procedures included the use of equipment such as flotation devices.

4.1.1. Risk:

4.1.1.1. General Illness/Infection: all club equipment is disinfected on a regular basis. Safety officer is responsible for overseeing this task.

4.1.1.2. Sports Injury: Strategies for injury prevention are communicated to the team by the Safety Officer. In the event of injury, the proper healthcare professionals will be contacted.

4.1.1.3. Water Hazard: all athletes will remain in the coach's line of sight at all times. Enough PFD's for all athletes and coaches will be in the coaches boat at all times.

5. EMERGENCY ACTION PLAN: What is the club emergency action plan for practice, game, travel, and severe weather emergencies?

5.1. Describe response to an accident within practice facility: Contact the necessary emergency services as well as notify the nearest coach or safety officer. The coaches or safety officer will provide the first response until emergency services arrives. Rec Sports will be notified of the incident as soon as the situation is under control and emergency services have taken over.

5.2. Describe response to an accident at an off campus location: Contact the necessary emergency services as well as notify the nearest coach or safety officer. The coaches or safety officer will provide the first response until emergency services arrives. Rec Sports will be notified of the incident as soon as the situation is under control and emergency services have taken over.

5.3. Address weather emergencies

5.3.1. Weather emergencies will be handled in accordance with US Rowing guidelines. This includes guidelines set out involving safe temperatures (air and water) to practice on bodies of water.

- 5.3.2. Tornado – (while traveling and while playing): Make all athletes aware of weather conditions before launching boats and travelling long distances. Coaches will make an appropriate decision based on safety. Athletes will be taken to the nearest and safest, indoor sheltered area.
 - 5.3.3. Snow Emergency: Athletes will be instructed to take proper safety precautions when traveling in winter conditions.
6. TRAVEL POLICY: What will be the clubs travel policy? (See University Guidelines in the outline provide)
- 6.1. Pre-Departure Safety Checklist
 - 6.1.1. Safety officer will submit, a travel itinerary, roster of athletes in attendance, travel route and contact information for the destination before departure.
 - 6.1.2. Check air in tires and for any marks already present on the vehicle
 - 6.1.3. Assure enough drivers over 21 are present, so a single driver does not need to drive over 4 hours at a time
 - 6.1.4. If carrying a Tow Vehicle check the following¹
 - 6.1.4.1. If carrying a trailer – make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque and that the equipment that connects the trailer and the tow vehicle is properly secured and adjusted.
 - 6.1.4.2. Check load distribution and that all items are securely fastened
 - 6.1.4.3. Make sure you have wheel chocks and jack stands
 - 6.1.5. Only vehicles that provide enough seatbelts for each passenger will be used.
 - 6.1.6. All drivers must be over 21 years of age, and will have a copy of their driver’s license on file.
 - 6.2. University Travel Policy and Questions to Consider prior to Trip (will be available in September)

¹ U.S. Department of Transportation – National Highway Traffic Safety Administration - Towing

7. SUPERVISION: What type of medical supervision or additional safety measures will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport or activity): USRowing
- 7.1. Practice Supervision
 - 7.1.1. Practice Supervision: At least one member certified in CPR/AED and First Aid will be present at each practice. All on the water activity must occur in the presence of a coach. Coaches are responsible for ensuring that all the rowing boats under their supervision maintain appropriate voice and visual contact.
 - 7.1.2. Practice Safety Measures: A stocked first aid kit, 2 accident reports, emergency contact information, and a cell phone to call 911 will be present at each practice.
 - 7.2. Game/Event Supervision and Safety Measures
 - 7.2.1. Game/Event Supervision: At least one member certified in CPR/AED and First Aid will be present at each event and the head coach of the club will be present.
 - 7.2.2. Game/Event Safety Measures: A stocked first aid kit, 2 accident reports, emergency contact information, and a cell phone to call 911 will be present at game. Efforts to supply ice and water for teams will also be made. Additionally, teams will be notified of directions to event, parking information, and local hospitals contact information and location prior to the start of the game.
 - 7.3. Regional or Tournament Supervision as Hosts
 - 7.3.1. Tournament Supervision (ex. Refer to regional and national standards regarding these, at times due to the frequency of contact associate with the sport EMTs or medics are required): USRowing
 - 7.3.2. Tournament Safety Measures (ex. Insurance purchased, additional equipment or information supplied to teams): USRowing Insurance and guidelines

8. INCIDENT REESPONSE: What is the club's response to incidents?

8.1. Reporting System: An online survey or email system that protects the identity of those submitting reports will be used. This system will be checked weekly at the officer meeting by an attending team captain with at least one other officer/captain/faculty advisor present. The complaint will be emailed to the entire officer corps and faculty advisor so that the entire group can be held accountable for the actions of the team.

