



**COVENTRY LAKE WATER SKI CLUB
COVENTRY, CONNECTICUT**

**CODE OF CONDUCT
DISCIPLINARY PROCEDURES
APPEALS AND GRIEVANCE PROCEDURES
FOR MEMBERS**

EFFECTIVE October 2006

Membership in the Coventry Lake Water Ski Club (CLWSC) is a privilege that is granted by the CLWSC Board of Directors (BoD). Membership in the Club is subject to all of the rules and regulations set forth by the BoD and the Club By-Laws. I pledge to uphold the spirit of this Code of Conduct, which offers a general guide to my conduct as a member of the CLWSC. I recognize that this Code cannot establish a complete set of rules, which prescribes every aspect of appropriate behavior. I further recognize that I may be required to abide by the provisions of other authorities (example: USA Water Ski, Town, State and Federal laws), in which case the stricter provisions shall apply. By signing this document, I agree to abide by this Code of Conduct and the Appeals and Grievance Procedures, which will be used to resolve any alleged violations. I further acknowledge that the Code of Conduct and the Appeals and Grievance Procedures apply immediately upon my membership in the Club and they shall remain in force for as long as I am a member of the Club. I have familiarized myself with the Code, and understand that acceptance of its provisions as written (in unaltered form) is a condition of my membership in the Club.

As a Member of the Coventry Lake Water Ski Club, I pledge to:

- Act in a manner consistent with the spirit of fair play and responsible conduct;
- Avoid criminal behavior and acts including the mischievous damaging and vandalizing of personal, private, and public facilities or property on and away from the venue.
- Refrain from exhibiting drunkenness and from using recreational drugs;
- Refrain from conduct detracting from my ability or that of the other Club members to attain peak performance;
- (This provision applies to Club Members under the age of 21) Refrain from the use or possession of alcoholic beverages or drugs while in the custody of the Club or their designee, or while traveling to/from Club-sponsored events. NOTE: Parents may not take "responsibility in absentia" for Club members under the age of 21;
- Refrain from purchasing or providing alcoholic beverages to persons under the age of 21, while at or traveling to/from Club-sponsored events, including all hours between scheduled event activities;
- Refrain from loaning my identification credentials to underage members;
- Respect the property of others, whether personal or public;
- Respect the members of the Club, other teams, clubs, spectators and officials, and engage in no form of verbal, physical or sexual harassment or abuse;
- Use my best efforts to assist other members of my Club, the division coordinators(s), team coaches and team staff members in achieving the goals and objectives of the Club;
- Follow my individual Sport Discipline Team rules, including by way of example: those specified in the Code of Conduct, attendance at Team meetings or functions as may be specified in writing or by the Division Coordinator, Team Coach, Team Staff Member or their designee;
- Act in a way that will bring respect and honor to my Club, USA Water Ski, the sport and myself and remember that I am an ambassador for my sport.

INAPPROPRIATE BEHAVIOR DEFINED

The following are the CLWSC definitions of inappropriate behavior:

- Racist Behavior: Behavior in which an individual makes remarks, either written or verbal, or exhibits actions which are derogatory in nature on the basis of race.
- Sexist Behavior: Behavior in which an individual makes remarks, either written or verbal, or exhibits actions which are derogatory in nature on the basis of sex.
- Sexual Harassment: Behavior in which an individual makes remarks, either written or verbal, or exhibits actions which can be construed as unwanted sexual advances.
- Public Drunkenness: Appearing to be intoxicated.
- Recreational Drugs: Those drugs which are illegal and are commonly used to attain a euphoric state or heightened sense of awareness.
- Criminal behavior: Behavior which is against the law.
- Verbal abuse: Words which are commonly considered inappropriate in the course of normal conversation (Swearing, inappropriate yelling, taunting, teasing, etc.)
- Physical abuse: Actions which are commonly considered inappropriate in the course of normal relations (Hitting, pushing, kicking, bumping, punching, etc.)

In consideration of the above, the following list illustrates conduct which is inconsistent with CLWSC values, and the responsibilities associated with being affiliated with the Club. This list does not establish a complete set of rules prescribing every aspect of inappropriate behavior, and is intended to illustrate a sampling of unacceptable behaviors, their relative level of severity, examples of possible penalties/repercussions of such behavior, and the specific individuals or organization with authority to impose said penalties.

LEVEL 1 INFRACTIONS

- Verbally abusive, disrespectful, offensive, racist or sexist behavior.
- Being late or absent from an official event activity (camp, seminar, meeting, competition) without giving prior notice to the division coordinator, show producer, or coach.
- Unsportsmanlike conduct.
- Public disturbance or nuisance.

