

RISE Adaptive Sports Sport Protection and Participant Safety Manual

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RISE Adventures, Inc. DBA RISE Adaptive Sports

Policy owner: Chairman and CEO

Adoption record

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Contents

1. Purpose and application	5
2. Programs and defined terms.....	5
2.1 Athlete.....	6
2.2 Child Abuse.....	6
2.3 Claimant	6
2.4 Consent	6
2.5 Covered Individual	8
2.6 Minor or Child	8
2.7 Participant	8
2.8 Policy	8
2.9 Power Imbalance	9
2.10 Respondent.....	9
2.11 Third-Party Reporter.....	9
2.12 Ward	9
3. Responsibilities and protection contacts	10
3.1 RISE contacts	10
3.2 Conflicts of interest.....	11
4. Inclusion, eligibility, guardians, and caregivers.....	11
4.1 Equal treatment.....	11
4.2 Minors and guardians	11
4.3 Caregivers and support needs	12
5. Volunteers, screening, and training	12
5.1 Volunteer roles and ages.....	12
5.2 Application and clearance	12
5.3 Awareness training and renewal.....	13
5.4 Criminal findings and disqualification	13
5.5 Disclosure and acknowledgment.....	14
5.6 APS course assignments by role	15
5.7 Course names.....	18
5.8 Timing, prerequisites, and renewal.....	18
6. Conduct and supervision	19
6.1 Prohibited conduct.....	19
6.2 Supervision	20
6.3 Monitoring.....	20
6.4 Overview	20
6.5 Prohibited Conduct.....	21

6.6 Criminal Charges or Dispositions.....	21
6.7 Child Abuse.....	22
6.8 Sexual Misconduct.....	22
6.9 Emotional and Physical Misconduct	26
6.10 Aiding and Abetting.....	30
6.11 Misconduct Related to Reporting.....	31
6.12 Abuse of Process.....	32
6.13 Other Inappropriate Conduct	33
6.14 Violation of Sport Abuse Prevention Policies	34
6.15 Violations.....	34
7. Physical assistance and personal care.....	34
7.1 Sport assistance	34
7.2 Personal care.....	34
8. Communications and media	35
8.1 Electronic communications.....	35
8.2 Photos, video, and media permission.....	35
9. Restrooms and changing areas	36
10. Travel and vehicles	37
10.1 Travel preparation	37
10.2 Room assignments.....	37
10.3 Minor and ward travel	37
10.4 Road drivers and vehicles	38
11. Water safety, equipment, and stop authority	39
11.1 Personal flotation devices	39
11.2 Boats, tow activities, rescue, and weather.....	39
11.3 Helmets	40
11.4 Equipment inspection and return to service.....	41
11.5 Stop and restart authority.....	41
12. Injury response and emergency readiness.....	42
12.1 People, kits, and AEDs	42
12.2 Site emergency action plans	42
12.3 Immediate response	44
12.4 Suspected concussion and return to participation.....	44
12.5 Medication	44
13. Daily checks, waivers, and incident records	45
13.1 Opening and participant clearance	45
13.2 Official waivers and media choices	45
13.3 Incidents and near misses	45

13.4 Closeout	46
14. Reports, privacy, and protection from retaliation	46
14.1 Emergency and external reports	46
14.2 Reports to RISE and Move United	47
14.3 Anonymity and confidentiality.....	47
14.4 Retaliation and false reports.....	48
15. Response, discipline, and appeals	48
15.1 Protective action and investigation	48
15.2 Decisions and sanctions.....	48
15.3 Appeals.....	49
16. Confidential records and retention.....	49
16.1 Access and use	49
16.2 Retention and holds.....	50
17. Governance, annual review, and publication	50
18. Reporting contacts and resources.....	51
18.1 Emergency and Texas reporting	51
18.2 Move United reporting	51
18.3 RISE reporting contacts	52
18.4 Abuse Prevention Systems training.....	52
18.5 Meadowmere program location	53

1. Purpose and application

RISE provides inclusive adaptive sports in an environment free from abuse, harassment, and other misconduct. This manual sets rules for participant protection and program safety.

The rules apply to RISE programs, events, travel, communications, and people within RISE's authority. They apply at public and borrowed venues. They also apply at RISE-controlled facilities. Misconduct outside a program can result in restrictions when it affects a person's eligibility under this manual.

Employees, Board members, coaches, instructors, contractors, volunteers, athletes, and other Participants must obey the provisions that apply to their roles. RISE does not control an independent organization's operations. Participation in another organization does not excuse a violation of RISE's rules.

No internal approval, investigation, or appeal may delay a required report to authorities. Call **911** when there is immediate danger.

Official waivers, consent forms, and completed records remain separate from this manual. Staff must protect confidential records as stated in section 16.

2. Programs and defined terms

RISE's programs include boating, camping, canoeing and kayaking, fishing, handcycling, tubing, wakeboarding, wakesurfing, water skiing, Open Gym, wheelchair rugby, and wheelchair football. Open Gym includes pickleball and sit volleyball.

Regular sites include Lake Grapevine at Meadowmere Park and Georgia Farrow Recreation Center in Irving. The program leader must confirm the site and activity before each event.

The **program leader** is the on-site Program Director, Program Manager, or Head Coach. An **athlete** takes part in a sport activity. **Participant** is a broader term that includes people within RISE's authority.

A **Covered Individual** is an employee, Board or committee member, or paid or volunteer coach or instructor. It also includes contractors, volunteers, and other authorized people with regular athlete or minor contact.

A **minor** is a person under 18 or believed by the Respondent to be under 18. A **ward** is a person with a legal guardian. Disability alone does not make an adult a ward.

The **Claimant** is the person alleged to have experienced misconduct. The **Respondent** is the person alleged to have violated this manual.

Two-deep leadership means 2 adult Covered Individuals, or 1 Covered Individual and the relevant athlete's parent or guardian. **Observable and interruptible** means another adult can see and interrupt the interaction.

The definitions below apply to this manual. Section 6 defines the prohibited conduct.

2.1 Athlete

An individual participating as an athlete in a RISE event or program. Provided, however, that misconduct by a Participant directed at an "athlete" outside of the context of RISE programs may also be grounds for RISE to restrict a Participant's participation with RISE or take other action.

2.2 Child Abuse

Child Abuse includes physical or mental injury, sexual abuse or exploitation, and neglect that harms or threatens a child's health or welfare. The term "child abuse" has the meaning set forth in Section 203 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341) or any applicable state law.

2.3 Claimant

The person who is alleged to have experienced conduct that constitutes a manual violation.

2.4 Consent

Consent is (a) informed (knowing), (b) voluntary (freely given), (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed-upon sexual activity. Consent to any one form of sexual activity does not automatically imply Consent for any other forms of sexual activity. Previous relationships or prior Consent does not imply Consent to future sexual activity. Once given, Consent can be withdrawn through clear communication. Consent cannot be obtained: (a) by force, (b) by taking advantage of the Incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was Incapacitated, (c) from someone who lacks legal capacity, (d) where a Power Imbalance exists.

2.4.1 Force

Force includes (2.4.1.1) the use of physical violence, (2.4.1.2) threats, (2.4.1.3) intimidation, and (2.4.1.4) coercion.

2.4.1.1 Physical violence means that a person is exerting control over another person using physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

2.4.1.2 Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person sporting harm.

2.4.1.3 Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

2.4.1.4 Coercion is the use of an unreasonable amount of pressure to gain intimate and/or sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear their decision not to participate in a form of Sexual Contact or Sexual Intercourse, their decision to stop, or their decision not to go beyond a certain sexual interaction, continued pressure can be coercive. Whether conduct is coercive depends on: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

2.4.2 Legal Capacity

Minors cannot Consent to conduct of a sexual nature. No policy exception authorizes conduct prohibited by law. While the legal age of Consent varies under state and federal law, the legal age of capacity under this manual is 18. A three-year close-in-age exception will be applied to any policy violation between an adult and a Minor, or between two Minors, where there is no Power Imbalance. When the assessment of whether a Participant's conduct violates this Policy depends upon another individual being below a certain specified age, ignorance of their actual age is no defense. Neither shall misrepresentation of age by such person, nor a Participant's bona fide belief that such person is over the specified age, be a defense.

2.4.3 Incapacitation

Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated because of consuming alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely because of drinking or using drugs. The impact of alcohol and other drugs varies from person to person and is evaluated under the specific circumstances of a matter. A Respondent's being impaired by alcohol or other drugs is not a defense to any violation of this Policy. The Consent construct can also be applied to other forms of non-sexual conduct, such as hazing or other forms of Physical and/or Emotional Misconduct.

2.5 Covered Individual

Covered Individuals are:

RISE employees

RISE part-time or seasonally contracted coaches/instructors, whether volunteer or paid

RISE Board of Directors

RISE Committee members

RISE volunteers, not included above, who RISE authorizes to have regular contact with athletes and/or minors

RISE contractors, not included above, who RISE authorizes to have regular contact with athletes and/or minors

Any other individual authorized, approved, or appointed by RISE to have regular contact with athletes and/or minors

2.6 Minor or Child

An individual who is, or is believed by the Respondent to be, under the age of 18.

2.7 Participant

Any individual who is seeking to be, currently is, or was at the time of the alleged manual violation:

2.7.1 A member or license holder of RISE;

2.7.2 An employee of RISE;

2.7.3 Within the governance or disciplinary jurisdiction of RISE;

2.7.4 Authorized, approved, or appointed by RISE to have regular contact with Minor Athletes; and/or

2.7.5 A Covered Individual, not otherwise listed herein.

For the purpose of evaluating whether an individual is considered a Participant per this provision, the phrase “currently is” includes the date on which the alleged misconduct was reported to RISE, through resolution, and including the period(s) of any sanctions imposed.

2.8 Policy

“Policy” means the Sport Protection Policy within this manual.

2.9 Power Imbalance

A Power Imbalance refers to an unequal distribution of power and authority between individuals.

