



CODE OF CONDUCT

ARTICLE 1: Purpose

To create an environment in which the organization's purpose can be achieved, all members and employees must adhere to standards of conduct that support our core values. The purpose of the Rochester Rowing Club (RRC), per its Bylaws, is "(1) To grow the sport of competitive and recreational rowing in the state of Minnesota at the Junior and Adult levels; and (2) To encourage lifelong learning through reinforcing the values of perseverance, determination, fitness, cooperation, organization, time management and attention to detail. RRC accomplishes these purposes by developing the infrastructure needed for rowing in Rochester including: employing qualified coaches, both paid and volunteer; acquiring the necessary equipment; recruiting members; teaching athletes to row; and training, developing and supporting competitive teams for youth and adult age groups.

RRC's core values include: respect for others; cooperative effort; willingness to work to achieve the mission; desire to give back to the community; commitment to the safety of rowers and equipment; and love of the sport of rowing.

RRC's founding member, Phil Greipp's vision for a successful club includes the following:

- Break bread together
- Don't be afraid to try something new
- Remember it's all about the rowers
- Help one another

ARTICLE 2: General for All Non-Voting Members

All Rochester Rowing Club members and employees are expected to adhere to all organization regulations, rules, policies, and standards. Non-Voting members shall include athletes, parents / guardians, coaches, chaperones and volunteers. RRC non-voting members and employees shall also be held responsible by the Board of Directors for the conduct of their guests at RRC events and competitions. Accordingly, all RRC employees and members, and the guests of any organization members and employees shall:

- 2.1** Adhere to the RRC Bylaws and RRC Policy Manual
- 2.2** Behave with appropriate decorum and represent the RRC in a positive manner;
- 2.3** Treat others with respect and courtesy;
- 2.4** Comply with the directions given by coaches and officials at events;
- 2.5** Safeguard and properly use RRC equipment as directed by coaches, staff members, and Board of Directors authorized volunteers
- 2.6** Follow the “rule of three” having at least three people in a particular environment at all times, as outline by Safesport policy.

Acts of conduct which, in the opinion of the Board of Directors, are injurious or detrimental to the good order, welfare, best interests, or character of the RRC, or at variance with the requirements of the organization's policies will not be tolerated. Although it is not possible to list every type of prohibited conduct, examples of such misconduct include, but are not limited to, the following: physical or verbal (oral or written) abuse of a fellow member, an employee or a guest; discourteous and/or disrespectful treatment of coaches and staff; physical or verbal (oral or written) abuse of a member, employee or guest of other boat clubs or river organizations; discourteous and/or disrespectful treatment of other boaters, coaches, race officials and staff; damage to, destruction of, or misuse or theft of any property owned or used by the RRC, a fellow member, an employee or a guest; intentional falsification of the records including, but not limited to the payment of dues or fees; or defrauding, or attempting to defraud, the RRC.

ARTICLE 3: Athletes

Additionally, in order to give each Athlete the best possible experience, RRC has a minimum set of expectations, including:

- 3.1** Arrive in a timely manner for practices. Drop off should be no more than 15 minutes prior to the start of practice. Pick up is at the scheduled end of practice. Communicate to coaches or captain(s) if you will miss or be late for scheduled practice;
- 3.2** Listen to and follow the instructions of the coaches, captains or coxswains when handling the equipment. Should an athlete not exercise due diligence and care in the handling of equipment, as determined by the coaches, the athlete may be referred to Hearing Committee formed in accordance with this Code of Conduct, and the athlete may be dismissed from the RRC. In such cases of dismissal, the athlete's fees will NOT be refunded;
- 3.3** Comply with the uniform requirements, dress properly for the sport and the ever-changing weather;
- 3.4** Respond in a timely manner to communications from the Board of Directors and coaching staff;
- 3.5** Treat all coaches, staff, and volunteers with respect;

- 3.6** Do not leave or remove yourself from practice without approval from the coach and guardian.
- 3.7** Respect coaching decisions regarding boat/seat assignments;
- 3.8** Comply with directions of any chaperones who have been assigned oversight of junior athletes on trips;
- 3.9** Schedule appointments with coaches to discuss private or personal matters when Necessary.
- 3.10** Violations of this Code of Conduct may result in disciplinary actions, including removal from participation in any RRC sponsored events.

