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| APPENDIX 8b | APPENDIX 8bS11b | |
| SAFEGUARDING PARTICIPANTS IN ROWING FROM HARASSMENT AND ABUSE | SAFEGUARDING PARTICIPANTS IN ROWING FROM HARASSMENT AND ABUSE | |
| FISA Policy Safeguarding Participants in Rowing from Harassment and Abuse | FISAWorld Rowing Policy Safeguarding Participants in Rowing from Harassment and Abuse | |
| 1. Policy Statement | 1. Policy Statement | |
| <p>The Fédération Internationale des Sociétés d’Aviron (FISA) believes that it is a fundamental right of all individuals involved with FISA, whether they are an athlete, staff, or a volunteer, to be able to participate in a non-violent, safe and respectful environment.</p> <p>In that spirit, FISA acknowledges its duty of care in this regard and is committed to creating and supporting an environment and a culture free from harassment and abuse. The welfare of all individuals involved with FISA is paramount. Behaviour and actions that constitute harassment and abuse will not be tolerated.</p> <p>All forms of harassment and abuse constitute a violation of the FISA Code of Ethics and the International Olympic Committee (IOC) Code of Ethics.</p> <p>FISA member federations, volunteers and staff are bound by the principles of this Policy and are deemed to have agreed to comply with this Policy.</p> | <p>The Fédération Internationale des Sociétés d’Aviron (FISAWorld Rowing) believes that it is a fundamental right of all individuals involved with FISAWorld Rowing, whether they are an athlete, staff, or a volunteer, to be able to participate in a non-violent, safe and respectful environment.</p> <p>In that spirit, FISAWorld Rowing acknowledges its duty of care in this regard and is committed to creating and supporting an environment and a culture free from harassment and abuse. The welfare of all individuals involved with FISAWorld Rowing is paramount. Behaviour and actions that constitute harassment and abuse will not be tolerated.</p> <p>All forms of harassment and abuse constitute a violation of the FISAWorld Rowing Code of Ethics and the International Olympic Committee (IOC) Code of Ethics.</p> <p>FISAWorld Rowing Member Federations, volunteers and staff are bound by the principles of this Policy and are deemed to have agreed to comply with this Policy.</p> | |
| 2. Definition of Harassment and Abuse | 2. Definition of Harassment and Abuse | |
| <p>FISA has adopted the definitions of harassment and abuse as set out in the IOC Consensus Statement 2016 (www.olympic.org/athlete365/library/safe-sport/):</p> | <p>FISAWorld Rowing has adopted the definitions of harassment and abuse as set out in the IOC Consensus Statement 2016 (www.olympic.org/athlete365/library/safe-sport/):</p> | |

“Harassment and abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect.

These forms of abuse are defined here as:

Psychological abuse – means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth.

Physical abuse – means any deliberate and unwelcome act – such as for example punching, beating, kicking, biting and burning – that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g., age-, or physique-inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices. **Sexual harassment** – any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.

Sexual harassment can take the form of sexual abuse.

Sexual abuse – any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.

Neglect – within the meaning of this document means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm. Harassment and abuse can be based on any grounds including

“Harassment and abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect.

These forms of abuse are defined here as:

Psychological abuse – means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth.

Physical abuse – means any deliberate and unwelcome act – such as for example punching, beating, kicking, biting and burning – that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g., age-, or physique-inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices. **Sexual harassment** – any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.

Sexual harassment can take the form of sexual abuse.

Sexual abuse – any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.

Neglect – within the meaning of this document means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.

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| <p>race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online (or by other means). Harassment may be deliberate, unsolicited and coercive.</p> <p>Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.</p> <p>The IOC Consensus Statement 2008, considers that harassment and abuse are on a continuum; and therefore, should not be separated.”</p> <p>There are a further five types of abuse. Further information can be found here: https://www.virtual-college.co.uk/news/safeguarding/2018/04/ten-types-of-abuse-you-should-be-aware-of</p> | <p>Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online (or by other means).</p> <p>Harassment may be deliberate, unsolicited and coercive.</p> <p>Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.</p> <p>The IOC Consensus Statement 2008, considers that harassment and abuse are on a continuum; and therefore, should not be separated.”</p> <p>There are a further five types of abuse. Further information can be found here: https://www.virtual-college.co.uk/news/safeguarding/2018/04/ten-types-of-abuse-you-should-be-aware-of</p> | |
| <p>3. Purpose of the Policy</p> | <p>3. Purpose of the Policy</p> | |
| <p>The FISA Policy on Safeguarding Participants in Rowing from Harassment and Abuse aims to:</p> <ol style="list-style-type: none"> Provide a framework for promoting the prevention of harassment and abuse Raise awareness of, and provide clarity on, what constitutes harassment and abuse Outline the process for reporting incidents and case management of harassment and abuse | <p>The FISA <u>World Rowing</u> Policy on Safeguarding Participants in Rowing from Harassment and Abuse aims to:</p> <ol style="list-style-type: none"> Provide a framework for promoting the prevention of harassment and abuse Raise awareness of, and provide clarity on, what constitutes harassment and abuse Outline the process for reporting incidents and case management of harassment and abuse | |
| <p>Thereby promoting a safe environment for all involved in the sport of rowing.</p> | <p>Thereby promoting a safe environment for all involved in the sport of rowing.</p> | |
| <p>4. Scope of the Policy</p> | <p>4. Scope of the Policy</p> | |