A Power Imbalance is presumed to exist, but may be rebutted, in (a) any coach-athlete relationship or (b) any other relationship where a Participant has authority or control over another person, is in a position to confer, grant, or deny a benefit or advancement to the person, or is responsible for the physical or psychological well-being of the person.

Once a coach-athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-athlete relationship (regardless of age) and is presumed to continue for minor athletes after the coach-athlete relationship terminates until the athlete reaches 25 years of age.

Examples in which a Power Imbalance may also exist, but is not presumed, include relationships between an athlete and another Participant in positions such as sport specific health-care providers, sport science support staff, care or support persons, sport judges, referees or officials, or when an Intimate Relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).

A Power Imbalance may also exist between one person and another based on the totality of the circumstances and depends on several factors, any one of which may be sufficient alone, including but not limited to: the nature and extent of any implied or perceived authority or control; the supervisory, evaluative, or other authority over the person; the actual relationship between the parties; the parties' respective roles; the nature and duration of the relationship; the age of the parties involved; whether there is an aggressor; whether there is a significant disparity in age, size, strength, or mental capacity; seniority; ability; public profile; gender identity or expression; sexual orientation; racial or ethnic identity; national origin; level of physical, intellectual, or other disability.

2.10 Respondent

A Participant who is alleged to have violated the manual.

2.11 Third-Party Reporter

Reports brought by individuals other than the Claimant are referred to as “third-party reports” and those bringing them are “third-party reporters.”

2.12 Ward

An individual, whether an adult or a minor, who has a legal guardian.

3. Responsibilities and protection contacts

3.1 RISE contacts

Role	Person	Responsibility
Chairman and CEO	Mike Peters	Policy administration, clearance records, ordinary protection response, and external notifications
Primary Board Protection Contact	Rob Ritter	Independent reporting and response when Mike is unavailable or conflicted
Backup Board Protection Contact	Rick Brauer	Independent backup when Rob is unavailable or conflicted
Program leader	Assigned Program Director, Program Manager, or Head Coach	On-site safety, emergency coordination, daily opening checks, and closeout

Contact Mike Peters at **mpeters@riseadaptivesports.org**.

Contact Rob Ritter, Primary Board Protection Contact, at **rob@riseadaptivesports.org**. Only Rob accesses this mailbox.

Contact Rick Brauer, Backup Board Protection Contact, at **rick@riseadaptivesports.org**. Only Rick accesses this mailbox.

RISE's shared phone number is **972-292-8650**. This is not a direct number for a Board Protection Contact.

A reporter may go directly to either Board Protection Contact. The reporter does not need Mike's permission. If a contact has a conflict, use an unconflicted contact or report directly to the relevant external authority.

For a Head Coach-led program, the Head Coach conducts staff and participant safety briefings and checks emergency equipment before activity. The Head Coach promptly sends incident facts to the Program Director/Manager. The Program Director/Manager remains responsible for the internal report within 24 hours, as stated in section 13.3. Serious matters need immediate escalation.

3.2 Conflicts of interest

A person with a material conflict must not investigate, decide discipline, appoint their own appeal reviewers, or decide an appeal. That person must not control access to the related case records.

If Mike has a conflict, an unconflicted Board authority assigns the case. If a Board Protection Contact has a conflict, the other contact handles the referral. If neither can act, Board members with no involvement in the matter and no conflict appoint an independent person.

The Board oversees this manual. The Chairman and CEO administers it. Program leaders check compliance in their programs.

4. Inclusion, eligibility, guardians, and caregivers

4.1 Equal treatment

RISE does not discriminate on the following grounds:

- Race, color, religion, or national origin.
- Sex, sexual orientation, or gender identity or expression.
- Age, disability, marital status, or citizenship.
- Genetic information or another status protected by law.

Use activity-specific safety criteria. Do not exclude a person solely because of a diagnosis. Discuss the person's needs and possible accommodations before a decision.

The Program Director or Program Manager reviews an accommodation request with the participant. Mike reviews unresolved questions. Record the reason when an activity cannot be made safe. Neither person may override a medical restriction or a mandatory safety condition.

RISE has no general minimum participant age when a parent or legal guardian accompanies the participant. Participation also depends on the activity's safety criteria, equipment, and support. Wheelchair football currently serves adult athletes.

4.2 Minors and guardians

A minor's parent or legal guardian must stay on site throughout the program. The parent or guardian handles personal care and restroom help. RISE remains responsible for its staff conduct, supervision, and reporting duties.

Apply a ward's guardianship arrangements according to the guardian's legal authority. Do not assume that an adult with a disability lacks decision-making capacity.

4.3 Caregivers and support needs

An adult who needs personal care must bring an appropriate caregiver. An independent adult does not need a caregiver solely because of disability.

RISE programs and caregiver attendance are free. Each caregiver must register separately and sign the required waiver. A caregiver may help their own participant. A caregiver who accepts a RISE duty or helps other participants must complete the applicable volunteer clearance.

Ask about activity support needs through registration, advance contact, and arrival discussion. Share only the information each worker needs for safe participation.

Keep a service animal under its handler's control. Discuss activity, vehicle, and venue arrangements with the handler. Use an individual accommodation review rather than a blanket service-animal exclusion.

5. Volunteers, screening, and training

5.1 Volunteer roles and ages

Volunteers may apply from age 14. Volunteers aged 14–15 may perform suitable non-sport support duties with training and adult supervision. They must not drive boats.

Volunteers must be at least 16 to support adaptive sport or recreation activities. Instructors who lead these activities must be at least 18.

Volunteers under 18 need parent or guardian consent, an application, training, references, and suitable adult supervision.

The program leader assigns duties based on the volunteer's age, training, competence, and clearance. A volunteer must not act as an instructor, driver, boat operator, or rescuer without the separate qualifications for that role.

5.2 Application and clearance

Every adult volunteer must complete an application, protection training, and a policy acknowledgment. The application must identify relevant work and volunteer experience. It must ask about criminal history and other possible disqualifiers.

Employees, coaches, instructors, program leaders, Board members, regular participant-contact volunteers, and authorized drivers need enhanced clearance. Apply the same requirement to contractors and other Covered Individuals.

Enhanced clearance includes a criminal background check. Employees, coaches, program leaders, and people with authority or regular minor or ward contact also need interviews and references. Board applicants need an interview. Contact references about the applicant's experience, conduct, and suitability for the role.

Use lawful consent and release forms before a background check or reference inquiry. Tell applicants about RISE's protection rules before they accept duties.

A one-time helper with limited contact may work only in their cleared, supervised role. They must not take higher-risk or covered duties without the necessary clearance.

Mike and the Board track training and background-check completion and renewal dates in the clearance register. Record the permitted role, completed steps, dates, expiry dates, and restrictions. The program leader checks the register before an assignment.

Do not assign affected duties when a required step is incomplete, expired, or restricted. There is no grace period for those duties. Keep raw background reports separate from the status available to program leaders.

5.3 Awareness training and renewal

Covered Individuals must complete Abuse Prevention Systems awareness training and the required assessment before service or athlete contact. Refresh the training every year. Assign courses according to sections 5.6–5.8. Renew every assigned course annually.

First-time training must start no more than 30 days before athlete or minor contact. Coaches and instructors must finish training before a relevant pre-event training camp.

Make annual awareness training available to minor athletes with parent consent. Make parent education available without charge.

For Covered Individuals aged 18 or older, refresh criminal background checks annually. Complete them sooner if law requires. A green result does not replace the application, interview, references, or other role checks.

5.4 Criminal findings and disqualification

A red-light finding means the person does not meet the screening criteria. The criteria cover findings and dispositions other than an adjudication of not guilty.

Covered dispositions include guilt, an admission, a guilty plea, a lesser-offense plea, a no-contest plea, and an Alford or Kennedy plea. They also include diversion, deferred adjudication, deferred prosecution, supervision, conditional dismissal, juvenile delinquency adjudication, and similar arrangements. Pending charges and arrest warrants also fall within the criteria.

Automatic disqualification applies to:

- A felony involving violence against a person.
- A violent felony involving a weapon, including armed robbery or aggravated assault with a weapon.
- A felony involving animal abuse or neglect.
- A felony or misdemeanor sexual crime, except the potential disqualifiers listed below.

- Drug use, possession, or drug-paraphernalia offenses within the previous 3 years.
- Drug distribution, intent to distribute, manufacture, trafficking, or sale within the previous 7 years.
- Child endangerment, neglect, or abuse.
- Neglect or abuse of an elderly person or a person with a disability.
- Current registration on a state, federal, territorial, or tribal sex-offender registry.

The following findings require review for possible disqualification:

- Other felonies.
- Crimes involving vehicular bodily harm.
- Other drug-related misdemeanors.
- Misdemeanor violence against a person, including firearm offenses.
- Prostitution, indecent exposure, or public indecency.
- Stalking or harassment.
- Property destruction, including arson, vandalism, or criminal mischief.
- Misdemeanor animal abuse or neglect.

RISE may consider original charges, amended charges, and charges resolved by a plea. Use the approved vendor's finding. A person may dispute the accuracy of the report directly with that vendor. RISE's disciplinary appeal process does not override the vendor's finding.

A disqualified person cannot take part in RISE-sanctioned events or activities. RISE may withdraw an offer or end or restrict an existing role. Give legally required notices and opportunities to dispute information.

Other possible disqualifiers include civil abuse findings, protective orders, and a history of misconduct complaints. They also include sport bans, misconduct-related dismissal or resignation, dangerous conduct, and failure to meet role requirements.

Review the disqualification criteria at least every 2 years and when law changes.

5.5 Disclosure and acknowledgment

Covered Individuals must immediately report relevant arrests, charges, pending proceedings, dispositions, and arrest warrants to Mike. They must also disclose sex-offender registration, sport bans, suspensions, and other possible disqualifiers. If Mike has a conflict, report to an unconflicted Board Protection Contact.