Authority and Penalties/Repercussions: THE CLWSC BoD, Division Coordinator, Show Producer, or Coach.

- Verbal or written reprimand.
- Performance of specified task(s), such as formal written and/or oral apology or restitution.
- Denial of the privilege to participate in any or all remaining team activity(s) at the event.

LEVEL 2 INFRACTIONS

- Second offense of Level 1 Infraction □ Drunkenness [if 21 or over].
- Fighting.
- Sexual harassment.
- Pranks, jokes, or other activities, which endanger the safety of others.

Authority and Penalties/Repercussions: THE CLWSC BoD, Division Coordinator, Show Producer, or Coach.

- Any of the penalties described under Level 1 infractions.

Authority and Penalties/Repercussions: Following majority vote of the CLWSC BoD.

- Revoking of Club-supplied items.
- Probation for one (1) year.
- Suspension from CLWSC for one (1) year.

ZERO TOLERANCE INFRACTIONS

- Second offense of Level 2 Infraction.
- Using recreational drugs.
- Vandalizing public or private property.
- Theft of property.
- Breaking the law.
- Purchasing, possessing or drinking alcoholic beverages during Club activities, if under 21 years old.
- Drunkenness at an official competition, event or activity.
- Purchasing or providing alcoholic beverages to persons under the age of 21 years.

Authority and Penalties/Repercussions: THE CLWSC BoD, Division Coordinator, Show Producer, or Coach.

- Prevented from competing or participating in an official competition, event or activity.
- If infraction occurs before departure, privileges to travel with the Club and participate in an official competition, event or activity may be revoked.

Authority and Penalties/Repercussions: Following majority vote of the CLWSC BoD.

- Any of items described under Level 2 Infractions.
- Revoking of Club-supplied items.
- Expulsion from the Club.
- Probation for two (2) years.
- Suspension from all CLWSC activities for two (2) years.
- Any other penalty that may be deemed appropriate for the particular violation.

NOTE: All of the above penalties/repercussions are examples. The actual penalty/repercussion may take any form designated by the appropriate authority, so long as it fits the specified infraction(s) and is not demeaning or harassing in nature.

Section I: Disciplinary Procedures for Use with the Code of Conduct

1) Introduction - These procedures will be followed when a member of the Club is accused of a violation of the Code of Conduct. These procedures are a component of the Code of Conduct and are established to ensure a fair, equitable, independent hearing, appeal and grievance procedures.

2) Filing a Complaint – Any member of the Club, (the “Complainant”) may file a Complaint with the CLWSC Board of Directors (the BoD) relating to any dispute arising under the Code of Conduct. A Complaint must:

- a) be submitted in writing or by electronic transmission (facsimile or e-mail) to the CLWSC Board of Directors b) be signed [electronic signature is acceptable];
- c) include a concise statement of the alleged grounds of noncompliance, breach of the Code of Conduct or nature of the dispute and the actions taken by the Complainant as of the submission date.

3) Processing the Complaint – Upon receipt of the Complaint, the President of the BoD will:

- a) begin an investigation of the Complaint;
- b) send the Complainant a notice acknowledging receipt of the Complaint and a copy of these Grievance Procedures;
- c) send to the individual(s) whose conduct is the subject of the Complaint (“the Adverse Party”) a notice of the filing of the Complaint, an invitation to respond in writing to the Complaint, and a copy of these Grievance Procedures.
- d) notify the Division Coordinator and/or Show Director of the Complaint and supply each with a copy of the Complaint.

4) Investigation of the Complaint – The Complainant, the Adverse Party and other persons having information related to the subject matter of the Complaint shall be available in connection with the President’s investigation and shall cooperate in the collection of all relevant documents and the conduct of interviews. Failure of any party to cooperate may be commented upon in any hearing and may be grounds for further action against that member.

5) Resolution of the Complaint – Following the investigation, the BoD can elect to allow the Division Coordinator/Show Director to attempt to resolve the dispute to the satisfaction of the parties. Any agreed upon resolution must include the written acknowledgement by the parties of that resolution. It is understood that when a Complaint is filed during an official activity, the Division Coordinator/Show Director or Team Coach or their designee shall have (upon consultation with the BoD if readily available) sole and absolute authority to evaluate the Complaint and impose those penalties deemed appropriate so long as remedies/penalties are within their level of authority. The agreed upon resolution along with the written acknowledgment shall be sent by the Division Coordinator/Show Director, or Coach or their designee to the BoD for approval.