RRC strives to help each athlete to learn and enjoy the sport of rowing in a fun, safe, and organized way.

ARTICLE 4: Parents of Junior Rowers

Additionally, parents of Junior Rowers, and their guests, shall:

- 4.1** Not disturb coaches and athletes, including their athlete(s), during regattas and other competitions;
- 4.2** Respect the need for coaches and athletes to remain focused upon their competitive performance on the water, and the related tasks on land, during regattas and other competitions;
- 4.3** Contact the Board of Directors for questions or concerns about RRC;
- 4.4** Respect coaching decisions regarding the formulation of line-ups and boat/seat assignments, and understand that such decisions are not appropriate topics for discussion with coaches;
- 4.5** Wait 24 hours to approach the coach if there are any concerns with matters regarding coaching or regatta day decisions
- 4.7** Not interrupt practices;
- 4.8** Schedule appointments with coaches to discuss private or personal matters regarding your athlete(s).
- 4.9** Violations of this Code of Conduct may result in disciplinary actions, including removal from participation in any RRC sponsored events.

ARTICLE 5: Chaperones

Chaperones are appointed adults who are responsible for the junior athletes traveling with the team. Additionally, Chaperones shall:

- 5.1** Complete SafeSport Training and adhere to the training expectations;
- 5.2** Work cooperatively with other staff and volunteers;
- 5.3** Follow coaching staff instructions and decisions; be available and accessible to the coaching staff;

- 5.4 Model appropriate behaviors for athletes. For example: demonstrate respect, teamwork, good sportsmanship, and communicate in a professional manner;
- 5.5 Maintain a safe environment for all athletes and respond promptly and appropriately to any concerns about safety;
- 5.6 Encourage athletes to take responsibility for their own actions and decisions;
- 5.7 Ensure athletes feel included and valued regardless of their skill levels, background, and personal characteristics;
- 5.8 Report any violations of this Code of Conduct or other team policies to the coaching staff or designated authorities;
- 5.9 Violations of this Code of Conduct may result in disciplinary actions, including removal from participation in any RRC sponsored event;

ARTICLE 6: Coaches

Additionally, RRC coaches shall:

- 6.1 Consistently display high personal and professional standards and project a positive image of the sport and of coaching;
- 6.2 Ensure a safe training environment by being mindful of the safety of athletes under their direction at all times and adhere to the RRC Policy Manual and safety rules in force at training and competition sites;
- 6.3 Ensure that athletes are made aware of the details of the team selection process;
- 6.4 Abide by the rules of racing and practice good sportsmanship and actively encourage athletes to do so;
- 6.5 Consider the future health and well-being of athletes as paramount when making decisions regarding an injured athlete's ability to continue training or competing;
- 6.6 Direct comments or constructive criticism to focus on performance rather than the athlete personally;
- 6.7 Respect the confidentiality of an athlete's medical information and not disclose or discuss it with any person or entity other than the athlete, his or her health advisors, and coaching staff without the express consent of the athlete or their legal guardians;
- 6.8 In the case of junior athletes, communicate and cooperate with the parents/guardians of athletes and involve them in decisions pertinent to the athlete's development where appropriate to do so;
- 6.9 Consider the academic pressures placed on student athletes and conduct training and events in a manner that supports academic success.

ARTICLE 7: Board of Directors

Additionally, Members of the Board of Directors and Advisory Committees shall:

- 7.1 Uphold the law and refrain from discriminatory behavior;
- 7.2 Act on behalf of our members, rather than pursuing personal agendas;

- 7.3** Make decisions based on the merits of the issues;
- 7.4** Commit to ongoing Board of Directors development and to the learning of best practices for governing an organization;
- 7.5** Treat Board of Directors colleagues as professionals - with respect and consideration, valuing a diversity of views and opinions;
- 7.6** Create an environment for healthy discourse and candid conversations, and that exhibits respect for the opinions of others, but allows for the critiquing of ideas to formulate the best options for action by the Board of Directors;
- 7.7** Board of Directors members should discuss issues and concerns in person whenever possible, and should take responsibility for statements made;
- 7.8** Avoid personal attacks directed toward other Board of Directors members, individual members, or coaches, partners and collaborators; speak in moderate tones during Board of Directors discussions and avoid inappropriate or negative body language;
- 7.9** Demonstrate a unified front and support of the ultimate decisions made by the Board of Directors;
- 7.10** Not share confidential or proprietary information;
- 7.11** Exercise oversight of the performance of employees;
- 7.12** Read the Board of Directors agenda materials distributed in advance of the meeting, come prepared to participate, and refrain from conducting professional business or using electronic technology during meetings, unless the activity is relevant to the discussion;
- 7.13** Serve as ambassadors of the RRC's mission, policies, programs, and services to its different stakeholders;
- 7.14** Refrain from speaking as official spokesperson of RRC to the media, partners, members and policy-makers unless they have been designated as a spokesperson by the Board of Directors President.