8.1.1. . If a submission identifies an immediate risk to athletes, the president will immediately contact the faculty advisor, coaching staff, and athletes and declare a suspension of all team practices and competitions until the issue can be investigated and resolve.

8.1.2. The president will also contact the Office of Student Life, the Office of Student Conduct (if related to the student code of conduct), and the Rec Sports Department and notify them of the submitted issue.

8.2. Notification System: The Safety Officer will notify team members of any emergencies via email.

8.3. Alcohol/Drugs

8.3.1. Definition – A person is under the influence of, or in possession of, alcohol or drugs or alcohol containers/drug paraphernalia is found.

8.3.2. Policy: No alcohol or illegal drugs are allowed in Club Sports because they contribute to an unsafe environment.

8.3.3. Club's Response: Incidents should be reported immediately to the Rec Sports Administration, Club's Advisor or Student Conduct.

8.4. Sexual Harassment or Discriminatory Harassment:

8.4.1. Definition: Conduct that has the purpose of foreseeable effect of unreasonable interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile, or offensive work or learning environment for that individual.

8.4.2. Policy: Includes conduct that violates either the institutional policy on sexual harassment (Administrative Memo #60) or the policy statement on discriminatory harassment (Administrative Memo #108). Club's Response: Incidents of Harassment should be reported immediately to the Ohio State Crew Club head coach, student officer or to Student Conduct

8.4.3. Club's Response: Incidents of Sexual Harassment will be reported immediately to Rec Sports Administration, Club's Advisor or Student Conduct

8.5. Emotional Misconduct

8.5.1. Definition: A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:

1. verbal acts
2. physical acts
3. acts that deny attention or support

(2) Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

Exception

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples of emotional misconduct prohibited by this policy include, without limitation:

- (1) **Verbal Acts.** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.
- (2) **Physical Acts.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
- (3) **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

8.5.2. Policy: Emotional misconduct is not tolerated by the Ohio State Crew Club and contributes to a poor team environment.

8.5.3. Club's Response to incidents of emotional misconduct should be reported immediately to Rec Sports Administration, the club faculty advisor, or Student Conduct

8.6. Physical Misconduct

8.6.1. Definition:

- (1) Contact or non-contact conduct that results in, or reasonably threaten to, cause physical harm to an athlete or other sport participants; or
- (2) Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exceptions

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in swimming.

Examples

Examples of physical misconduct prohibited by this Policy include, without limitation:

(1) **Contact offenses.** Behaviors that include:

- (a) punching, beating, biting, striking, choking or slapping an athlete;
- (b) intentionally hitting an athlete with objects or sporting equipment;
- (c) providing alcohol to an athlete under the legal drinking age (under U.S. law); (d) providing illegal drugs or non-prescribed medications to any athlete;
- (e) encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
- (f) prescribing dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.

(2) **Non-contact offenses.** Behaviors that include:

- (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space);
- (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
- (c) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

8.6.2. Policy: Physical misconduct, whether contact, or non-contact, will not be tolerated, as it endangers the health and safety of the athlete(s) in question and contributes negatively to a conducive training environment

8.6.3. Club's Response to Incidents of Physical Misconduct: Any instances of physical misconduct should be reported to the Director of Rowing, club safety officer, faculty advisor, Rec Sports, and/or Student Conduct

8.7. Sexual Misconduct

- 8.7.1. Definition: Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;

1. (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative; or
2. (3) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

Note: An imbalance of power is always assumed between a coach and an athlete.

Types of Sexual Misconduct

Types of sexual misconduct include:

- (1) sexual assault,
- (2) sexual harassment,
- (3) sexual abuse, or
- (4) any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interaction between an adult and a minor is strictly prohibited.

Examples

Examples of sexual misconduct prohibited under this Policy include, without limitation:

(1) **Touching offenses.** Behaviors that include:

1. (a) fondling an athlete's breasts or buttocks
2. (b) exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
3. (c) genital contact
4. (d) sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

(2) **Non-touching offenses.** Behaviors that include:

- (a) a coach discussing his or her sex life with an athlete
2. (b) a coach asking an athlete about his or her sex life
3. (c) coach requesting or sending a nude or partial-dress photo to athlete
4. (d) exposing athletes to pornographic material
5. (e) sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting")
6. (f) deliberately exposing an athlete to sexual acts
7. (g) deliberately exposing an athlete to nudity (except in situations where locker rooms and

Comment

(1) Authority and Trust. Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

Imbalance of Power. Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.