Decision and Penalties – Coordinator/Show Director, or Coach or their designee may impose any one or more of the penalties indicated in the Code of Conduct. The decision of the Division Coordinator/Show Director, or Coach or their designee shall be binding on all parties. The decision of the Division Coordinator/Show Director, or Coach or their designee shall be reviewed and approved by the BoD. If the Division Coordinator/Show Director or Coach or their designee is unable to resolve the dispute, the matter shall be immediately referred to the BoD for imposition of penalties. Decisions of the BoD must be by majority vote.

Complaints against Division Coordinators/Show Director or member of the BoD–If a complaint is lodged against a Division Coordinator/Show Director or a member of the BoD, that individual will immediately recuse themselves from the investigation and resolution process. If a complaint is lodged against a Division Coordinator/Show Director, the complaint will automatically default to the BoD for resolution.

Appeals –Appeals of the decision may be made through the Appeals and/or Grievance procedures outlined in the following Section II - ENTITLED: Appeals and Grievance Procedures.

Section II: Appeals and Grievance Procedures

A. The CLWSC Code of Conduct and Grievance Procedures apply when the event is an event sanctioned or approved by CLWSC.

B. After a decision has been rendered by the Division Coordinator/Show Director or Coach or their designee, and if the athlete disagrees with the decision of the Sports Discipline, the decision may be appealed to the BoD at any time within a period of thirty (30) days of the decision having been communicated to the athlete by the Division Coordinator/Show Director, or Coach or their designee, by the athlete providing written notice to the BoD of the decision being appealed together with his reasons for appealing the decision. Upon receipt and validation of the Appeal and/or Grievance by the BoD, the Appeal and/or Grievance shall be handled according to the CLWSC Bylaws, and in accordance with the Standards of Conduct. The appeal will be directed to the Club President who will validate the appeal. The President will call a meeting of the BoD within two (2) weeks of receipt of the appeal. The BoD will make the decision to support or modify the decision of the Coordinator/Show Director, or Coach or their designee. A written decision will be sent to both the Coordinator/Show Director or Coach or their designee, as well as the members affected.

C. Any decision of the BoD made pursuant to the Code of Conduct, which is not designated a “Zero Tolerance” infraction, may be appealed to the Club membership for Appeals and/or Grievance procedures. After a decision has been rendered by the BoD, and if the member disagrees with the decision of the BoD, the decision may be appealed through the President of the Club to the Club membership within a period of thirty (30) days of the decision having been communicated to the member by the BoD. The President will arrange for a general meeting of the Club within thirty (30) days of receipt of the written appeal. At this meeting, the specific charges against the member will be communicated, as well as the final decision having been handed down. The member requesting the appeal will have the opportunity to air the his/her dissatisfaction with the decision and the reason it should be modified, and the members of the BoD will each have a chance to air their reasons for issuing their decision. At the conclusion of the discussion, the Club membership will cast a paper-ballot vote on whether to modify the decision handed down. A majority vote is required for affirmation to change or modify the decision. If the membership votes to change or modify the decision, the BoD will meet to discuss and render a modified decision. This decision will be communicated to the member within two (2) weeks of the decision by the BoD. During the period of time that the appeals process is on-going, any decision originally handed down to the member will remain in effect.

D. The decision of the Board of Directors shall be binding upon all of the parties and is not subject to further appeal, unless permitted by section “C” above. The decision shall be binding on all of the CLWSC members and divisions.

E. General – All notices, reports and decisions under these Appeals and/or Grievance Procedures shall be in writing and delivered in

person, by registered or certified mail or other form of delivery, creating a record of receipt.

PARTICIPANT’S AFFIRMATION

I have read, understand and accept this Code of Conduct Disciplinary Procedures and the Appeals and/or Grievance Procedures document. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being named and remaining a member of the CLWSC.

Member’s Affirmation:

_____	_____	_____
Printed Name	Signature	Date
(to be resigned each succeeding year of membership)	_____	_____
	Signature	Date
	_____	_____
	Signature	Date
	_____	_____
	Signature	Date
	_____	_____
	Signature	Date
	_____	_____
	Signature	Date
	_____	_____
	Signature	Date
	_____	_____
	Signature	Date

Parent/Legal Guardian’s Affirmation (if member is under 18):

_____	_____	_____
Printed Name	Relationship	Date
(to be resigned each succeeding year of membership)	_____	_____
	Relationship	Date
	_____	_____
	Relationship	Date
	_____	_____
	Relationship	Date
	_____	_____
	Relationship	Date
	_____	_____
	Relationship	Date
	_____	_____
	Relationship	Date