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| <p>This Policy applies to all individuals involved with FISA, namely “any party that deals with FISA, is a member of FISA or shares in its activities” (see Art.57), including:</p> <ul style="list-style-type: none"> a. Athletes b. Coaches, medical personnel and athlete entourage c. FISA Staff & Consultants d. FISA Council & Commission members e. All persons participating in FISA activities including representatives of Member Federations, recognised Continental Rowing Confederations, recognised Member Groupings, Organising Committees for FISA events, subcontractors and volunteers. <p>Some athletes or individuals may have particular vulnerabilities, such as juniors, para athletes, minorities.</p> <p>The above individuals shall be referred to as ‘Participants’.</p> | <p>This Policy applies to all individuals involved with <u>FISAWorld Rowing</u>, namely “any party that deals with <u>FISAWorld Rowing</u>, is a member of <u>FISAWorld Rowing</u> or shares in its activities” (see Art.<u>5756</u>), including:</p> <ul style="list-style-type: none"> a. Athletes b. Coaches, medical personnel and athlete entourage c. <u>FISAWorld Rowing</u> Staff & Consultants d. <u>FISAWorld Rowing</u> Council & Commission members e. All persons participating in <u>FISAWorld Rowing</u> activities including <u>all accredited persons at a World Rowing sanctioned event</u>, representatives of Member Federations, recognised Continental Rowing Confederations, recognised Member Groupings, Organising Committees for <u>FISAWorld Rowing</u> events, subcontractors and volunteers. <p><u>In applying the policy, World Rowing recognises that s</u>Some athletes or individuals may have particular vulnerabilities, such as juniors, para athletes, minorities.</p> <p>The above individuals shall be referred to as ‘Participants’.</p> | |
| <p>5. Roles and Responsibilities</p> | <p>5. Roles and Responsibilities</p> | |
| <p>FISA is responsible for:</p> <ul style="list-style-type: none"> a. Implementing this Policy. b. Raising awareness of this Policy and the procedure for reporting an incident of harassment and abuse, across all Participants of FISA activities. | <p><u>FISAWorld Rowing</u> is responsible for:</p> <ul style="list-style-type: none"> a. Implementing this Policy. b. Raising awareness of this Policy and the procedure for reporting an incident of harassment and abuse, across all Participants of <u>FISAWorld Rowing</u> activities. | |

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| <p>c. Ensuring that reports of harassment and abuse that are brought to its attention are managed in a timely manner, fairly and responsibly.</p> <p>d. Providing appropriate support to concerned Participants of an alleged incident of harassment or abuse.</p> <p>e. Imposing appropriate disciplinary or corrective measures when there has been a violation of this Policy.</p> <p>f. Ensuring that there is a safeguarding plan and reporting procedure in place at all FISA events.</p> <p>g. Providing and raising awareness of suitable educational resources and training opportunities for Participants.</p> <p>h. Updating the Policy and related procedures from time to time.</p> | <p>c. Ensuring that reports of harassment and abuse that are brought to its attention are managed in a timely manner, fairly and responsibly.</p> <p>d. Providing appropriate support to concerned Participants of an alleged incident of harassment or abuse.</p> <p>e. Imposing appropriate disciplinary or corrective measures when there has been a violation of this Policy.</p> <p>f. Ensuring that there is a safeguarding plan and reporting procedure in place at all FISAWorld Rowing events.</p> <p>g. Providing and raising awareness of suitable educational resources and training opportunities for Participants.</p> <p>h. Updating the Policy and related procedures from time to time.</p> | |
| <p>Member Federations are responsible for:</p> <p>a. Defining and implementing their own policies and procedures to protect their athletes, staff and volunteers from harassment and abuse, adapted to their own national legal framework and consistent with the FISA Policy. It is recommended to use the IOC Safeguarding Toolkit referenced in section 7 of this Policy when developing local national policies and procedures.</p> <p>b. Managing reports of alleged incidents of harassment and abuse relating to persons that are members of their national federation, through their regional bodies or clubs, including athletes, staff and volunteers.</p> <p>c. Ensuring all Participants representing their federation in a FISA activity, are aware of and understand the FISA Policy on Safeguarding</p> | <p>Member Federations are responsible for:</p> <p>a. Defining and implementing their own policies and procedures to protect their athletes, staff and volunteers from harassment and abuse, adapted to their own national legal framework and consistent with the FISAWorld Rowing Policy. It is recommended to use the IOC Safeguarding Toolkit referenced in section 7 of this Policy when developing local national policies and procedures.</p> <p>b. Managing reports of alleged incidents of harassment and abuse relating to persons that are members of their national federation, through their regional bodies or clubs, including athletes, staff and volunteers.</p> <p>c. Ensuring all Participants representing their federation in a FISAWorld Rowing activity, are aware of and understand the FISAWorld Rowing</p> | |

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| <p>Participants in Rowing from Harassment and Abuse.</p> <p>d. Advising FISA of any formal disciplinary sanctions relating to harassment and abuse imposed by the member federation, and of any suspensions where the individual may present a risk to FISA Participants at that time or in the future.</p> | <p>Policy on Safeguarding Participants in Rowing from Harassment and Abuse.</p> <p>d. Advising FISAWorld Rowing of any formal disciplinary sanctions relating to harassment and abuse imposed by the Mmember Ffederation, and of any suspensions where the individual may present a risk to FISAWorld Rowing Participants at that time or in the future.</p> | |
| <p>Participants are responsible for:</p> <p>a. Taking action to safeguard others against harassment and abuse in rowing and for taking immediate action once it has been identified, whether or not a complaint has been made.</p> <p>b. Reporting their concerns to the Safeguarding Officer or appropriate Designated Person where they have reason to believe that another Participant has experienced or is experiencing harassment and abuse. Information should be shared on a 'needs to know' basis only. The person making a report should keep a confidential note of the information they have passed on and to whom.</p> <p>c. Advising FISA of any formal disciplinary sanctions relating to harassment and abuse that they have received.</p> | <p>Participants are responsible for:</p> <p>a. Taking action to safeguard others against harassment and abuse in rowing and for taking immediate action once it has been identified, whether or not a complaint has been made.</p> <p>b. Reporting their concerns to the Safeguarding Officer or appropriate Designated Person where they have reason to believe that another Participant has experienced or is experiencing harassment and abuse. Information should be shared on a 'needs to know' basis only. The person making a report should keep a confidential note of the information they have passed on and to whom.</p> <p>c. Advising FISAWorld Rowing of any formal disciplinary sanctions relating to harassment and abuse that they have received.</p> | |
| <p>6. Reporting, Investigation and Disciplinary Procedures</p> | <p>6. Reporting, Investigation and Disciplinary Procedures</p> | |
| <p>The procedures relating to this Policy are outlined in the annexed 'FISA Procedures - Safeguarding Participants in Rowing from Harassment and Abuse'.</p> | <p>The procedures relating to this Policy are outlined in the annexed 'FISAWorld Rowing Procedures - Safeguarding Participants in Rowing from Harassment and Abuse'.</p> | |
| <p>7. Educational & Related Resources</p> | <p>7. Educational & Related Resources</p> | |
| <p>The IOC Safeguarding Toolkit has been created to assist the Olympic Movement to develop and implement athlete-safeguarding policies and</p> | <p>The IOC Safeguarding Toolkit has been created to assist the Olympic Movement to develop and implement athlete-safeguarding policies and</p> | |