ARTICLE 8: Acknowledgement

Each RRC member, including but not limited to, coach, athlete, parent/guardian, chaperone and program participant shall provide written acknowledgment that they have read and understood this Code of Conduct.

ARTICLE 9: Adjudication

As appropriate violations of the Code of Conduct should be provided by first a verbal warning, second written documentation and, if necessary, third escalation to the Board of Directors in accordance with this policy.

- 9.1** Reporting: Any member may report a suspected violation of this code to the Board of Directors President. Reports of violations shall be in writing, and may be conveyed by email. If the complaint is made to the Board of Directors President, it will be passed along to the Board of Directors for action or resolution.

9.2 Investigation: Upon receipt of a complaint or allegation, the Board of Directors President may assign the matter to a member of the Board of Directors to investigate, or the President may handle the matter. The investigation may consist of interviews and statements from the complainant and the subject of the complaint, along with a summary statement addressing any aggravating or mitigating factors present.

The results of the investigation shall be presented to a Hearing Committee that shall be formed by the Board of Directors President. The Hearing Committee shall consist of an odd number of currently serving Board of Directors. Notice of the disciplinary hearing shall be sent to the address of record via first class mail, and shall be postmarked at least fifteen (15) calendar days before the date of the hearing. Disciplinary decisions made by the Hearing Committee shall take effect no earlier than fifteen (15) calendar days after the date of the decision. Disciplinary hearings are ad hoc committee meetings that are not meetings of the entire Board of Directors.

For offenses that are terminable with cause, the accused member shall have the right to be present at the Hearing Committee's meeting to receive the results of the investigation of the matter. The accused shall have the right to present a written statement in their defense. No oral argument shall be allowed.

9.3 Resolution. The following are examples of resolutions that may be handed down for Code of Conduct violations, requiring a majority vote of the Hearing Committee designated by the President of the Board of Directors:

9.3.1 Written Apology to the offended parties and Written Admonishment by the Board of Directors President;

9.3.2 Written Admonishment by the Board of Directors President and Temporary Suspension from RRC without refund of Membership Dues and Program Fees. The duration of the suspension will be set by the Board of Directors.

9.3.3 Expulsion from RRC. Expulsion is appropriate for any third-time offenders or for any offenses deemed by the Hearing Committee to be serious and counter to the mission of RRC. The member will be expelled without refund of their Membership Dues and Program Fees and banned from RRC indefinitely.

9.3.4 Restitution for any damages or injuries will be required for any violation that incurs them.

9.4 Appeal. A decision may be appealed by the subject. Appeals must be made in writing and addressed to the Board of Directors President. Appeals may be sent via email to the Board of Directors President, or by regular mail to the RRC address of record. Appeals should be emailed/postmarked within thirty (30) days of the Hearing Committee's decision. Appeals shall be considered by the entire Board of Directors, or a quorum of the Board of Directors as defined by the bylaws.

Appeals must set forth the basis for the appeal, and the appellant must provide any facts and/or evidence that he/she wishes the Board of Directors to consider. The Board of Directors will deliberate privately on the issues presented at the next Board of Directors meeting scheduled after receiving the appeal. After deliberation, the Board of Directors will vote to sustain the original decision, levy a lesser penalty, or dismiss the matter.



**Acknowledgement of Rochester Rowing Club
CODE OF CONDUCT**

By signing below, I acknowledge that I have read and understood the Code of Conduct and agree to abide by its principles.

Athlete Printed Name: _____

Athlete Signature: _____

Date: _____

Parent / Guardian 1 Printed Name: _____

Parent / Guardian 1 Signature: _____

Date: _____

Parent / Guardian 2 Printed Name: _____

Parent / Guardian 2 Signature: _____

Date: _____