Remove the person from affected covered contact during review. Impose broader protective restrictions when the risk requires them. A temporary restriction is not a finding of guilt.

Employees, coaches, instructors, covered volunteers, and Board members must acknowledge this manual and material revisions. Keep their identity, acknowledgment date, and policy version.

5.6 APS course assignments by role

These course assignments apply to the roles below, including limited-contact and youth volunteers.

Core means assign the course to everyone in that row. **Conditional** means assign it when the stated duty applies. **None** means no separate course in that column for that role. It does not remove conduct or reporting duties.

RISE role	Sexual Abuse Awareness	Vulnerable Adults	Reporting Child Sexual Abuse	Peer-to-Peer Sexual Abuse	Harassment: Staff	Harassment: Supervisors
Mike; Board Protection Contacts Rob Ritter and Rick Brauer	Core	Core	Core	Core	Core	Core
Other Board members	Core	Core	Core	Conditional: program duties with minors	Core	Conditional: supervise workers or handle complaints
Program Director/Manager; Head Coach	Core	Core	Core	Conditional: program includes minors	Core	Core
Coaches and instructors	Core	Conditional: work with vulnerable adults	Conditional: lead a program or receive protection reports	Conditional: work with minors	Core	Conditional: supervise workers
Regular volunteers who support participants, including water and equipment support	Core	Conditional: work with vulnerable adults	None	Conditional: work with minors	Core	Conditional: supervise workers

RISE role	Sexual Abuse Awareness	Vulnerable Adults	Reporting Child Sexual Abuse	Peer-to-Peer Sexual Abuse	Harassment: Staff	Harassment: Supervisors
Vehicle drivers, boat operators, and travel support workers	Core	Conditional: support vulnerable adults	Conditional: trip or program leader	Conditional: transport or support minors	Core	Conditional: supervise workers
Administrative staff; registration and check-in volunteers	Core	Conditional: direct support of vulnerable adults	Conditional: designated recipient of protection reports	Conditional: supervise or support minors	Core	Conditional: supervise workers
One-time adult volunteers with limited, supervised duties	Core	Conditional: direct support of vulnerable adults	None	Conditional: direct support of minors	Core	None
Volunteers aged 14–17	Core, subject to age review below	Conditional: age-permitted duties with vulnerable adults	None	Conditional: age-permitted duties with minors	Subject to age review below	None; no supervisory assignment from this matrix

These assignments combine the duties of each role. A worker with several roles takes the combined course list once per renewal period. A person who is both an athlete and a worker uses the worker rows for their RISE duties.

Supervisors with both harassment courses assigned must complete both courses. One does not replace the other.

A caregiver who supports only their own participant does not enter this worker matrix solely as a caregiver. If the caregiver accepts RISE duties, use the applicable volunteer row.

Disability alone does not establish legal incapacity or a need for guardianship. Use actual program duties and support needs for the Vulnerable Adults assignment.

5.7 Course names

Matrix heading	Official APS course and intended audience	Prerequisite
Sexual Abuse Awareness	Sexual Abuse Awareness Training : staff and volunteers; program versions include Youth Sports and Special Needs	None
Vulnerable Adults	Sexual Abuse Awareness Training for Vulnerable Adults Programs : staff and volunteers in these programs	None
Reporting Child Sexual Abuse	Reporting Child Sexual Abuse : organizational leaders and risk managers	Sexual Abuse Awareness Training
Peer-to-Peer Sexual Abuse	Peer-to-Peer Sexual Abuse Training : staff and volunteers who serve children	Sexual Abuse Awareness Training
Harassment: Staff	Sexual Harassment Training: Staff Members : workplace staff	None
Harassment: Supervisors	Preventing Sexual Harassment: Creating an Environment of Respect : workplace supervisors	None

5.8 Timing, prerequisites, and renewal

Complete Sexual Abuse Awareness Training and the required assessment before service or athlete contact. Complete every other assigned course before the applicable duties. Renew every assigned course annually. Section 5.3 also sets the first-time training window and pre-event camp deadline.

Complete Sexual Abuse Awareness Training before Reporting Child Sexual Abuse and Peer-to-Peer Sexual Abuse Training. Do not substitute Vulnerable Adults training for that prerequisite without provider confirmation.

Mike and the Board manage course assignments and completion records under section 5.2. Select the Sexual Abuse Awareness course version for the program. Before assigning courses to volunteers under 18, check age suitability and get parent or guardian consent. An unresolved course-suitability question does not waive required training or authorize the affected duties.

No training course authorizes a duty that age or clearance rules prohibit. Volunteers aged 14–15 remain limited to suitable supervised non-sport duties. Boat operators, drivers, rescuers, and instructors still need their separate qualifications.

6. Conduct and supervision

6.1 Prohibited conduct

RISE prohibits the following conduct, as defined in sections 6.4–6.15:

- Criminal Charges or Dispositions analogous to Prohibited Conduct.
- Child Abuse.
- Sexual Misconduct.
- Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment.
- Aiding and Abetting.
- Misconduct Related to Reporting.
- Abuse of Process.
- Other Inappropriate Conduct.
- Violations of the sport abuse prevention rules in this manual.

These rules protect adults and minors. They apply to misconduct between peers as well as misconduct by a person in authority.

Do not groom a participant through secrecy, special attention, gifts, isolation, or boundary violations. Do not use coaching authority to justify humiliation, assault, sexual behavior, dangerous neglect, or premature return after injury.

Do not work or participate while impaired. Do not provide alcohol to a minor. People under 21 must not use or possess alcohol at RISE activities. Do not use tobacco products or electronic cigarettes during program activities.

Respect people, property, safety instructions, and closed-area warnings. Keep personal effects and medications secure. Report unsafe conditions promptly.

Give participants priority for equipment and staff support. Workers may use spare equipment for recreation only when participant needs and their assigned duties are met. Keep a working means of emergency communication available.

6.2 Supervision

Use two-deep leadership during training and competition. Do not treat a staff-to-participant ratio as a substitute for these safeguards.

A one-to-one interaction with a minor or ward must be observable and interruptible by another adult, except a qualifying emergency or permitted care arrangement. Another Covered Individual must know the purpose and planned duration. That person must make unplanned checks.

Hold individual meetings in an open, visible area when possible. In an office, keep the door open and unlocked. Keep windows uncovered.

Get advance written parent or guardian permission for individual training with a minor or ward. Encourage the parent or guardian to attend. Keep the session observable and interruptible throughout.

Do not leave a minor or ward unattended during a RISE activity. Do not isolate an unrelated minor or ward in a room or building.

Outside RISE programs, an unobservable or uninterruptible one-to-one contact with an unrelated minor or ward needs guardian consent for each contact. RISE strongly discourages such arrangements. That consent does not waive the separate communication, travel, or personal-care rules.

6.3 Monitoring

Program leaders monitor worker and participant interactions. Use direct supervision, regular evaluations, unplanned observations, and contact with people involved in off-site activities.

Redirect inappropriate conduct. Stop an unsafe interaction when it is safe to intervene. Report suspected violations under section 14.

6.4 Overview

RISE 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. RISE 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.

6.4.1 Application

This Sport Protection Policy applies to Covered Individuals, RISE athletes, and other RISE participants, as discussed below.

6.5 Prohibited Conduct

This section of the manual sets forth expectations for Participants related to emotional, physical, and sexual misconduct in sport, including bullying, hazing, and harassment.

The privilege of participation with RISE may be limited, conditioned, suspended, terminated, or denied if a Participant's conduct is or was inconsistent with this manual and/or the best interest of sport and those who participate in it.

It is a violation of the manual and this Policy for a Participant to engage in or tolerate: (1) Prohibited Conduct, as outlined in this Policy; (2) any conduct that would violate any current or previous U.S. Center for SafeSport (the "Center"), RISE, or member organization standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or (3) any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then applicable criminal and/or civil laws.

Prohibited Conduct also includes:

- [6.6 Criminal Charges or Dispositions](#)
- [6.7 Child Abuse](#)
- [6.8 Sexual Misconduct](#)
- [6.9 Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment](#)
- [6.10 Aiding and Abetting](#)
- [6.11 Misconduct Related to Reporting](#)
- [6.12 Abuse of Process](#)
- [6.13 Other Inappropriate Conduct](#)
- [6.14 Violation of Sport Abuse Prevention Policies](#)

6.6 Criminal Charges or Dispositions

It is a violation of this Policy for a Participant to be subject to a Criminal Charge analogous to Prohibited Conduct or to have or been subject to Criminal Disposition analogous to Prohibited Conduct. When assessing whether a Criminal charge or Disposition is analogous to Prohibited Conduct, RISE may rely upon the underlying allegations, original charges, amended charges, or those to which a plea was entered.

Criminal Conduct is relevant to an individual's fitness to participate in sport. The age of a Criminal Charge or Disposition is not relevant to whether a violation of the manual occurred, but may be considered for sanctioning purposes.

6.6.1 Criminal Charge

A Criminal Charge includes (1) being arrested and presently subject to bond obligations or conditional release, (2) any pending criminal charge(s), or (3) active warrant(s) for arrest

6.6.2 Criminal Disposition

A Criminal Disposition is any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to: an adjudication of guilt or admission to a criminal violation, a plea to a charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar agreement.

6.6.3 Sex Offender Registry

A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate in RISE.

6.7 Child Abuse

It is a violation of this Policy for a Participant to engage in Child Abuse.

6.8 Sexual Misconduct

It is a violation of this Policy for a Participant to engage in Sexual Misconduct. Sexual Misconduct offenses include, but are not limited to:

- [6.8.1 Sexual or Gender-related Harassment](#)
- [6.8.2 Non-consensual Sexual Contact \(or attempts to commit the same\)](#)
- [6.8.3 Non-consensual Sexual Intercourse \(or attempts to commit the same\)](#)
- [6.8.4 Sexual Exploitation](#)
- [6.8.5 Exposing a Minor to Sexual Content/Imagery](#)
- [6.8.6 Sexual Bullying Behavior](#)
- [6.8.7 Sexual Hazing](#)
- [6.8.8 Other Inappropriate Conduct of a Sexual Nature.](#)

6.8.1 Sexual or Gender-related Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in 6.8.1.1, 6.8.1.2, and/or 6.8.1.3, below, are present. Sexual harassment includes harassment related to gender, sexual orientation,

gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in 6.8.1.1, 6.8.1.2, and/or 6.8.1.3, below, are present.