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| <p>procedures (www.olympic.org/athlete365/safeguarding/). To complement the toolkit and ensure that athletes, their entourage and other individuals understand the core components of this sensitive topic, a free bite-size IOC Athlete Safeguarding e-learning course has been developed and launched on the IOC Athlete Learning Gateway (http://onlinecourse.olympic.org/course/baseview.php?id=39).</p> | <p>procedures (www.olympic.org/athlete365/safeguarding/). To complement the toolkit and ensure that athletes, their entourage and other individuals understand the core components of this sensitive topic, a free bite-size IOC Athlete Safeguarding e-learning course has been developed and launched on the IOC Athlete Learning Gateway <u>and is free and accessible to all.</u> (http://onlinecourse.olympic.org/course/baseview.php?id=39).</p> | |
| <p>Additional resources: a. FISA Code of Ethics b. IOC Code of Ethics c. IOC Consensus Statement 2016: Harassment and Abuse in Sport d. United Nations Convention on the Rights of the Child e. International Safeguarding Children in Sport guidelines (in several languages) f. The Council of Europe: Article 1. (ii) of the European Sports Charter (version dated 2001) g. UNESCO: Article 10.1 of the Revised International Charter of Physical Education, Physical Activity and Sport (version dated 2015) h. UN Declaration of Human Rights i. Safe Sport International</p> | <p>Additional resources: a. FISA<u>World Rowing</u> Code of Ethics b. IOC Code of Ethics c. IOC Consensus Statement 2016: Harassment and Abuse in Sport d. United Nations Convention on the Rights of the Child e. International Safeguarding Children in Sport guidelines (in several languages<u>with resources available in several languages</u>) f. The Council of Europe: Article 1. (ii) of the European Sports Charter (version dated 2001) g. UNESCO: Article 10.1 of the Revised International Charter of Physical Education, Physical Activity and Sport (version dated 2015) h. UN Declaration of Human Rights i. Safe Sport International</p> | |
| <p>8. Glossary</p> | <p>8. Glossary</p> | <p>Move to a separate section at the end, after the SG Procedures.</p> |
| <p>Abuse – Abuse is defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence.</p> | <p>Abuse – Abuse is defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence.</p> | |

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| <p>Child – The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10–19 years of age.</p> | <p>Child – The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10–19 years of age.</p> | |
| <p>Child Protection – UNICEF uses the term ‘child protection’ to refer to preventing and responding to violence, exploitation and abuse against children. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home.</p> | <p>Child Protection – UNICEF uses the term ‘child protection’ to refer to preventing and responding to violence, exploitation and abuse against children. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home.</p> | |
| <p>Designated Person – A Designated Person is an appropriately trained person who oversees safeguarding responsibilities at a FISA event and reports to the Safeguarding Officer.</p> | <p>Designated Person – A Designated Person is an appropriately trained person who oversees safeguarding responsibilities at a FISAWorld Rowing event and reports to the Safeguarding Officer.</p> | |
| <p>Safeguarding – Safeguarding is the action that is taken to promote the welfare of vulnerable adults or children and protect them from harm, including protecting them from harassment and abuse.</p> | <p>Safeguarding – Safeguarding is the action that is taken to promote the welfare of vulnerable adults or children and protect them from harm, including protecting them from harassment and abuse.</p> | |
| <p>Safeguarding Officer – The Safeguarding Officer is the principle person in the organisation that receives reports concerning the welfare of Participants, that coordinates the management of the reports and responds to queries in relation to this Policy.</p> | <p>Safeguarding Officer – The Safeguarding Officer is the principle person in the organisation that receives reports concerning the welfare of Participants, that coordinates the management of the reports and responds to queries in relation to this Policy.</p> | |
| <p>9. Acknowledgements</p> | <p>9. Acknowledgements</p> | |
| <p>FISA acknowledges the significant contribution of the FISA Athletes Commission and FISA Sports Medicine Commission in raising awareness of this important issue and championing the needs of the Athletes. Both Commissions have been</p> | <p>FISAWorld Rowing acknowledges the significant contribution of the FISAWorld Rowing Athletes Commission and FISAWorld Rowing Sports Medicine Commission in raising awareness of this important issue and championing the needs of the Athletes. Both Commissions have been</p> | |

