

UTICA ROADRUNNERS CODE OF CONDUCT

At all times, Members of the Utica Roadrunners (Club) shall behave in accordance with the Club Code of Conduct, while participating in Club workouts, races, activities, volunteer positions, and all other group social and public events or forums in which they are representing the Club, tagging or associating with the Club, or wearing Club branded apparel.

Members shall:

- Conduct themselves in a manner that will ensure a welcoming and comfortable environment.
- Always show respect for one another and opponents by encouraging fair and equal competition.
- Never make unwanted verbal, sexual, or physical contact with others.
- Refrain from using negative, abusive, offensive, or derogatory language in competitive or social environments, including online or written communications and across social media.
- Respect the diversity and identities of other members and opponents, including, but not limited to, age, religion, ethnic background, gender and sexual orientation.
- Behave in a manner that is safe and never put themselves or others at risk.

Members are responsible to ensure that this Code of Conduct is followed and are expected to report any inappropriate actions or behaviors, in writing, to a Club officer, and all reports will be dealt with following approved procedures (found below).

Membership may be terminated, either by resignation of a member or by a 2/3 vote of the Club Board of Directors, for violations of this Code of Conduct without full or partial reimbursement of membership dues.

Procedures for Reporting Violations of this Code of Conduct

I. Reporting

- A. Any current member of the Club in good standing may report any other member of the club for violations of this code of conduct.
- B. To complete this report, use the template found at the end of this document ([or separately on the website](#)), and provide any supporting details (including screenshots, photos etc.).
- C. The report and all details will be sent, either physically or electronically, to the Board President.
 1. If the report is about the Board President, it may be sent to any other officer of the Board.
- D. The report and details will be shared with the UR Board of Directors
 1. The report will remain confidential to the Board Members.
 2. The person making the report is not to further discuss the matter with other persons after it has been sent in.
 3. In either of the above cases, relaying or providing any of this information publicly will constitute a violation of the Code of Conduct.
- E. The Board President (or officer receiving the report) will determine the type of violation that this appears to fall under (see Types of Violations)

II. Types of Violations

A. Minor violation

1. Conduct that inadvertently or unintentionally causes offense, discomfort, or harm to others

B. Major violation

1. Conduct that knowingly shows disrespect, creates an unwelcoming atmosphere, is unsafe, or is fraudulent

C. Illegal, Harassing, or Dangerous behavior

1. Conduct that breaks any known laws, local, state, or federal, specifically including any kind of physical contact.
2. If the violation appears to fall under this type, the person being reported will be restricted from attending any social or training events during the review process, and will be required to have a Board appointed chaperone while attending any formal races.
3. This type of violation will require consultation with external legal or social work experts in the area as a key part of the review process.

III. Review

- A. Within 2 weeks of receiving the report, the Board of Directors will convene an ad-hoc workgroup of 3 Board Members who have no conflicts of interest with either the person(s) alleged to have violated the Code of Conduct or the person(s) reporting the violation.
 1. If there are not 3 Board Members with no conflicts of interest, former Board members, others who serve regularly as directors/committee chairs, and consistent club volunteers may be tapped for this.
- B. The following steps (C-F) will happen in order. At **any point** during steps C-F, the ad-hoc workgroup may decide by consensus that the behavior would **not** constitute a breach of the Code of Conduct, if so, they would write up why they made this decision, and provide that write-up to the reporting party and Board. If the reporting party wishes to appeal, that procedure is below.
- C. The workgroup will read the complaint and examine any available supporting information and determine if the reported behavior would be a breach of the Code of Conduct if it occurred. If a Type C violation may have occurred, they will consult with appropriate branches of law enforcement and/or social work.
- D. The workgroup will interview the person(s) who reported the violation to make sure all details are understood and to collect information. This person may provide the names of others who can corroborate the violation.
- E. The workgroup will interview the person(s) being reported. They will provide the content of the complaint and the name of the person who submitted it. The person being reported may provide the names of others who can dispute the content of the claim. This person will be asked to maintain confidentiality during the review process, and relaying or providing any of this information publicly, including the name of the person who made the complaint, will constitute a violation of the Code of Conduct.
- F. The workgroup may interview the people named during steps D-E. If they choose to interview others, they must interview those named from both sides.
- G. The above review process will occur within 4 weeks of the workgroup convening.
- H. If the workgroup decides by consensus that a violation has occurred, they will write up their reasoning as well as the type of the violation that occurred, the Board of Directors will be notified and have a chance to review the decision prior to the next Board meeting. With a $\frac{2}{3}$ vote of the Board to accept the decision, steps will be taken as outlined under Consequences.

