

## World Rowing Procedures

### Safeguarding Participants in Rowing from Harassment & Abuse

The following Procedures relate to the World Rowing 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 World Rowing.

#### 1. Reporting Procedure

1.1 Anyone who has a concern about a possible incident of Harassment or Abuse that relates to World Rowing 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.

1.2 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.

1.3 At World Rowing, the Safeguarding Officer (SGO) shall be the person responsible for managing and coordinating reports received under these Procedures.

#### 1.4 When to report

- a. All possible incidents of Harassment or Abuse should be reported as soon as possible;
- b. If the directly affected individual is under 18 years of age there is a duty to report;
- c. 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.

#### 1.5 How to submit a report: Reports can be submitted to World Rowing as follows:

- a. Using the template form (Appendix i);
- b. By email ([safeguarding@worldrowing.com](mailto:safeguarding@worldrowing.com));
- c. In person to the Safeguarding Officer or a Designated Person.

#### 1.6 What to include in the report (see template form in Appendix i):

- a. 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;

- b. If the report is being submitted by a third party, include the name and contact details of the person raising the concern;
- c. 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;
- d. The person reporting the incident to World Rowing should keep a copy of what has been reported in a secure place.

1.7 What will happen once the incident has been reported:

- a. All reports shall be sent to the SGO;
- b. The SGO shall take steps to ensure that the directly affected individual receives appropriate support;
- c. Where appropriate and in the case of potential criminal offences, the relevant public authorities shall be informed;
- d. 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 World Rowing Executive Director in consultation with the SGO;
- e. Confirmation of receipt of the report shall be promptly sent to the person submitting the report with information about next steps;
- f. The SGO shall record receipt of the report internally and file it securely;
- g. The report shall be assessed in accordance with these Procedures to determine the appropriate action.

## 2. Confidentiality

2.1 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 someone from harm; or if a potential criminal act comes to the attention of World Rowing.

2.2 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.

2.3 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.

## 3. Jurisdiction

3.1 The SGO shall review the report and determine whether the matter relates to a Participant under World Rowing'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.

3.2 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 World Rowing's jurisdiction, it shall be referred to the appropriate person or organisation, e.g., a Member Federation;
- c. If the report is considered to be within World Rowing's jurisdiction, the CMP, with the SGO, shall carry out an assessment (see paragraph 4 below).

3.3 For all cases reported to World Rowing, 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 affected individual(s) and/or third party informed on next steps.

#### **4. Assessment**

4.1 For reports that are considered to be within World 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.

4.2 The CMP may take the following actions:

- 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 World Rowing rules, e.g. other ethics related issues, the case may be passed to the appropriate body.

4.3 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. World Rowing (including the CMP and the SGO) shall provide fair procedures and shall respect the fundamental rights of the accused person.

#### **5. Investigation**

5.1 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 World Rowing, to perform this task, in accordance with these Procedures and to an agreed timeline.

5.2 The investigation may involve requesting information from relevant individuals and organisations and may require oral or written statements from the relevant parties.

5.3 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:

- a. There has been a possible violation of the Policy (the Policy is integral to the World 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.

5.4 Where a report has been submitted to the Police or relevant authorities on the grounds of a suspected criminal offence, World 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.

## 6. Judicial Process

At the current time, possible violations of the Policy are covered by the World Rowing Code of Ethics (Bye-Law to Art. 58; World Rowing Rule Book, Appendix S11). Paragraph 9.4 of the World Rowing Code of Ethics states that “alleged violations of the Code...may be assessed and decided upon by an Ethics Panel”. Paragraph 10.1 of the World Rowing Code of Ethics states that the Ethics Panel shall apply the following principles in reaching a decision:

“... shall provide due process 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 the charge and to examine their 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.63, World Rowing Rule Book)

## 7. Sanctions

7.1 Where it is determined that a violation of the Policy has occurred, the Ethics Panel may impose sanctions, in accordance with paragraph 10.3 of the World Rowing Code of Ethics.

7.2 The 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 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.

7.3 The sanction may include one or more of the following:

- a. Reprimand;
- b. Fine;
- c. Temporary suspension;
- d. Termination of contract;
- e. Permanent ban from World Rowing competitions and events;
- f. Any other sanction considered appropriate in the circumstances.

The Ethics Panel may also require the offender to make a written or verbal apology and/or to undergo training or supervision.

7.4 Communication of sanctions

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.

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.

## **8. Appeals**

In accordance with paragraph 10.8 of the World Rowing 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. 65 or 66 of the World Rowing Statutes”.

## **9. Mutual Recognition**

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.

9.2 Where World Rowing is informed that a Participant has been:

- a. convicted by a Court of Justice of a criminal offence which would constitute a violation of this Policy; or

b. 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.

9.3 Where appropriate, World Rowing reserves the right to open a separate disciplinary procedure against the Participant in relation to their World Rowing related activities.

9.4 World Rowing shall communicate any decision relating to paragraphs 9.1 and 9.2, in accordance with paragraph 7.4.

## 10. Glossary

**Abuse** – Abuse is defined as any action that intentionally harms or injures another person. Abuse is sometimes also referred to as non-accidental violence.

**Safeguarding Advisory Group (SAG)** – The SAG 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 individuals to work in rowing is considered and decisions are taken on a consistent and equitable basis. The SAG will be comprised of individuals recognised for their integrity and covering a range of skills and competences, including safeguarding. The individuals will be appointed by the Executive Committee for a four-year term starting on 1 January in the year following the Olympic and Paralympic Games.

**Safeguarding Case Management Panel (CMP)** – A CMP of, usually, three persons will be convened from the members of the SAG for those cases that require oversight. The CMP is empowered to manage individual cases, including investigations and referrals to an Ethics Panel. The CMP will provide advice and support to the SGO as required.

**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.

**Designated Person** – A Designated Person is an appropriately trained person in safeguarding issues who oversees safeguarding responsibilities at a World Rowing event and reports to the Safeguarding Officer.

**Ethics Advisory Group** – The World Rowing Ethics Advisory Group is a group of known individuals who are independent of World Rowing and who are recognised for their involvement

in the world of sport, their experience and their integrity. The list of members of the Ethics Advisory Group is published on the World Rowing website.

**Ethics Panel** – A World Rowing Ethics Panel is convened when it is determined that there has been a possible violation of the World 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 Advisory Group.

**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.

**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.

**Safeguarding Officer** – The Safeguarding Officer is the principal person in the organisation who receives reports concerning the welfare of Participants, who 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 website: [worldrowing.com/responsibility/safeguarding/](http://worldrowing.com/responsibility/safeguarding/))