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| instrumental in the development and implementation of this Policy. | instrumental in the development and implementation of this Policy. | |
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| FISA Procedures Safeguarding Participants in Rowing from Harassment and Abuse | <u>FISAWorld Rowing</u> Procedures - Safeguarding Participants in Rowing from Harassment and Abuse | |
| The following Procedures relate to the FISA Policy on Safeguarding Participants in Rowing from Harassment and Abuse (hereafter referred to as the 'Policy') and are intended to provide guidance on how reports of incidents of Harassment or Abuse shall be managed by FISA. | The following Procedures relate to the <u>FISAWorld Rowing</u> Policy on Safeguarding Participants in Rowing from Harassment and Abuse (hereafter referred to as the 'Policy') and are intended to provide guidance on how reports of incidents of Harassment or Abuse shall be managed by <u>FISAWorld Rowing</u> . | |
| 1. Reporting Procedure | 1. Reporting Procedure | |
| Anyone who has a concern about a possible incident of Harassment or Abuse that relates to FISA activities should report it. Individuals are encouraged to submit a report through the correct channels as outlined below (see 1b). Directly affected individuals as well as third-party individuals who have witnessed a possible incident of Harassment or Abuse can report the incident. Any person who reports a possible incident of harassment or abuse in good faith shall not be subject to reprisal because of submitting a report; their identity shall be treated confidentially. These protections shall not apply to a person intentionally making false accusations. At FISA, the Safeguarding Officer (SGO) shall be the person responsible for managing and coordinating reports received under these Procedures. | Anyone who has a concern about a possible incident of Harassment or Abuse that relates to <u>FISAWorld Rowing</u> activities should report it. Individuals are encouraged to submit a report through the correct channels as outlined below (see 1b). Directly affected individuals as well as third-party individuals who have witnessed a possible incident of Harassment or Abuse can report the incident. Any person who reports a possible incident of harassment or abuse in good faith shall not be subject to reprisal because of submitting a report; their identity shall be treated confidentially. These protections shall not apply to a person intentionally making false accusations. At <u>FISAWorld Rowing</u> , the Safeguarding Officer (SGO) shall be the person responsible for managing and coordinating reports received under these Procedures. | |
| a. When to report | a. When to report | |

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| <p>i. All possible incidents of Harassment or Abuse should be reported as soon as possible.</p> <p>ii. If the directly affected individual is under 18 years of age there is a duty to report.</p> <p>iii. If the directly affected individual is 18 years or over, their consent should be obtained to pass on information, however in some cases information may still be passed on, for example, if they are at risk of imminent harm or if not acting may harm someone else, or if there is a concern that a criminal act may have taken place.</p> | <p>i. All possible incidents of Harassment or Abuse should be reported as soon as possible.</p> <p>ii. If the directly affected individual is under 18 years of age there is a duty to report.</p> <p>iii. If the directly affected individual is 18 years or over, their consent should be obtained to pass on information, however in some cases information may still be passed on, for example, if they are at risk of imminent harm or if not acting may harm someone else, or if there is a concern that a criminal act may have taken place.</p> | |
| <p>b. How to report Reports can be submitted to FISA as follows:</p> <p>i. Using the template form (Appendix i)</p> <p>ii. By email (safeguarding@fisa.org)</p> <p>iii. In person to the Safeguarding Officer or a Designated Person.</p> | <p>b. How to <u>submit a report</u>: -Reports can be submitted to FISAWorld Rowing as follows:</p> <p>i. Using the template form (Appendix i)</p> <p>ii. By email (safeguarding@fisa.org)</p> <p>iii. In person to the Safeguarding Officer or a Designated Person.</p> | |
| <p>c. What to include in the report (see template form in Appendix i):</p> <p>i. For the directly affected individual, include the name, date of birth/ age, gender, position or role (e.g. athlete, volunteer), contact details, country of base. Include any other additional information as relevant, e.g. if the person concerned has any disability, impairment or other special needs.</p> <p>ii. If the report is being submitted by a third party, include the name and contact details of the person raising the concern.</p> <p>iii. A clear, concise and factual description of the alleged incident(s), including date(s)/time(s) and location(s) when the incident(s) took place, the name of any persons alleged to have been involved in or causing the incident and their contact details.</p> | <p>c. What to include in the report (see template form in Appendix i):</p> <p>i. For the directly affected individual, include the name, date of birth/ age, gender, position or role (e.g. athlete, volunteer), contact details, country of base. Include any other additional information as relevant, e.g. if the person concerned has any disability, impairment or other special needs.</p> <p>ii. If the report is being submitted by a third party, include the name and contact details of the person raising the concern.</p> <p>iii. A clear, concise and factual description of the alleged incident(s), including date(s)/time(s) and location(s) when the incident(s) took place, the name of any persons alleged to have been involved in or causing the incident and <u>their</u> contact details.</p> | |

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| <p>iv. The person reporting the incident to FISA should keep a copy of what has been reported in a secure place.</p> | <p>iv. The person reporting the incident to FISAWorld Rowing should keep a copy of what has been reported in a secure place.</p> | |
| <p>d. What will happen once the incident has been reported:</p> <p>i. All reports shall be sent to the SGO.</p> <p>ii. The SGO shall take steps to ensure that the directly affected individual receives appropriate support.</p> <p>iii. Where appropriate and in the case of potential criminal offences, the relevant public authorities shall be informed.</p> <p>iv. In some cases, a provisional suspension may be imposed as a neutral act to protect all parties. Such a decision shall be taken by the FISA Executive Director in consultation with the SGO. v. Confirmation of receipt of the report shall be promptly sent to the person submitting the report with information about next steps.</p> <p>vi. The SGO shall record receipt of the report internally and file it securely.</p> <p>vii. The report shall be assessed in accordance with these Procedures to determine the appropriate action.</p> | <p>d. What will happen once the incident has been reported:</p> <p>i. All reports shall be sent to the SGO.</p> <p>ii. The SGO shall take steps to ensure that the directly affected individual receives appropriate support.</p> <p>iii. Where appropriate and in the case of potential criminal offences, the relevant public authorities shall be informed.</p> <p>iv. In some cases, a provisional suspension may be imposed as a neutral act to protect all parties. Such a decision shall be taken by the FISAWorld Rowing Executive Director in consultation with the SGO. v. Confirmation of receipt of the report shall be promptly sent to the person submitting the report with information about next steps.</p> <p>vi. The SGO shall record receipt of the report internally and file it securely.</p> <p>vii. The report shall be assessed in accordance with these Procedures to determine the appropriate action.</p> | |
| <p>2. Confidentiality</p> | <p>2. Confidentiality</p> | |
| <p>Any information pertaining to an alleged incident of Harassment and Abuse shall be regarded as confidential and shall be shared on a strictly 'needs to know' basis. In particular, reports shall be treated confidentially and information (including name, date of birth, address of the concerned person or third party) shall not be disclosed, except for example if prior consent is given by that individual; if disclosure is necessary to protect</p> | <p>Any information pertaining to an alleged incident of Harassment and Abuse shall be regarded as confidential and shall be shared on a strictly 'needs to know' basis. In particular, reports shall be treated confidentially and information (including name, date of birth, address of the concerned person or third party) shall not be disclosed, except for example if prior consent is given by that individual; if disclosure is necessary to protect</p> | |