6.8.1.1 Submission to such conduct is made, either explicitly or implicitly, a term or condition of any person's employment, education, standing in sport, or participation in events, sports programs, and/or activities;

6.8.1.2 Submission to, objection to, or rejection of such conduct or communication is used as the basis for employment, education, or sporting decisions affecting the individual (often referred to as "quid pro quo" harassment); or

6.8.1.3 Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, and/or pervasive such that it interferes with, limits, or deprives any individual of the opportunity to participate in any program or activity. Conduct or communication must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

Subjectively hostile environment - From the perspective of the Claimant, the environment was perceived as hostile (e.g. informing someone else about the alleged conduct is sufficient to establish subjective hostility – the Claimant felt the conduct was sufficiently hostile it merited telling someone about it). The fact that an individual tolerated, participated in, or seemed agreeable or unaffected in the past is not dispositive.

Objectively hostile environment – The conduct or communication(s) must create an environment a reasonable person in the Claimant's position would find hostile.

Whether a hostile environment exists depends on the totality of known circumstances, including, but not limited to:

6.8.1.3.1 The frequency, nature, duration and severity of the conduct;

6.8.1.3.2 The context and location where the conduct took place;

6.8.1.3.3 Whether the conduct was threatening;

6.8.1.3.4 The effect of the conduct on the Claimant's mental or emotional state;

6.8.1.3.5 Whether the conduct was directed at more than one person;

6.8.1.3.6 Whether the conduct arose in the context of other discriminatory conduct;

6.8.1.3.7 Whether a Power Imbalance exists between the individual alleged to have engaged in harassment and the individual alleging the harassment;

6.8.1.3.8 Whether the conduct unreasonably interfered with any person's educational or work performance and/or sport programs or activities; and

6.8.1.3.9 Whether the conduct implicates concerns related to protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident that is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual contact without Consent, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

6.8.2 Nonconsensual Sexual Contact

It is a violation of this Policy for a Participant to engage in Sexual Contact without Consent. Sexual Contact is any intentional touching of a sexual nature, however slight, with any object or body part (as described below), by a person upon another person. Sexual Contact includes but is not limited to: (a) kissing, (b) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts; and (c) making another touch themselves, the Participant, or someone else with or on any of these body parts.

6.8.3 Nonconsensual Sexual Intercourse

It is a violation of this Policy for a Participant to engage in Sexual Intercourse without Consent.

Sexual Intercourse is any penetration, however slight, with any object or body part (as described below), by a person upon another person. Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

6.8.4 Sexual Exploitation

It is a violation of this Policy for a Participant to engage in Sexual Exploitation. Sexual Exploitation occurs when a Participant purposely or knowingly:

6.8.4.1 Allows third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images) without Consent of all parties involved in the sexual activity.

6.8.4.2 Records or photographs private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without Consent of all parties in the recording or photo.

6.8.4.3 Engages in voyeurism (e.g., watching private sexual activity or viewing another person's intimate parts when that person would have a reasonable expectation of privacy), without Consent of all parties being viewed.

6.8.4.4 Disseminates, shows or posts images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without prior Consent of the person depicted in the images.

6.8.4.5 Intentionally exposes another person to a sexually transmitted infection or virus without that person's knowledge.

6.8.4.6 Engages in prostituting or trafficking another person.

6.8.5 Exposing a Minor to Sexual Content/Imagery

An adult Participant violates this Policy by intentionally exposing a Minor to content or imagery of a sexual nature, including but not limited to pornography, sexual comments, sexual gestures or sexual situations. This provision does not exclude the possibility that similar behavior between adults could constitute Sexual Harassment, as defined in this Policy.

6.8.6 Sexual Bullying Behavior

Sexual Bullying Behavior is repeated or severe behavior of a sexual nature that are (a) aggressive, (b) directed at a Minor and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically, or sexually. Sexually Bullying Behaviors directed at adults are addressed under other forms of misconduct, such as Sexual Harassment or Sexual Hazing.

Sexual Bullying Behavior also includes Bullying Behavior related to an individual or group of individuals because of that individual's or group's actual or perceived sex (including pregnancy, childbirth, breastfeeding, and related medical conditions) gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Examples of Sexual Bullying Behavior may include, without limitation, ridiculing or taunting that is sexual in nature or based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks or behavior as it relates to sexual attractiveness.

6.8.7 Sexual Hazing

Sexual Hazing is any conduct of a sexual nature that is intended or likely to subject another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, humiliate, degrade, or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Sexual Hazing also includes hazing related to gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Purported Consent by the person subjected to Sexual Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

6.8.8 Other Inappropriate Conduct of a Sexual Nature.

It is a violation of this Policy for a Participant to engage in bullying, hazing, and other inappropriate conduct of a sexual nature, as further defined in the corresponding sections below.

6.9 Emotional and Physical Misconduct

It is a manual violation for a Participant to engage in emotional and/or physical misconduct, when that misconduct occurs within a context that is reasonably related to sport, which includes, without limitation:

- [6.9.1 Emotional Misconduct](#)
- [6.9.2 Physical Misconduct](#)
- [6.9.3 Bullying Behaviors](#)
- [6.9.4 Hazing](#)
- [6.9.5 Harassment.](#)

6.9.1 Emotional Misconduct

Emotional Misconduct includes (a) Verbal Acts, (b) Physical Acts, (c) Acts that Deny Attention or Support, (d) Criminal Conduct, and/or (e) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

6.9.1.1 Verbal Acts

Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.

6.9.1.2 Physical Acts

Repeated and/or severe physically aggressive behaviors, including but not limited to, throwing sport equipment, water bottles or chairs at or in the presence of others, punching walls, windows or other objects.

6.9.1.3 Acts that Deny Attention or Support

Ignoring or isolating a person for extended periods of time, including routinely or arbitrarily excluding a Participant from practice.

6.9.1.4 Criminal Conduct

Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

6.9.1.5 Stalking

Stalking occurs when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) the safety of a third person, or (iii) to experience substantial emotional distress.

“Course of conduct” means at least two or more acts, in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.

“Substantial emotional distress” means significant mental suffering or anguish.

Stalking also includes “cyber-stalking,” wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

6.9.1.6 Exclusion

Emotional Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improved Athlete performance. Emotional Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participant’s participation.

6.9.2 Physical Misconduct

Physical Misconduct is any intentional contact or noncontact behavior that causes, or reasonably threatens to cause, physical harm to another person.

Examples of physical misconduct may include, without limitation:

6.9.2.1 Contact violations

Punching, beating, biting, striking, choking or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting an Athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional.

6.9.2.2 Non-contact violations

Isolating a person in a confined space, such as locking an Athlete in a small space; 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); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.

6.9.2.3 Criminal Conduct

Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

6.9.2.4 Exclusion

Physical Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance. For example, hitting, punching and kicking are well-regulated forms of contact in combat sports, but have no place in swimming. Physical Misconduct also does not include conduct reasonably accepted as part of sport and/or conduct reasonably accepted as part of Participant's participation.

6.9.3 Bullying Behavior

Repeated and/or severe behavior(s) that are (a) aggressive (b) directed at a Minor, and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically or sexually. Bullying-like behaviors directed at adults are addressed under other forms of misconduct, such as Hazing and/or Harassment.

Examples of bullying behavior may include, without limitation, repeated and/or severe:

6.9.3.1 Physical

Hitting, pushing, punching, beating, biting, striking, kicking, choking, spitting or slapping, or throwing objects (such as sporting equipment) at another person.

6.9.3.2 Verbal

Ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.

6.9.3.3 Social, including cyberbullying

Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate or humiliate someone; socially excluding someone and asking others to do the same.

6.9.3.4 Sexual

Ridiculing or taunting based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks or behavior as it relates to sexual attractiveness.

6.9.3.5 Criminal Conduct

Bullying Behavior includes any conduct described as bullying under federal or state law.

6.9.3.6 Exclusion

Conduct may not rise to the level of Bullying Behavior if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Bullying does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

6.9.4 Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, humiliate, degrade or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Purported Consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

Examples of Hazing include:

6.9.4.1 Contact acts

Tying, taping or otherwise physically restraining another person; beating, paddling or other forms of physical assault.

6.9.4.2 Non-contact acts

Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g., wearing inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water and/or food; restrictions on personal hygiene.

6.9.4.3 Sexualized acts

Actual or simulated conduct of a sexual nature.

6.9.4.4 Criminal acts

Any act or conduct that constitutes hazing under applicable federal or state law.

6.9.4.5 Exclusion

Conduct may not rise to the level of Hazing if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who

perceive they have incompatible views and/or positions. Hazing does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

6.9.5 Harassment

Repeated and/or severe conduct that (a) causes fear, humiliation or annoyance, (b) offends or degrades, (c) creates a hostile environment (as defined above), or (d) reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or (e) any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior. Conduct may not rise to the level of Harassment if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions.

Harassment does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

6.10 Aiding and Abetting

Aiding and Abetting is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Prohibited Conduct by a Participant. Aiding and Abetting also includes, without limitation, knowingly:

6.10.1 Allowing any person who has been identified as suspended or otherwise ineligible by RISE to be in any way associated with or employed by an organization affiliated with or holding itself out as affiliated with RISE;

6.10.2 Allowing any person who has been identified as suspended or otherwise ineligible by RISE to coach or instruct Participants;

6.10.3 Allowing any person who has been identified as ineligible by RISE to have ownership interest in a facility, an organization, or its related entities, if that facility/organization/related entity is affiliated with or holds itself out as affiliated with RISE.