(2) Exception. This section does not apply to a pre-existing relationship between two spouses or life partners.

changing areas are shared)

(h) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and

1. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
2. is sufficiently severe or intense to be harassing to a reasonable person in the context.

8.7.2 Club Policy: Sexual misconduct in any form will not be tolerated by the Ohio State Crew Club

8.7.3 Reporting and Incident of Sexual Misconduct: All reports will be filed in the same manner as that for Sexual Harrassment (see 8.4).

8.8. Hazing:

8.8.1. Definition: As defined by the Ohio State University Student Code of Conduct, Hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization.

8.8.2. Policy: No hazing, in any form is tolerated by the Ohio State Crew Club or by Rec Sports. Hazing contributes to an unsafe environment for all members of the club.

8.8.3. Club's Response: Incidents of Hazing should be reported immediately to Rec Sports Administration, Club's Advisor or Student Conduct

8.8.4. Ohio Revised Code 2903.31

8.8.4.1. (A) As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person

8.8.4.2. (B) 1. No person shall recklessly participate in the hazing of another

8.8.4.3. (B) 2. No administrator, employee, or faculty member of any primary, secondary or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

8.8.4.4. (C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

8.8.5. Within the first three weeks of the year, a meeting will be held for both varsity and novice teams, headed by the safety officer, and assisted by Rec Sports. The meeting will cover hazing topics. Attendance is mandatory, additionally; meeting materials will be made available through the team website for review throughout the year. Team members will not be able to practice unless they attend the meeting.

8.8.6. If a report of hazing identifies an immediate risk to athletes, the president will immediately contact the faculty advisor, coaching staff, athletes and Rec Sports and declare a suspension of all team practices and competitions until the issue can be investigated and resolved.

8.9. Bullying

8.9.1. Definition:

(1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership

(2) Any act or conduct described as bullying under federal or state law

Exceptions

Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

Examples

Examples of bullying prohibited by this Policy include, without limitation:

Physical behaviors. Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.

Verbal and emotional behaviors. Behaviors that include (a) teasing, ridiculing, intimidating; spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

8.9.2 Club Policy: Bullying in any form will not be tolerated by the Ohio State Crew Club

8.9.3 Reporting and Incident to of Bullying: Any incidents of bullying should be reported to the Director of Rowing, club safety officer, faculty advisor, Rec Sports, or Student Conduct

8.10. Theft or Vandalism

8.10.1. Definition: Taking or damaging someone else’s property, without their permission

8.10.2. Policy: The Ohio State University and Ohio State University Crew Club do not condone either theft or vandalism.

8.10.3. Prevention: Drake access will be limited; all equipment will be secured in the best way possible.

8.10.4. Club’s Response: The incident will immediately be reported to the faculty advisor, Rec Sports administration and Office of Student Conduct. In addition, the club will conduct proper authorities (OSU Police or Columbus PD).

8.10.5.

*Media – If media contacts you regarding any of the above incidents or situations, please contact the Rec Sports Administration immediately.

9. PERSONAL SAFETY REMINDERS: What are personal safety members that the club’s membership will take?

9.1. Accident and Incident Response

9.1.1. Do not jeopardize your safety when handling incidents.

9.1.2. Check the surrounding areas first, when responding to an accident or injury.

9.1.3. Report a concern about exposure to body fluid spills to the Rec Sports Administration s.

9.1.4. Utilize your protective safety equipment at all times.

9.1.5. Use caution when moving equipment (i.e. boats, oars, launches, etc.).

9.2. Club Sport Schedule

9.2.1. Let a friend, family member or roommate know your schedule.

9.2.2. When at a club sport activity late at night, walk to your vehicle or bus stop with someone you know. Call your contact person to let them know you are on your way.

9.2.3. Use only well-lit areas and pay special attention to surroundings.

9.2.4. Use Student Safety/Escort Services for a lift (614) 292-3322

10. FIRST AID KIT: What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?

10.1. Content

10.1.1. Standard Content: Sample kits include ice packs (2), Band-Aids, gauze, alcohol swipes, gloves, travel CPR mask, trash bag, first aid tape, antibiotic ointment, scissors, and (2) accident report forms.

11. EQUIPMENT: What are disease prevention measures that the club will take regarding any equipment or personal items.

11.1. Personal Care: Cleaning of personal equipment (unis, shoes, water bottles) will be the responsibility of each member.

10.2 Club Equipment: All equipment (i.e. rowing machines) will be disinfected with a bleach-based solution after each practice. Boats and Oars will receive timely cleanings during the outdoor rowing seasons.