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| <p>someone from harm; or if a potential criminal act comes to the attention of FISA. However, those receiving a disclosure from a Child or regarding an incident in which the victim may be a Child should inform the Child that they have a duty to share information with appropriate persons to ensure that action is taken where abuse may have occurred. In cases where a Child is involved, in any capacity, it is important that the best interests of the Child are of primary consideration throughout the case management process.</p> | <p>someone from harm; or if a potential criminal act comes to the attention of <u>FISAWorld Rowing</u>. However, those receiving a disclosure from a Child or regarding an incident in which the victim may be a Child should inform the Child that they have a duty to share information with appropriate persons to ensure that action is taken where abuse may have occurred. In cases where a Child is involved, in any capacity, it is important that the best interests of the Child are of primary consideration throughout the case management process.</p> | |
| <p>3. Jurisdiction</p> | <p>3. Jurisdiction</p> | |
| <p>The SGO shall review the report and determine whether the matter relates to a Participant under FISA’s jurisdiction (as defined in paragraph 4 of the Policy). A Case Management Panel (CMP) may be convened to provide support in the identification of jurisdiction. The SGO, with the CMP, may recommend one the following actions: a. If the report is considered to relate to a criminal offence, it shall be referred to the Police and relevant authorities. b. If the report is considered to be outside FISA’s jurisdiction, it shall be referred to the appropriate person or organisation, e.g. a member National Federation. c. If the report is considered to be within FISA’s jurisdiction, the CMP, with the SGO, shall carry out an assessment (see paragraph 4 below). For all cases reported to FISA, regardless of jurisdiction, the SGO shall keep a record of the status of the reports to ensure appropriate follow-</p> | <p>The SGO shall review the report and determine whether the matter relates to a Participant under <u>FISAWorld Rowing</u>’s jurisdiction (as defined in paragraph 4 of the Policy). A Case Management Panel (CMP) may be convened to provide support in the identification of jurisdiction. The SGO, with the CMP, may recommend one the following actions: a. If the report is considered to relate to a criminal offence, it shall be referred to the Police and relevant authorities. b. If the report is considered to be outside <u>FISAWorld Rowing</u>’s jurisdiction, it shall be referred to the appropriate person or organisation, e.g. a Mmember National-Federation. c. If the report is considered to be within <u>FISAWorld Rowing</u>’s jurisdiction, the CMP, with the SGO, shall carry out an assessment (see paragraph 4 below). For all cases reported to <u>FISAWorld Rowing</u>, regardless of jurisdiction, the SGO shall keep a record of the status of the reports to ensure appropriate follow-up and shall keep the directly</p> | |

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| up and shall keep the directly affected individual(s) and/or third party informed on next steps. | affected individual(s) and/or third party informed on next steps. | |
| 4. Assessment | 4. Assessment | |
| <p>For reports that are considered to be within FISA’s jurisdiction, the CMP, with the SGO, shall make an initial assessment of the incident. This assessment is to determine the nature of the concern and whether a violation of the Policy may have occurred.</p> <p>The CMP may take the following actions:</p> <ol style="list-style-type: none"> a. Refer the report to the Police and relevant authorities, if the assessment indicates an alleged incident of Harassment or Abuse and is deemed to relate to a criminal offence; b. Recommend to the Executive Director the imposition of a provisional suspension, if there is a risk of imminent or further harm or as a neutral act to protect both parties; c. Appoint an investigator to carry out an investigation and produce a detailed report (see paragraph 5 below); d. Close the report, if an incident of Harassment or Abuse is not indicated. Where there are outstanding issues that may relate to transgressions of FISA rules, e.g. other ethics related issues, the case may be passed to the appropriate body. <p>N.B. Consideration shall be given as to the appropriate time to inform the accused person and to advise them of the procedures that are being followed. FISA (including the CMP and the SGO) shall provide fair procedures and shall respect the fundamental rights of the accused person.</p> | <p>For reports that are considered to be within FISAWorld Rowing’s jurisdiction, the CMP, with the SGO, shall make an initial assessment of the incident. This assessment is to determine the nature of the concern and whether a violation of the Policy may have occurred.</p> <p>The CMP may take the following actions:</p> <ol style="list-style-type: none"> a. Refer the report to the Police and relevant authorities, if the assessment indicates an alleged incident of Harassment or Abuse and is deemed to relate to a criminal offence; b. Recommend to the Executive Director the imposition of a provisional suspension, if there is a risk of imminent or further harm or as a neutral act to protect both parties; c. Appoint an investigator to carry out an investigation and produce a detailed report (see paragraph 5 below); d. Close the report, if an incident of Harassment or Abuse is not indicated. Where there are outstanding issues that may relate to transgressions of FISAWorld Rowing rules, e.g. other ethics related issues, the case may be passed to the appropriate body. <p>N.B. Consideration shall be given as to the appropriate time to inform the accused person and to advise them of the procedures that are being followed. FISAWorld Rowing (including the CMP and the SGO) shall provide fair procedures and shall respect the fundamental rights of the accused person.</p> | |
| 5. Investigation | 5. Investigation | |