6.10.4 Providing any coaching-related advice or service to an Athlete who has been identified as suspended or otherwise ineligible by RISE;

6.10.5 Allowing any person to violate the terms of their suspension or any other sanctions imposed by RISE. In addition, a Participant also violates this Policy if someone acts on behalf of the Participant to engage in Aiding or Abetting, or if the guardian, family member, or Advisor of a Participant, including Minor Participants, engages in Aiding or Abetting.

6.11 Misconduct Related to Reporting

6.11.1 Failure to Report

An adult Participant who fails to report actual or suspected Sexual Misconduct or Child Abuse to RISE and, when appropriate, to law enforcement may be subject to disciplinary action under RISE's resolution procedures and may also be subject to federal or state penalties.

6.11.1.1 The obligation to report is broader than reporting a pending charge or criminal arrest of a Participant; it requires reporting to RISE, and law enforcement if applicable, any conduct which, if true, would constitute Sexual Misconduct and/or Child Abuse. The obligation to report to RISE is an ongoing one and is not satisfied simply by making an initial report. The obligation includes reporting, on a timely basis, all information of which an adult Participant becomes aware, including the names of witnesses, third-party reporters, and Claimants.

6.11.1.2 The obligation to report includes personally identifying information of a potential Claimant to the extent known at the time of the report, as well as a duty to reasonably supplement the report as to identifying information learned at a later time.

6.11.1.3 Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Sexual Misconduct and/or Child Abuse. Participants making a good faith report are not required to prove the reports are true before reporting.

6.11.2 Intentionally Filing a False Allegation

In addition to constituting misconduct, filing a knowingly false allegation that a Participant engaged in Prohibited Conduct may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation in a matter over which RISE exercises jurisdiction shall be subject to disciplinary action by RISE.

6.11.2.1 An allegation is false if the events reported did not occur, and the person making the report knows the events did not occur.

6.11.2.2 A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable misconduct, an unsubstantiated allegation alone is not grounds for a manual violation.

6.11.3 Retaliation

Retaliation against anyone for engaging in RISE's processes is prohibited. A Participant, someone acting on behalf of a Participant, RISE, or anyone subject to the manual, shall not take an adverse action against any person for making a good faith report of a possible manual violation to RISE or other relevant organization as identified herein or for participating in any process under this manual.

Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in RISE's processes when the action is reasonably related to the report or engagement with RISE. Retaliation may be present even where there is a finding that no violation occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of a manual violation.

6.12 Abuse of Process

A Participant, or someone acting on behalf of a Participant, commits Abuse of Process by engaging in conduct which does, or is likely to, directly or indirectly abuse or interfere with RISE's process. The following conduct constitutes Abuse of Process:

Falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;

Destroying or concealing information;

Attempting to discourage an individual's proper participation in, or use of, RISE's processes;

Harassing or intimidating (verbally or physically) any person involved in RISE's processes before, during, or following proceedings;

Publicly disclosing a Claimant's identifying information;

Failing to comply with a Temporary Measure, Sanction, or term of a Conditional or Alternative Resolution;

Distributing or otherwise publicizing confidential materials, except as required by law or as expressly permitted by RISE;

Influencing or attempting to influence another person to commit Abuse of Process;

Having another individual take any part of or complete any RISE-required training for them;

Using unreasonable pressure in an attempt to compel an individual to participate in RISE's processes when the individual has made clear their decision not to participate or to stop participating;

Surreptitiously recording any part or stage of RISE's process, including but not limited to: interviews, Temporary Measures hearings, and arbitrations;

Interfering in, attempting to interfere in, or attempting to influence the outcome of any RISE investigation, hearing, or process; or

Any other conduct which is likely to or does directly or indirectly abuse or interfere with RISE's process.

A Participant violates this provision if someone acts on behalf of the Participant and engages in any of the above conduct, including the guardian or family member of a Minor Participant. In such a case, the Participant and, if the party acting on behalf of the Participant is also a Participant, that person may be Sanctioned.

6.13 Other Inappropriate Conduct

6.13.1 Intimate Relationship

An adult Participant violates this Policy by engaging in an intimate or romantic relationship where a Power Imbalance exists. An Intimate or Romantic relationship is a close personal relationship—other than a familial relationship—that exists independently and outside of the sport relationship. Whether a relationship is intimate is based on the totality of the circumstances, including: regular contact and/or interactions outside of or unrelated to the sport relationship (electronically or in person), the parties' emotional connectedness, the exchange of gifts, ongoing physical and/or intimate contact and/or sexual activity, identity as a couple, the sharing of sensitive personal information, and/or intimate knowledge about each other's lives outside the sport relationship.

6.13.2 Intentional Exposure of Private Areas

An adult Participant violates this Policy by intentionally exposing breasts, buttocks, groin, or genitals, or induces another to do so, to an adult where there is a Power Imbalance, or to a Minor.

6.13.3 Inappropriate Physical Contact

An adult Participant violates this Policy by engaging in inappropriate physical contact with a Participant where there is a Power Imbalance. Such inappropriate contact includes, but is not limited to, intentionally:

6.13.3.1 touching, slapping, or otherwise contacting the buttocks or genitals of a Participant;

6.13.3.2 excessively touching or hugging a Participant;

6.13.3.3 kissing a Participant.

A Minor Participant violates this provision by engaging in Inappropriate Physical Contact with another person without Consent. Such inappropriate contact includes, but is not limited to, intentionally touching, slapping, or otherwise contacting the buttocks, genitals, or breasts of another, whether clothed or unclothed.

6.13.4 Sex Offender Registry

A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate with RISE in any capacity.

6.14 Violation of Sport Abuse Prevention Policies

It is a violation of this manual for a Participant to violate any provisions of the Sport Abuse Prevention Policies or other proactive policies adopted by RISE. Pro-active policies set standards for professional boundaries, minimize the appearance of impropriety, and have the effect of preventing boundary violations and prohibiting grooming tactics.

6.15 Violations

Report violations under section 14. RISE addresses them through section 15.

7. Physical assistance and personal care

7.1 Sport assistance

RISE sport assistance includes transfers, boarding, equipment fitting, PFDs, straps, positioning, balance, and in-water help. Use trained people and suitable equipment.

Keep physical contact public, necessary, non-intimate, and for the athlete's benefit. Explain the intended contact before it occurs. Get the athlete's permission for positioning and other planned assistance.

Stop when the athlete asks or shows discomfort. Reassess the activity with the athlete and parent or caregiver when appropriate.

Brief public celebration or consolation may include a high-five, fist bump, pat on the back, or side hug. Respect the athlete's wishes.

Do not use massages, rubdowns, lap sitting, or lingering embraces. Do not use contact to punish or force compliance. Do not cuddle, tickle, or engage in inappropriate horseplay. Do not continue contact that makes a participant uncomfortable. Immediately report prohibited physical contact through section 14.

7.2 Personal care

RISE workers do not provide routine toileting, diapering, bathing, dressing, feeding, grooming, or medication administration. The participant, family, or caregiver handles these needs.

For a private care or support session, get advance written permission from the athlete or authorized guardian. The care provider must hold any license required for that care. When possible, notify an on-site Covered Individual before the session.

Protect privacy during care. Do not leave the care provider alone with unrelated athletes. A private-care arrangement does not authorize a RISE worker to exceed their role or training.

If a caregiver is absent or a need exceeds the available support, stop the affected activity. Arrange suitable support with the participant. Use the emergency response in section 12 when necessary.

8. Communications and media

8.1 Electronic communications

Keep RISE communications professional and related to program activities. Use RISE email, managed texts, RAM, or official social accounts where available. Staff email to athletes should use the RISE email service.

Staff may send individual program-related texts and make voice calls to adult athletes through RISE's shared Google Voice number, **972-292-8650**. Mike approves access to the shared account. He removes access when a person leaves RISE or no longer needs it.

Personal calls and texts for operational needs must meet the same safeguards. Do not use disappearing messages or features for any RISE-related participant communication.

Include a parent or legal guardian in all RISE communications with minors, including texts, email, social messages, and voice or video calls. Do not communicate privately with a minor. If a minor sends a private message first, include the parent or guardian before replying.

For communications with a ward, include the authorized guardian according to the guardianship arrangements.

A whole-team message must include another Covered Individual. Another athlete alone does not satisfy that requirement.

Coaches must not friend or follow athletes through personal social accounts. This rule includes adult athletes. Adult workers must not keep private personal social connections with unrelated minor athletes. End prohibited pre-existing connections. Athletes may follow RISE's official pages.

Do not repost an athlete's messages without permission. Get permission from the parent or guardian for a minor or ward.

Honor a written request to stop electronic contact or imagery, except in an emergency. Arrange an appropriate alternative for necessary program information.

8.2 Photos, video, and media permission

Only designated official photographers may take RISE program images. Before each program, the Program Director/Manager must check media permissions in RAM. The Program Director/Manager must brief photographers on who declined or withdrew media permission.

Media permission is optional. Do not make participation depend on promotional permission. Record the choice separately from liability consent.

Do not take or share images contrary to a participant's recorded choice, except necessary emergency documentation. Do not use their quotes, photos, video, or likeness in promotional materials without permission. There is no group-photo exception to an opt-out.

Keep images appropriate and respectful. Do not record intimate care, undress, or private changing. Keep emergency evidence in restricted records, not promotional collections.

Participants may withdraw media permission through RAM or by telling the Program Director/Manager. A parent or legal guardian may withdraw permission for a minor. The Program Director/Manager must update the record and promptly notify photographers. Honor the withdrawal when received; do not wait for the record update.

Record media choices in RAM. Give photographers only the permission information needed for their assignment.

9. Restrooms and changing areas

Protect privacy at RISE and public facilities. Tell participants about restroom, changing, and accessible private-space arrangements before use.

Parents and caregivers provide personal-care help. They must notify the program leader before planned help with clothing or equipment. They must not be alone with unrelated athletes in these areas.