- I. If the workgroup cannot come to a consensus either way, all of the information collected by the workgroup will go to the full Board of Directors at a special, closed meeting, and a $\frac{2}{3}$ vote will determine if the complaint is dismissed or if a violation has occurred, and if so, what type. If a violation is determined, steps will be taken as outlined under Consequences. The minutes of this meeting will be recorded by the Board secretary, but only be provided to the reporting party and the person named in the complaint. A vote by the full Board of Directors cannot be appealed.

IV. Consequences

- A. The person who was deemed to have violated the Code of Conduct will be notified within 2 days of the Board vote to accept the decision, and the write-up from the workgroup or minutes of the special meeting may be requested by this person.
- B. If this person chooses to appeal, they should follow the steps listed under Appeal.
- C. The following consequences are suggested for most violations. However, the workgroup or the Board as a whole may choose more specific consequences relating to the type of behavior exhibited including but not limited to: disqualifications from specific events/races, disqualifications from awards, removal from a specific club position, loss of specific club privileges.
 1. Any violation recommended by a workgroup will be included in the write-up, including the time period that the consequence will be valid for.
- D. Minor violation (Type A)
 1. First offense within a 365 day period
 - a) The person is given a warning that specifies the behavior that was against the Code of Conduct. The warning should be provided in writing by a Board officer, and included in the minutes of the next Board meeting.
 2. Second offense within a 365 day period
 - a) The person will be provided with the details of the behavior that is unacceptable, and is banned from all UR activities for a period of 30 days. This should be provided in writing by a Board officer, and included in the minutes of the next Board meeting.
 3. Third offense within a 365 day period
 - a) The person will lose their membership privileges with no refund of dues, and will not be able to rejoin for a 12 month period
- E. Major violation (Type B)
 1. First offense (no time limit)
 - a) The person is given a warning that specifies the behavior that was against the Code of Conduct. The warning should be provided in writing by a Board officer, and included in the minutes of the next Board meeting.
 2. Second offense (no time limit)
 - a) The person will be provided with the details of the behavior that is unacceptable, and is banned from all UR activities for a period of 30 days. This should be provided in writing by a Board officer, and included in the minutes of the next Board meeting.
 3. Third offense (no time limit)
 - a) The person will lost their membership privileges with no refund of dues, and will not be able to rejoin for a 12 month period
 4. Any offense after returning from a required membership suspension will result in being permanently banned from UR membership and events.

- F. Illegal, Harassing, or Dangerous behavior
 - 1. Someone found to be engaging in this type of behavior will be permanently banned from UR membership and events and the incident shall be referred to local law enforcement.
- G. Consequences will always be fully written out as a motion in Board Meeting Minutes and voted on with a $\frac{2}{3}$ vote of Board members present (with quorum met) needed for the consequences to be enacted.

V. Appeal

- A. Only a decision by a 3-person workgroup can be appealed. Any decision made by $\frac{2}{3}$ vote of the Board of Directors is binding.
- B. A written appeal must be submitted to the Board of Directors within a week of receiving the workgroup's decision.
- C. The appeal, as well as all information collected by the workgroup will go to the full Board of Directors at a special, closed meeting, and a $\frac{2}{3}$ vote will determine one of the following courses of action
 - 1. Dismissal of the complaint
 - 2. Consequences for the person being reported
 - 3. A new ad-hoc workgroup to be convened, this time consisting entirely of non-Board members.
 - a) This option is only available for the first time a complaint is appealed. The second time, the Board will choose either option 1 or 2 by majority vote.
 - b) This work group will repeat the review process from the beginning being provided only with the original complaint information.

Utica Roadrunners Code of Conduct Reporting Form

Please email this form and all associated evidence to the current Utica Roadrunners President or a relevant officer as noted in the procedure above.

Date:

Person filling out this form:

Person who is being reported in this form:

Which specific aspects of the Code of Conduct were violated:

In what way was the person being reported representing the Utica Roadrunners club at the time of violation:

What specific evidence, including but not limited to personal conversation with the person being reported, personal conversations with others affected (be specific with names and details), effects on you as the reporter, screenshots of social media postings, etc., can you provide that shows the violations (attachments may be included):