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| <p>The CMP shall be responsible for carrying out an investigation of the reported incident and the preparation of a detailed report of the findings of the investigation. The CMP may appoint an investigator, who may be independent of FISA, to perform this task, in accordance with these Procedures and to an agreed timeline. The investigation may involve requesting information from relevant individuals and organisations and may require oral or written statements from the relevant parties. The detailed report of the findings shall include all necessary evidence for consideration by the CMP. The CMP, on the basis of the report, may determine that:</p> <ul style="list-style-type: none"> a. There has been a possible violation of the Policy (the Policy is integral to the FISA Code of Ethics) and shall recommend to the Executive Director that an Ethics Panel be convened (see paragraph 6 below). The detailed report of the investigation shall be made available to the Ethics Panel; or b. Further investigations are required; or c. Instructions, advice or guidance is provided to the relevant parties; and/or d. No further action is required; the case is closed. <p>Where a report has been submitted to the Police or relevant authorities on the grounds of a suspected criminal offence, FISA shall work with the Police and/or that authority and take advice on how to proceed. The CMP may delay investigations until the matter has been referred back from the Police or other authorities.</p> | <p>The CMP shall be responsible for carrying out an investigation of the reported incident and the preparation of a detailed report of the findings of the investigation. The CMP may appoint an investigator, who may be independent of FISAWorld Rowing, to perform this task, in accordance with these Procedures and to an agreed timeline. The investigation may involve requesting information from relevant individuals and organisations and may require oral or written statements from the relevant parties. The detailed report of the findings shall include all necessary evidence for consideration by the CMP. The CMP, on the basis of the report, may determine that:</p> <ul style="list-style-type: none"> a. There has been a possible violation of the Policy (the Policy is integral to the FISAWorld Rowing Code of Ethics) and shall recommend to the Executive Director that an Ethics Panel be convened (see paragraph 6 below). The detailed report of the investigation shall be made available to the Ethics Panel; or b. Further investigations are required; or c. Instructions, advice or guidance is provided to the relevant parties; and/or d. No further action is required; the case is closed. <p>Where a report has been submitted to the Police or relevant authorities on the grounds of a suspected criminal offence, FISAWorld Rowing shall work with the Police and/or that authority and take advice on how to proceed. The CMP may delay investigations until the matter has been referred back from the Police or other authorities.</p> | |
| <p>6. Judicial Process</p> | <p>6. Judicial Process</p> | |

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| <p>At the current time, possible violations of the Policy are covered by the FISA Code of Ethics (Bye-Law to Article 59; FISA Rule Book, Appendix 8). Paragraph 9.4 of the FISA Code of Ethics states that “alleged violations of the Code...shall be assessed and decided upon by an Ethics Panel”. Paragraph 10.1 of the FISA Code of Ethics states that the Ethics Panel shall apply the following principles in reaching a decision: “... shall provide fair procedures to all parties involved and shall respect their fundamental rights. They recognise in particular: 1.1 That a person who may have a conflict of interest shall not be a member of the decision-making body; 1.2 The right of the person charged to know what he is charged with and to examine his file; 1.3 The right to know the penalties which might be imposed; 1.4 The right to be heard, to present a defence, to produce evidence and to be assisted by counsel.” (Art.64 FISA Rule Book)</p> | <p>At the current time, possible violations of the Policy are covered by the FISAWorld Rowing Code of Ethics (Bye-Law to Article 59 Article 5958; FISAWorld Rowing Rule Book, Appendix 8 S11). Paragraph 9.4 of the FISAWorld Rowing Code of Ethics states that “alleged violations of the Code...shall be assessed and decided upon by an Ethics Panel”. Paragraph 10.1 of the FISAWorld Rowing Code of Ethics states that the Ethics Panel shall apply the following principles in reaching a decision: “... shall provide fair procedures to all parties involved and shall respect their fundamental rights. They recognise in particular: 1.1 That a person who may have a conflict of interest shall not be a member of the decision-making body; 1.2 The right of the person charged to know what he is charged with and to examine his file; 1.3 The right to know the penalties which might be imposed; 1.4 The right to be heard, to present a defence, to produce evidence and to be assisted by counsel.” (Art. 64-63 FISAWorld Rowing Rule Book)</p> | |
| <p>7. Sanctions</p> | <p>7. Sanctions</p> | |
| <p>Where it is determined that a violation of the Policy has occurred, the Ethics Panel may impose penalties, in accordance with paragraph 10.3 of the FISA Code of Ethics. In addition, the penalty imposed shall take into account the risk of repeated offence/harm; the offender’s assistance, remorse and cooperation during the process, and any other mitigating factors, may also be taken into account. The standard of proof shall be whether the CMP has</p> | <p>7.1 Sanctions Where it is determined that a violation of the Policy has occurred, the Ethics Panel may impose penalties sanctions, in accordance with paragraph 10.3 of the FISAWorld Rowing Code of Ethics. In addition, the penalty sanction imposed shall take into account the risk of repeated offence/harm; the offender’s assistance, remorse and cooperation during the process, and any other mitigating factors, may also be taken into account. The</p> | |

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| <p>established a violation of the Policy to the comfortable satisfaction of the Ethics Panel. This standard of proof is more than a balance of probabilities but less than proof beyond reasonable doubt. The penalty may include one or more of the following:</p> <ol style="list-style-type: none"> Formal warning Fine Temporary suspension Termination of contract Permanent ban from FISA competitions and events Any other sanction considered appropriate in the circumstances. | <p>standard of proof shall be whether the CMP has established a violation of the Policy to the comfortable satisfaction of the Ethics Panel. This standard of proof is more than a balance of probabilities but less than proof beyond reasonable doubt. The <u>penalty-sanction</u> may include one or more of the following:</p> <ol style="list-style-type: none"> <u>Formal warning Reprimand</u> Fine Temporary suspension Termination of contract Permanent ban from <u>FISA World Rowing</u> competitions and events Any other sanction considered appropriate in the circumstances. | |
| <p>The Ethics Panel may also require the offender to make a written or verbal apology and/or to undergo training or supervision.</p> <p>The Ethics Panel may decide to recommend publication of the outcome of the judicial process and shall determine the appropriate level of disclosure, taking into account confidentiality.</p> <p>Where it is determined that a violation of the Policy has occurred, FISA may communicate the outcome of the judicial process to the appropriate person(s) in any organisation (e.g. National Federation, Club, IOC or IPC, etc.) with whom the individual sanctioned has a direct relationship, responsibility or where it is deemed appropriate for the purposes of safeguarding.</p> | <p>The Ethics Panel may also require the offender to make a written or verbal apology and/or to undergo training or supervision.</p> <p><u>7.2 Communication of sanctions</u> <u>Once a decision reached on any Safeguarding violation has become final, for example because there has been no appeal within the time-limit or because the appeal body has confirmed the decision, World Rowing will notify its Member Federations, and any other organisations on a need to know basis e.g. IOC, IPC, of any sanction. World Rowing may publish the sanction and some or all of the details of any violation including the name and affiliations of any individual sanctioned, determining the appropriate level of disclosure, taking into account confidentiality and subject to consultation with the Ethics Panel.</u></p> | <p>Proposed new text to provide greater clarity regarding communication and/or publication of sanctions.</p> |