Workers must track when an athlete leaves for a restroom or changing area. If the athlete does not return in a reasonable time, check their whereabouts.

Use occasional privacy-respecting checks of shared areas. Women check female-designated areas; men check male-designated areas. Do not enter an occupied private space without a safety need.

Parents should enter designated changing areas only when necessary and, in shared sex-designated spaces, should be of the same sex. Arrange an accessible private space when the participant's caregiver cannot use that shared space.

Use separate changing spaces for different genders when available. Otherwise, assign separate changing times. Assign separate times for Covered Individuals when only one changing space exists.

An unrelated Covered Individual must not be alone with a minor or ward in a changing area, except in an emergency. Protect privacy from intentional nudity.

Do not use a device's camera, video, or audio-recording function in restrooms or changing areas. Keep such devices outside or secured without recording.

10. Travel and vehicles

10.1 Travel preparation

The trip leader arranges the itinerary, hotel details, emergency contacts, and support responsibilities. Book group hotels and flights in advance. Give travelers the dates, location, duration, hotel, and contact person. Check accessible transport and rooms with each traveler before booking.

Mike is the after-hours organizational contact. Travelers must know how to contact the trip leader and emergency services.

All traveling athletes, parents, and Covered Individuals must sign and agree to the group-travel rules. Covered Individuals must complete their required clearance before the trip.

Hold meetings in a separate group space, not an athlete's bedroom. Keep meetings observable and interruptible. Use two-deep leadership for room checks.

Do not drive or supervise while impaired. Do not provide alcohol to minors, including during travel outside the United States.

10.2 Room assignments

Adults select their proposed roommates. The Program Director/Manager must approve room assignments within the restrictions in this section.

Athletes may share rooms only with athletes of the same gender and age group, except the family arrangements below. Plan for 2–4 athletes per room where the accommodation and support needs permit.

A coach must not share sleeping arrangements with an athlete unless the coach is that athlete's parent, guardian, sibling, or spouse. A dual-role adult who functions primarily as a coach may share with another registered coach.

An athlete must not be alone in a hotel room with an unrelated adult worker or chaperone. Family members or guardians may share with their own athlete. Mutual consent alone does not authorize unrelated staff or volunteer room sharing with an athlete. No unrelated adult may share sleeping arrangements with a minor or ward.

10.3 Minor and ward travel

Before RISE arranges minor or ward travel, the trip leader must prepare a specific supervision and care plan. Get written permission from the authorized parent or guardian.

Assign screened chaperones by age and gender group. Make every effort to provide a chaperone of the same gender. Do not exceed 9 minors or wards per chaperone. Provide more support when the activity or participants need it.

Give families the detailed schedule, chaperone contacts, hotel details, and supervision arrangements. Family members may stay at the hotel. Request hotel safeguards such as blocked pay-per-view channels and removed minibars where needed. Allow regular and unscheduled calls between athletes and parents or guardians.

For any Covered Individual's local transport of a minor or ward, get a parental release before the trip.

An unrelated Covered Individual must not drive alone with a minor or ward. Include at least 2 other minor or ward athletes, or another adult. Any exception needs the athlete's parent or guardian's written agreement before travel.

A worker who is the athlete's parent or guardian may transport their own athlete. The safeguards still apply to unrelated athletes. Arrange group pickup and drop-off to avoid one-to-one travel.

For independently arranged family travel, the athlete or guardian is responsible for the driver and vehicle arrangements. The driver must have a valid license, proper insurance, and a safe vehicle.

10.4 Road drivers and vehicles

Only authorized drivers may drive for RISE. Mike and the Program Director/Manager must both approve each road driver. Both review the license, driving record, and applicable insurance documents before first approval, annually, and whenever a license, insurance policy, or driving status changes. Before authorization, check the following:

- A valid license for the vehicle and duty.
- The motor vehicle record and applicable restrictions.
- Insurance and vehicle registration where applicable.
- Required protection clearance.
- Vehicle-specific training and a practical demonstration.
- Separate towing and trailer competence when applicable.

Maintain the approved-driver list in RAM. Record both approvals, permitted vehicles, restrictions, and renewal or expiry dates. Limit access to people who need this information for their duties. The driver must report any loss, expiry, or restriction immediately.

These controls apply to owned, rented, and personal vehicles used for RISE. Check contracted carriers' authorization, vehicle suitability, and insurance before use.

Before a trip, check tires, lights, restraints, load security, and accessible boarding equipment. For a trailer, check rated capacity, hitch fit, hitch lock, safety chains, and electrical connections.

Do not use a vehicle or trailer with an unresolved safety defect. Keep occupants and loads within the vehicle's rated limits. Use the appropriate passenger and wheelchair restraints.

After a crash, protect people and call emergency services when needed. Notify the trip leader and Mike promptly. Record facts and complete the incident process in section 13.

11. Water safety, equipment, and stop authority

11.1 Personal flotation devices

Everyone on or in the water must wear a suitable personal flotation device (PFD). Before use, check its condition, size, fit, fastening, and suitability for the activity.

The program leader, assigned helpers, operator, and participant or caregiver share the readiness check. The operator must not start while a safety question remains unresolved.

11.2 Boats, tow activities, rescue, and weather

Only approved, qualified operators may drive RISE boats. Mike and the Program Director/Manager must both approve each boat operator. Record boat-operator approval in RAM, separately from road-driver approval. Record both approvals, the permitted boats and activities, including towing, and any restrictions. Check the operator's experience, applicable boating credential, and boat-specific competence. Mike assesses the practical demonstration for each boat and activity before approval, including towing where applicable. Record the assessment result in RAM.

The Program Director/Manager trains tow observers and records completed training in RAM. The Program Director/Manager assigns a trained tow observer before each towing activity. The boat operator confirms the observer's readiness before the activity starts. The observer must understand the signals, watch the participant, and communicate promptly with the driver. Do not assign an observer who cannot safely carry out those duties.

Use radios for shore-to-boat operational communication. Do not use phones for this purpose. Complete a two-way radio check between the boat and shore before each departure. Do not depart if the check fails. Restore two-way communication before departure. If radio contact fails on the water, end the activity and return safely to the designated landing point. Assign an additional onboard adult to monitor the radio during active towing. Keep the driver focused on boat operation and the tow observer focused on the participant. Outside active towing, the tow observer may handle radio communication only when participant observation is unaffected.

Mike and the Program Director/Manager jointly arrange qualified rescue training and develop the site rescue plan. The water program must have assigned rescue roles and suitable rescue equipment. Workers must know their own rescue limits. Do not enter a rescue situation beyond your training and capability.

The Program Director/Manager is responsible for monitoring forecasts and actual weather and water conditions before and during activity. The Program Director/Manager must assign a weather monitor. The monitor must not simultaneously drive a boat or supervise an activity. Anyone may call a safety stop. Stop when conditions are unsafe. Stop the affected activity when wind or water conditions prevent safe boat control, boarding, participant observation, or recovery. Only the Program Director/Manager may authorize a restart after a weather-related stop. Confirm safe conditions before restart. Obey venue closures and evacuation directions.

When thunder is heard or lightning is seen, stop outdoor activities and move everyone to safe shelter. Recall boats earlier when storms approach to allow time for boat return and accessible evacuation.

Use a substantial enclosed building or an enclosed, hard-topped metal vehicle with the windows closed for lightning shelter. Do not use tents, open pavilions, or boats as planned lightning shelters.

At check-in, the Program Director/Manager must confirm an accessible shelter arrangement for each participant without a vehicle on site. Use a suitable building with verified capacity or a suitable available vehicle. Include space for any necessary support person. Confirm access and the route to shelter.

Wait at least 30 minutes after the last thunder or visible lightning before considering a restart. Start the 30-minute wait again after each new thunder or lightning occurrence. The Program Director/Manager must check conditions and authorize restart. The end of the waiting period does not automatically authorize activity.

Use the site emergency plan for rescue, shelter, evacuation, and access by emergency responders.

11.3 Helmets

Everyone who participates in handcycling must wear a properly fitted cycling helmet.

RISE must also require a helmet for another activity when Move United directs it. The program leader must tell participants and workers before that activity starts.

The program leader must confirm that the cycling helmet fits before handcycling begins. An assigned trained fitter may do the physical fit check.

11.3.1 Measure around the head with a soft tape, about 1 inch above the eyebrows.

11.3.2 Match the measurement to the helmet size and manufacturer's size chart.

11.3.3 Try the helmet on. It must fit snugly without painful pressure points or excess space.

11.3.4 Ask the participant to move their head. The helmet must not move independently on the head.

11.3.5 Check movement in each direction. The skin should move with the helmet rather than the helmet sliding over it.

11.3.6 Adjust the side straps so the Y meets just below each ear, when that strap design applies.

11.3.7 Adjust the chin strap snugly. A wide-open mouth should pull the helmet down slightly, when that design applies.

11.3.8 Recheck fit and fastening before use.

Use the manufacturer's instructions for the helmet's specific design. Do not use the generic strap steps for an incompatible helmet design.

Do not use damaged or unsuitable helmets. Remove a helmet from use when its condition or fit is unsafe.

For a shunt, implant, unusual head shape, or another fitting concern, discuss suitable options with the participant. Use a suitable manufacturer-designed size or adaptive option. Get individualized advice from the participant's clinician when needed.

Do not change a medical device to make a helmet fit. Helmet changes or added padding can affect protection and the warranty. Do not make an unapproved change. Arrange a communication plan when hearing equipment affects helmet use.

11.4 Equipment inspection and return to service

Check equipment before use. Use the correct fit, fastening, capacity, and condition checks for the item. Record the program-day readiness result.

If equipment is unsafe, stop its use immediately. Identify or tag it. Isolate it from usable equipment. Record the defect and the person responsible for follow-up.

A qualified person must inspect or repair the item and document clearance. The Program Director or Program Manager must authorize its return after that clearance. A general program restart does not replace this authorization.