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| | <p><u>If, before a decision has become final, World Rowing, or the Ethics Panel, believe there is good reason or risk of irreparable harm, they may place a temporary suspension on an individual from participating in some or all rowing-related activities, as a neutral act, to protect all parties.</u></p> <p>The Ethics Panel may decide to recommend publication of the outcome of the judicial process and shall determine the appropriate level of disclosure, taking into account confidentiality. Where it is determined that a violation of the Policy has occurred, FISA may communicate the outcome of the judicial process to the appropriate person(s) in any organisation (e.g. National Federation, Club, IOC or IPC, etc.) with whom the individual sanctioned has a direct relationship, responsibility or where it is deemed appropriate for the purposes of safeguarding.</p> | |
| 8. Appeals | 8. Appeals | |
| In accordance with paragraph 10.7 of the FISA Code of Ethics, “any appeal against a decision of the Ethics Panel ... may be made only to the Court of Arbitration for Sport under Arts. 66 or 67 of the FISA Statutes”. | In accordance with paragraph 10. 7 <u>8</u> of the FISA <u>World Rowing</u> Code of Ethics, “any appeal against a decision of the Ethics Panel ... may be made only to the Court of Arbitration for Sport under Arts. 66-65 or 67-66 of the FISA <u>World Rowing</u> Statutes”. | |
| | <p><u>9. Mutual Recognition</u></p> <p><u>9.1. Any decision reached by World Rowing pursuant to this Policy which has become final must be communicated to all National Rowing Federations, and recognised as well as respected by them.</u></p> <p><u>9.2 Where World Rowing is informed that a Participant has been:</u></p> | Proposed new text to minimise the risk of someone who has been sanctioned in relation to Safeguarding matters being able to move to another country and potentially put other individuals at risk. |

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| | <p><u>(i) convicted by a Court of Justice of a criminal offence which would constitute a violation of this Policy; or</u></p> <p><u>(ii) held by his/her National Federation or any other competent sports governing body to which he/she is subject, to have committed a violation which would constitute a violation under this Safeguarding Policy. World Rowing shall recognise the applicable conviction/decision imposed, providing World Rowing is satisfied that fair procedures have been followed, in accordance with Art.63, paragraph 1 and that a violation which constitutes a violation under this Safeguarding Policy has been committed.</u></p> <p><u>Where appropriate, World Rowing reserves the right to open a separate disciplinary procedure against the Participant in relation to their World Rowing related activities.</u></p> <p><u>World Rowing shall communicate any decision relating to paragraphs 9.1 and 9.2, in accordance with paragraph 7.2.</u></p> | |
| 9. Glossary | <u>9- Glossary - World Rowing Policy and Procedures for Safeguarding Participants in Rowing from Harassment and Abuse</u> | As a separate section |
| Abuse – Abuse is defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence. | Abuse – Abuse is defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence. | |
| Case Management Group (CMG) – The CMG will be responsible for ensuring that allegations, incidents or referrals related to the safeguarding of children or athletes, or other individuals in rowing are dealt with fairly and equitably and within appropriate timescales. This includes ensuring that information disclosed regarding appropriateness of | Case Management Group (CMG) – The CMG will be responsible for ensuring that allegations, incidents or referrals related to the safeguarding of children or athletes, or other individuals in rowing are dealt with fairly and equitably and within appropriate timescales. This includes ensuring that information disclosed regarding appropriateness of | |

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| individuals to work in rowing is considered and decisions are taken on a consistent and equitable basis. The CMG will be comprised of individuals recognised for their integrity and covering a range of skills and competences, including safeguarding. | individuals to work in rowing is considered and decisions are taken on a consistent and equitable basis. The CMG will be comprised of individuals recognised for their integrity and covering a range of skills and competences, including safeguarding. | |
| Case Management Panel (CMP) – A CMP of, usually, three persons will be convened from the members of the CMG for those cases that require oversight. The CMP is responsible for management of individual cases, including investigations and referrals to an Ethics Panel. The CMP will provide advice and support to the SGO as required. | Case Management Panel (CMP) – A CMP of, usually, three persons will be convened from the members of the CMG for those cases that require oversight. The CMP is responsible for <u>empowered to management of</u> individual cases, including investigations and referrals to an Ethics Panel. The CMP will provide advice and support to the SGO as required. <u>State who appoints them.</u> | |
| Child – The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10–19 years of age. | Child – The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10–19 years of age. | |
| Child Protection – UNICEF uses the term ‘child protection’ to refer to preventing and responding to violence, exploitation and abuse against children. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home. | Child Protection – UNICEF uses the term ‘child protection’ to refer to preventing and responding to violence, exploitation and abuse against children. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home. | |
| Designated Person – A Designated Person is an appropriately trained person who oversees safeguarding responsibilities at a FISA event and reports to the Safeguarding Officer. | Designated Person – A Designated Person is an appropriately trained person who oversees safeguarding responsibilities at a <u>FISAWorld Rowing</u> event and reports to the Safeguarding Officer. | |
| Ethics Group – The FISA Ethics Group is a group of known individuals, independent of FISA, recognised for their involvement in the world of | Ethics Group – The <u>FISAWorld Rowing</u> Ethics Group is a group of known individuals, independent of <u>FISAWorld Rowing</u> , recognised for their | |