11.5 Stop and restart authority

A participant may decline an activity or physical help. A parent or guardian may act within their authority. An operator or program leader may refuse an unsafe activity.

Any volunteer, regardless of age, may stop their own task when they reasonably believe it is unsafe. Notify the program leader immediately. Keep the task stopped until an appropriate qualified leader reviews the concern.

Record an injury, incident, significant near miss, or unresolved hazard. A routine safety correction does not need a separate incident report.

The program leader may delay, change, suspend, or cancel an activity without Mike's prior approval. Missing trained coverage, an unavailable required AED, unsafe weather, or unusable equipment can require that action.

Keep an unresolved hazard's equipment, area, or activity unavailable. Assign corrective action. The person who corrects the problem must document the work.

The program leader must check the correction before closure or restart. Medical clearance, equipment clearance, and emergency-plan conditions still apply. No leader may override them for convenience.

12. Injury response and emergency readiness

12.1 People, kits, and AEDs

At least 1 adult with current cardiopulmonary resuscitation (CPR) and first-aid training must remain present throughout each program. Provide the further qualified coverage needed for the activity.

Mike and the Program Director/Manager jointly collect and check certificates, identify gaps, and arrange CPR and first-aid training. Record CPR and first-aid qualifications in RAM, including the provider, completion date, expiry date, and certificate evidence. The program leader must check current coverage before each program.

Each program must have a stocked first-aid kit. Water and outdoor programs must have an expanded kit suited to the activity. During water programs, keep first-aid kits on shore and aboard boats. Before each program, the program leader must confirm that first-aid kits are stocked. The Program Director/Manager arranges replacement of used or expired supplies.

RISE must provide its own automated external defibrillator (AED) at water and outdoor programs. During water programs, the AED is on land at the life jacket trailer. Before each program, the program leader must check AED readiness and access according to the manufacturer's instructions. Record the check in the pre-program checklist. Before indoor activity, confirm the venue AED's location and actual access. Do not start without required emergency coverage and equipment.

12.2 Site emergency action plans

For Meadowmere water programs, direct emergency responders first to the **Meadowmere Park entrance, 3000 Meadowmere Lane, Grapevine, TX**. The ambulance must remain at the park entrance; it cannot drive to the dock. A concrete walkway connects the entrance to the dock. Before each program, the Program Director/Manager must designate a person to meet responders at the park entrance and guide them to the dock. The program location is the [RISE dock: 32.987910, -97.117460](#).

Each regular program and site must have a written emergency action plan (EAP). It must state:

- The exact address and emergency medical services (EMS) access point.
- Who coordinates RISE's response.
- Who calls 911 and who meets and directs EMS.
- First-aid and AED locations and access.
- Emergency contact arrangements.
- Weather, shelter, and evacuation procedures.
- Water rescue roles and procedures where applicable.

The program leader must brief staff and volunteers before each program. Cover assigned duties, the weather monitor, the emergency responder guide, and first-aid kit and AED locations. Explain shelter arrangements, communications, relevant hazards, and emergency procedures. Record briefing completion in RAM's pre-program checklist. Brief staff and volunteers who arrive late before they begin duties.

The program leader oversees participant safety briefings. At arrival, explain who to ask for help, the right to stop, applicable PFD rules, and the participant's shelter arrangement.

Before each activity, the instructor or boat operator explains the signals, equipment, boarding or transfer arrangements, and emergency instructions. Include a parent or guardian for a minor. Include the participant's chosen support person when applicable. Use demonstrations and the participant's preferred communication method to check understanding. Do not assume that a participant can speak or use hand signals.

Record participant briefing completion in RAM. Complete both briefing steps before the participant begins the activity.

Mike and the Program Director/Manager jointly organize a discussion exercise and safe site walk-through before each water season. Practice the emergency plan annually at other regular sites. Repeat affected procedures after a major change or a significant problem in a drill or incident.

Practice these scenarios:

- Lightning: recall boats, account for everyone, and reach accessible shelter.
- Medical emergency: retrieve the AED, simulate the emergency call, and guide responders from the entrance.
- Lost radio contact: practice the assigned shore and boat responsibilities.

Use qualified supervision and a separate exercise safety plan for any in-water rescue practice. Do not use participants as simulated drowning victims. Do not call 911 for practice without advance coordination with the agency.

Record attendance, results, needed corrections, assigned owners, and due dates in RAM. Check completion of corrections and repeat unsuccessful steps.

12.3 Immediate response

Anyone on staff or volunteering may call 911 when they reasonably believe there is an emergency. Do not wait for permission.

The on-site program leader coordinates access for EMS, immediate site needs, participant and family communication, records, and notice to Mike.

Give care within your training. Do not delay emergency care for paperwork. Involve a minor's parent or guardian promptly without delaying EMS.

For an adult, contact the emergency contact when the person cannot communicate or a serious event makes it appropriate. Respect the adult's capacity and privacy.

12.4 Suspected concussion and return to participation

After a head impact or body jolt, stop participation if concussion is suspected. Do not attempt to diagnose its severity. Arrange assessment by a qualified healthcare provider.

Do not allow same-day return. Keep the participant out of sport until a healthcare provider clears return. Get written instructions for restrictions and a gradual return.

Call 911 for danger signs after an impact. These include a seizure, repeated vomiting, worsening headache, or difficulty waking. They also include increasing confusion, slurred speech, weakness, poor coordination, unequal pupils, or double vision.

The program leader must check the medical instructions before return. A parent, coach, or participant cannot override them. Stop again if symptoms recur and contact the healthcare provider.

For other injuries, stop the affected activity when evaluation is needed. Do not force an injured participant to continue. Get medical clearance when the injury or medical instructions require it.

12.5 Medication

The participant or caregiver handles routine medication. RISE workers must not provide routine medication administration.

Emergency help with epinephrine, a rescue inhaler, naloxone, or another medicine is limited to legally authorized, trained personnel. Use only the medicine-specific directions, consent, and clinical authority that apply to the situation. Call EMS when needed.

Document the action and response.

When a participant discloses a known emergency-medication need, prepare the designated trained adult for that person's emergency plan. Do not treat CPR certification alone as authority to administer every medicine.

13. Daily checks, waivers, and incident records

13.1 Opening and participant clearance

The Program Director, Program Manager, or Head Coach must personally complete a short, dated opening checklist in RAM. They may gather facts from others but must not delegate completion.

Check personnel clearance, CPR and first-aid coverage, kit, AED, EAP briefing, conditions, and equipment readiness. Do not mark an unmet condition as complete.

Before participation, confirm current registration and waiver status in RAM. Do not clear a participant until all applicable conditions are met.

13.2 Official waivers and media choices

Staff, participants, instructors, and volunteers must read, sign, and date a waiver at least annually. Use the current unmodified Move United waiver for RISE's insurance program.

Each waiver must have a printed name, signature, and date. A legal guardian or representative must sign for a person under 18. For an adult whose own signature is legally non-binding, get the authorized representative's signature. Disability alone does not establish that condition.

RISE collects electronic waiver signatures through RAM using the unchanged Move United waiver text. RAM saves the signed waiver, including the signer's name, signature, date, and waiver version. For children, record the guardian's name and signature and the child's legal name.

Use blue or black ink for paper signatures. If a signed waiver arrives by email or fax, get and keep the original signed document.

RAM records the waiver's status and the location of the accepted record. A registration status must not substitute for the signed waiver.

Media permission is separate and optional, as stated in section 8. Keep the official waiver text unchanged.

13.3 Incidents and near misses

Report injuries, accidents, sickness, assault, and other unexpected occurrences, even when no medical attention was needed. Also report significant near misses.

A significant near miss causes no injury but could have caused serious injury or revealed a safety problem needing correction. Routine minor corrections do not automatically need an incident report.

For Head Coach-led programs, the Head Coach must promptly send incident facts to the Program Director/Manager. Escalate serious matters immediately. The Program Director/Manager must complete the internal incident report within 24 hours. The handoff must not delay this deadline. Mike is responsible for required Move United and insurer submissions. If Mike is unavailable or has a conflict, Rob Ritter handles these submissions. If Rob is also unavailable or has a conflict, Rick Brauer handles them. The backup arrangement must not delay a required report. Serious matters need immediate escalation. Do not wait for that deadline to get help or report abuse.

Each witness must give their own account. Record known facts. Do not guess a diagnosis, blame, or cause.

Within 24 hours, submit the official Move United insurance incident report with the waiver and registration form. Use the [incident report form](#). Alternatively, email the report to **claimcentral@willistowerswatson.com**, copying **rsemke@moveunitedsport.org**.

Mike coordinates insurance follow-up and keeps submission evidence. This does not replace a witness's or worker's direct mandatory reporting duty.

Keep confidential narratives and attachments in restricted Google Drive records. RAM may show a case reference and operational follow-up status. Do not place allegations or medical narratives in ordinary rosters or shared program notes.

13.4 Closeout

The Program Director, Program Manager, or Head Coach must personally complete RAM closeout after every program day. Complete it even when there is nothing to report.

Record and route incidents, significant near misses, damaged equipment, and unresolved hazards. Assign each open safety issue for follow-up. A nothing-to-report choice does not close an earlier hazard.

14. Reports, privacy, and protection from retaliation

14.1 Emergency and external reports

Call **911** for immediate danger or a medical emergency.

Immediately report suspected child abuse or neglect to the appropriate authorities. For Texas child-protection reporting, contact the **Texas Abuse Hotline at 1-800-252-5400**. Report suspected child physical or sexual abuse to law enforcement and Move United as well.

Immediately report suspected abuse, neglect, or exploitation of an elderly person or an adult with a disability. Use the Texas Abuse Hotline for community cases. For regulated facilities or providers, report to the state agency responsible for that facility or service. The hotline can help identify the route; do not delay a required direct report.

For suspected abuse or neglect by a person responsible for a child's care, make the report to the Texas Department of Family and Protective Services. Do not rely only on an internal report or an assurance that someone else will report.

Use [Texas online reporting](#) only for nonurgent concerns that meet its intake conditions. An online report is not an emergency call.

Give required reporter identification to the receiving authority. Internal anonymity does not remove external identification or reporting duties.

No one at RISE may require permission, proof, or a credibility finding before a required report. A professional with a personal reporting duty must make that report. RISE requires immediate action rather than waiting for a statutory outer deadline.

14.2 Reports to RISE and Move United

Report protection concerns to Mike Peters or directly to Rob Ritter or Rick Brauer. Use an unconflicted person. A reporter may use the external routes without first contacting RISE.

Report suspected child abuse to Move United immediately. Promptly report sexual misconduct, emotional or physical misconduct, other prohibited conduct, and violations of the prevention rules to RISE and Move United.

Move United contact: **Ryan Semke**, rsemke@moveunitedsport.org, **240-268-5370**. The [Move United reporting page](#) provides a reporting route. Business-hours contacts do not replace emergency services.

State what happened, who may be at risk, the location, and any immediate protective action. Preserve relevant messages and records. Do not investigate first to decide whether a mandatory report is justified.

For an ordinary service complaint, contact the program leader, then Mike if unresolved. Contact the Board when the complaint concerns Mike. Abuse or safety concerns must not wait in that sequence.

14.3 Anonymity and confidentiality

RISE accepts anonymous internal reports. An anonymous report can limit investigation and follow-up. It may not satisfy a person's external reporting duty.

RISE protects privacy as far as reasonably possible. RISE cannot promise absolute confidentiality. Necessary disclosures may support safety, a fair investigation, law enforcement, Move United, or insurance duties.

Consider a Claimant's request for privacy or no investigation. Where possible, honor the request without endangering people. If it cannot be honored, explain the necessary disclosure or action when feasible.

A Claimant does not have to participate in an investigation. The victim is not required by this manual to report their own victimization.

14.4 Retaliation and false reports

Do not retaliate against a person for a good-faith report, support of another person, or participation in an investigation. This protection applies even if the allegation is not substantiated.

An unsubstantiated allegation is not an intentionally false report. Discipline for a false report needs evidence of intentional falsity.

15. Response, discipline, and appeals

15.1 Protective action and investigation

First protect people, preserve evidence, and make required external reports. Mike or an unconflicted Board authority assesses temporary restrictions.

Restrictions may include no contact, removal from participant contact, limited access, or suspension. Record the reason and scope. A protective restriction is not a finding of guilt.

An emergency suspension is not subject to the disciplinary appeal described below. It remains a protective measure pending resolution.

RISE must conduct a fair, impartial inquiry. Appoint an independent investigator when seriousness, complexity, or conflict warrants it. Do not interfere with law enforcement.

Give the Respondent notice of the allegations and a fair opportunity to respond, subject to legal and protective limits. For a minor Respondent, involve the parent or guardian.

Protect witness accounts and evidence. Apply employment procedures where relevant without displacing protection duties. Cooperate with Move United's investigation.

15.2 Decisions and sanctions

Mike decides discipline unless conflicted. An unconflicted Board authority decides when Mike cannot act.

Use proportionate, reasonable sanctions. Options include instruction, warnings, access limits, suspension, termination of a role, or exclusion. Mandatory disqualification still applies.

Give the Respondent a written decision. Send the investigation results and sanctions to Move United. Keep a restricted record of the decision and notices.

RISE may administratively close a matter when the alleged conduct does not violate an applicable policy. It may also close a previously resolved matter with no material new information. For unsupported allegations, closure requires that the reported Claimant denies misconduct and no corroborating evidence supports the allegation.

Record the closure reason. Reopen the matter when new evidence, allegations, or circumstances justify it. Closure does not cancel reporting or record-preservation duties.

15.3 Appeals

A Respondent may appeal disciplinary action in writing within **10 days of the written notice**. State the grounds and relevant supporting information.

Grounds are a procedural error, material new evidence previously unavailable, bias or conflict, an irrational decision, or a decision contrary to policy.

The Board President appoints an appropriate panel of uninvolved reviewers. If the President is conflicted, the unconflicted Board members appoint it. No investigator or original decision-maker may serve on or control that panel.

The panel may ask the parties and witnesses for more information. It may uphold, change, or overturn the decision. Give a written result to the Respondent and Move United.

The appeal result is final within RISE. It does not prevent a report, claim, or remedy through authorities, courts, an insurer, or Move United.

16. Confidential records and retention

16.1 Access and use

Keep confidential case files in restricted Google Drive storage. Give access only to people assigned to the case or a necessary protective duty. Exclude conflicted people.

Program leaders receive the safety or work information they need. They do not automatically receive the full case file. Keep raw screening reports and medical information separate from general clearance status.

Collect only the information needed for participation, support, safety, emergency response, and required administration. Do not collect an unrelated full medical history.

Use authorized devices. If an offline or printed copy is needed, limit its contents and protect it. Recover it after use. Handle it under the retention and hold rules.

16.2 Retention and holds

Keep records for the longest applicable retention period. The following minimums apply:

Record	Minimum retention
Ordinary injury, accident, and significant-near-miss records	7 years; longer when a law, claim, insurance condition, or hold requires it
Screening records	7 years after affiliation ends, or longer when law requires
Adult original signed waivers	At least 7 years
Minor original signed waivers	At least 7 years after the person turns 18
Scanned waiver copies	Indefinitely where practicable, with restricted access

Do not destroy abuse or investigation files under the ordinary incident rule. Do not assume that every record in RAM has the same retention period.

Suspend destruction for a pending or reasonably anticipated report, claim, investigation, litigation, audit, or legal preservation request. Preserve relevant originals, electronic records, messages, and backups.

Mike or an unconflicted Board authority controls the hold with legal advice where needed. No worker may release a hold alone. Before destruction, check the retention period, all holds, and written disposal authorization.

17. Governance, annual review, and publication

The Chairman and CEO owns this manual. Program leaders review the operational sections. The Board reviews the manual each May before membership renewal.

The Chairman and CEO must review the current Move United Member Handbook annually before membership renewal. Record the edition, review date, and required actions. Refer material policy changes to the Board for approval.

The Board approves material changes to protection, screening, supervision, reporting, care, discipline, appeals, eligibility, or major safety requirements. Mike may correct contacts, links, formatting, and other nonmaterial details.

Record each approved version, approval date, and effective date. Notify affected people of material changes and record their acknowledgments.

Publish the approved manual and reporting instructions. Keep earlier versions and approval records. Maintain current site emergency plans, qualifications, equipment procedures, and official forms separately.

Review incidents, near misses, monitoring findings, and complaints for needed improvements. Assign corrective work and check its completion.

RISE must maintain its membership obligations and required insurance. General liability coverage must be occurrence-based, with at least \$1 million per occurrence and \$2 million aggregate. It must not exclude participant or spectator coverage. Provide annual evidence naming Move United as an additional insured.

Keep membership dues, required status and annual-return information, leadership notices, and policy submissions current. Cooperate with Move United's protection inquiries and give required results and sanctions.

18. Reporting contacts and resources

Use this directory with sections 3, 13 and 14. No internal approval may delay a required external report. Official forms and completed records remain separate from this manual.

18.1 Emergency and Texas reporting

Immediate danger or medical emergency: Call 911.

Texas Abuse Hotline: 1-800-252-5400. Use the phone for urgent reports. Follow section 14.1 for the applicable reporting route.

Texas online reporting: Use only for nonurgent concerns that meet the portal's intake conditions. This portal does not replace an emergency call.

<https://www.txabusehotline.org/>

18.2 Move United reporting

Insurance incident report: Use the official form and submission instructions. Section 13.3 states the reporting deadline and required documents.

<https://moveunitedsport.org/membership/insurance/incident-report-form/>

Email submission: **claimcentral@willistowerswatson.com**. Copy **rsemke@moveunitedsport.org**.

Sport Protection reporting: Use this route for protection concerns and misconduct reports under section 14.2.

<https://moveunitedsport.org/membership/sport-protection/sport-protection-reporting/>

Move United contact: **Ryan Semke**
 Email: **rsemke@moveunitedsport.org**
 Phone: **240-268-5370**

Business-hours contacts do not replace emergency services or required reports to authorities.

18.3 RISE reporting contacts

Contact	Email or phone
Mike Peters, Chairman and CEO	mpeters@riseadaptivesports.org
Rob Ritter, Primary Board Protection Contact	rob@riseadaptivesports.org
Rick Brauer, Backup Board Protection Contact	rick@riseadaptivesports.org
RISE shared phone	972-292-8650

The shared phone is not a direct number for a Board Protection Contact. Only Rob accesses Rob's mailbox. Only Rick accesses Rick's mailbox. Use an unconflicted contact. You may report directly to either Board Protection Contact or the relevant external authority.

18.4 Abuse Prevention Systems training

Use sections 5.6–5.8 for course assignments, prerequisites and renewal requirements.

Sexual Abuse Awareness Training

<https://abusepreventionsystems.com/training-saat/>

Sexual Abuse Awareness Training for Vulnerable Adults Programs

<https://abusepreventionsystems.com/training-pva/>

Reporting Child Sexual Abuse

<https://abusepreventionsystems.com/training-rcsa/>

Peer-to-Peer Sexual Abuse Training

<https://abusepreventionsystems.com/training-ptp/>

Sexual Harassment Training: Staff Members

<https://abusepreventionsystems.com/training-ht-sm/>

Preventing Sexual Harassment: Creating an Environment of Respect

<https://abusepreventionsystems.com/training-psh/>

18.5 Meadowmere program location

Emergency access: Meadowmere Park entrance, **3000 Meadowmere Lane, Grapevine, TX**. Follow the responder access instructions in section 12.2.

RISE dock map:

<https://maps.app.goo.gl/XW3558o6uVCjy1Cb8>

Dock coordinates: **32.987910, -97.117460**.