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| <p>sport, their experience and their integrity. The list of members of the Ethics Group is published on the FISA website.</p> | <p>involvement in the world of sport, their experience and their integrity. The list of members of the Ethics Group is published on the FISAWorld Rowing website.</p> | |
| <p>Ethics Panel – A FISA Ethics Panel is convened when it is determined that there has been a possible violation of the FISA Code of Ethics. The Ethics Panel shall assess and decide upon the case and shall make sanctions where necessary. The Ethics Panel comprises 3 individuals, including members of the Ethics Group.</p> | <p>Ethics Panel – A FISAWorld Rowing Ethics Panel is convened when it is determined that there has been a possible violation of the FISAWorld Rowing Code of Ethics. The Ethics Panel shall assess and decide upon the case and shall make sanctions where necessary. The Ethics Panel comprises 3 individuals, including members of the Ethics Group.</p> | |
| <p>Harassment and Abuse – Harassment & Abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect. Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online (or by other means). Harassment may be deliberate, unsolicited and coercive. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.</p> | <p>Harassment and Abuse – Harassment & Abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect. Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online (or by other means). Harassment may be deliberate, unsolicited and coercive. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.</p> | |
| <p>Safeguarding – Safeguarding is the action that is taken to promote the welfare of vulnerable adults or children and protect them from harm, including protecting them from harassment and abuse.</p> | <p>Safeguarding – Safeguarding is the action that is taken to promote the welfare of vulnerable adults or children and protect them from harm, including protecting them from harassment and abuse.</p> | |
| <p>Safeguarding Officer – The Safeguarding Officer is the principal person in the organisation that receives reports concerning the welfare of</p> | <p>Safeguarding Officer – The Safeguarding Officer is the principal person in the organisation that receives reports concerning the welfare of</p> | |

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| Participants, that coordinates the management of the reports and responds to queries in relation to this Policy. | | Participants, that coordinates the management of the reports and responds to queries in relation to this Policy. | | |
| Appendix i: Report form for incidents of harassment and abuse – (this report form can be found on the FISA website www.worldrowing.com) | | Appendix i: Report form for incidents of harassment and abuse – (this report form can be found on the FISAWorld Rowing website www.worldrowing.com) | | |
| 1. Your name: | 2. Name of organization: | 15. Your name: | 16. Name of organization: | |
| 3. Your role: | | 17. Your role: | | |
| 4. Your contact information: Address: Postcode and country: Telephone number: Email address | | 18. Your contact information: Address: Postcode and country: Telephone number: Email address | | |
| 5. Name of the person you have concerns about [the individual]: | 6. The individual's date of birth: | 19. Name of the person you have concerns about [the individual]: | 20. The individual's date of birth: | |
| 7. Their ethnic origin: Please state | 8. Does this person have a disability: Please state | 21. Their ethnic origin: Please state | 22. Does this person have a disability: Please state | |
| 9. The individual's position/role: athlete/coach/other [Please state] | | 23. The individual's position/role: athlete/coach/other [Please state] | | |
| 10. The individual's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | 24. The individual's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 11. If they are under 18 years, full name(s) of their | | 25. If they are under 18 years, full name(s) of their | | |

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| parent(s) / carer(s): | | parent(s) / carer(s): | | |
| 12. Contact information (parents/carers): Address: Postal code and country: Telephone numbers: Email address: | | 26. Contact information (parents/carers): Address: Postal code and country: Telephone numbers: Email address: | | |
| 13. Have the parents / carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed: | | 27. Have the parents / carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed: | | |
| 14. Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else | | 28. Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else | | |
| If responding to concerns raised by someone else: Please provide further information below | | If responding to concerns raised by someone else: Please provide further information below | | |
| 15. Name of the person who has raised the concern to you: Position within the sport or relationship to the individual named above: | | 15. Name of the person who has raised the concern to you: Position within the sport or relationship to the individual named above: | | |

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| Telephone number: Email address: | Telephone number: Email address: | |
| 16. Date and times of incident: | 16. Date and times of incident: | |
| 17. Details of the incident or concerns: Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. | 17. Details of the incident or concerns: Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. | |
| 18. The individual's account of the incident (if known): | 18. The individual's account of the incident (if known): | |
| 19. Please provide any witness accounts of the incident: | 19. Please provide any witness accounts of the incident: | |
| 20. Please provide details of any witnesses to the incident: Name: Position within the club/organisation or relationship to the individual: Date of birth (if child): Address: Postcode and country: Telephone number: Email address: | 20. Please provide details of any witnesses to the incident: Name: Position within the club/organisation or relationship to the individual: Date of birth (if child): Address: Postcode and country: Telephone number: Email address: | |
| 21. Please provide details of any person involved in this incident or alleged to have caused the incident / injury: Name: Position within the club/organisation or relationship to the individual: Date of birth (if child): Address: Postcode and country: Telephone number: Email address: | 21. Please provide details of any person involved in this incident or alleged to have caused the incident / injury: Name: Position within the club/organisation or relationship to the individual: Date of birth (if child): Address: Postcode and country: Telephone number: Email address: | |
| 22. Please provide details of action taken to date: | 22. Please provide details of action taken to date: | |

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| 23. Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | 23. Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| If YES please provide further details: | | | | If YES please provide further details: | | | | | | | |
| 24. Name of organisation / agency: Contact person: Telephone numbers: Email address: Agreed action or advice given: | | | | 24. Name of organisation / agency: Contact person: Telephone numbers: Email address: Agreed action or advice given: | | | | | | | |
| Your signature: | | Print name: | | Your signature: | | Print name: | | | | | |
| Date: | | | | Date: | | | | | | | |
| Please give this form to the FISA Safeguarding Officer or Designated Person or email this report to safeguarding@fisa.org . | | | | Please give this form to the FISA World Rowing Safeguarding Officer or Designated Person or email this report to safeguarding@fisa.org . | | | | | | | |
| Anonymous reporting: reports may be submitted anonymously however please be aware that this may limit our ability to follow up on reports. | | | | Anonymous reporting: reports may be submitted anonymously however please be aware that this may limit our ability to follow up on reports. | | | | | | | |