



# **Nashville Rowing Club** **CODE OF CONDUCT**



*Approved on June 3rd, 2015*

## **ARTICLE I** ***Vision***

**1.1** To create an environment in which the organization's mission can be achieved, all members and employees must adhere to standards of conduct that support our core values. The mission of the Nashville Rowing Club (NRC), per its Charter, is to "operate exclusively to foster national or international amateur sports competition and to operate primarily to conduct national or international competition in sports or to support and develop amateur athletes for national or international competition in such sports." The NRC accomplishes this mission by developing the infrastructure needed for rowing in Nashville, acquiring the necessary equipment, recruiting members, teaching athletes to row, and training, developing and supporting competitive teams for youth and adult age groups. The NRC'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.

## **ARTICLE II** ***General for All Members***

**2.1** All Nashville Rowing members and employees are expected to adhere to all organization regulations, rules, policies, and standards. NRC members and employees shall also be held responsible by the Board for the conduct of their guests at NRC events and competitions. Accordingly, all NRC employees and members, and the guests of any organization members and employees shall:

**2.1.1** Adhere to the NRC Policy Manual;

**2.1.2** Behave with appropriate decorum and represent the NRC in a positive manner;

**2.1.3** Treat others with respect and courtesy;

**2.1.4** Comply with the directions given by coaches and officials at events;

**2.1.5** Safeguard and properly use NRC equipment as directed by coaches, staff members, and Board-authorized volunteers; and,

**2.1.6** Comply with all NRC regulations, rules, policies, and standards.

Acts of conduct which, in the opinion of the Board, are injurious or detrimental to the good order, welfare, best interests, or character of the NRC, 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 NRC, 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 NRC.

### ***ARTICLE III*** ***Athletes***

**3.1** Additionally, all athletes (Masters and Juniors) shall:

**3.1.1** Adhere to the NRC Policy Manual;

**3.1.2** Arrive in a timely manner for practices, training sessions, and competitions;

**3.1.3** Listen to and follow the instructions of the coaches 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 a Hearing Committee formed in accordance with this Code of Conduct, and the athlete may be dismissed from the NRC. In such cases of dismissal, the athlete's fees will NOT be refunded.

- 3.1.4** Comply with the uniform requirements established by the Board and the Executive Director;
- 3.1.5** Respond in a timely manner to communications from Board Officers, the Executive Director, and the Coaching Staff;
- 3.1.6** Treat all coaches, staff, and volunteers with respect (orally and in writing);
- 3.1.7** Respect coaching decisions regarding boat/seat assignments;
- 3.1.8** Comply with directions of any chaperones who have been assigned oversight of junior athletes on trips;
- 3.1.9** Schedule appointments with coaches to discuss private or personal matters when necessary.

## ***ARTICLE IV***

### ***Parents of Junior Rowers***

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- 4.1** Additionally, parents of Junior Rowers, and their guests, shall:
  - 4.1.1** Adhere to the Nashville Rowing Policy Manual;
  - 4.1.2** Not disturb coaches and athletes, including their athlete(s), during regattas and other competitions;
  - 4.1.3** 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;
  - 4.1.4** Use the Parent Liaison and Advisory Board for questions about the program and the sport, and the NRC Board of Directors for questions or concerns about the Club;
  - 4.1.5** 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;
  - 4.1.6** Not interrupt practices while they are being run;
  - 4.1.7** Schedule appointments with coaches to discuss private or personal matters regarding your athlete(s).

## **ARTICLE V**

### **Coaches**

**5.1** Additionally, NRC coaches shall:

**5.1.1** Consistently display high personal and professional standards and project a positive image of the sport and of coaching;

**5.1.2** Ensure a safe training environment by being mindful of the safety of athletes under their direction at all times and adhere to the NRC Policy Manual and safety rules in force at training and competition sites;

**5.1.3** Ensure that athletes are made aware of the details of the team selection process;

**5.1.4** Abide by the rules of racing and practice good sportsmanship and actively encourage athletes to do so;

**5.1.5** 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;

**5.1.6** Direct comments or constructive criticism to focus on performance rather than the athlete personally;

**5.1.7** 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;

**5.1.8** 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;

**5.1.9** Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.

## **ARTICLE VI**

### **Board**

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

- 6.1.1** Adhere to the NRC Policy Manual;
- 6.1.2** Uphold the law, refrain from discriminatory behavior, and follow the organization's bylaws and policies;
- 6.1.3** Act on behalf of our members, rather than pursuing personal agendas;
- 6.1.4** Make decisions based on the merits of the issues;
- 6.1.5** Commit to ongoing Board development and to the learning of best practices for governing an association;
- 6.1.6** Treat Board colleagues as professionals - with respect and consideration, valuing a diversity of views and opinions;
- 6.1.7** 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;
- 6.1.8** Board members should discuss issues and concerns in person whenever possible, and should take responsibility for statements made;
- 6.1.9** Avoid personal attacks directed toward other Board members, individual club members, or coaches, partners and collaborators; speak in moderate tones during Board discussions and avoid inappropriate or negative body language;
- 6.1.10** Demonstrate a unified front and support of the ultimate decisions made by the Board;
- 6.1.11** Not share confidential or proprietary information;
- 6.1.12** Exercise oversight of the performance of organization employees through the Executive Director, and give guidance through the President of the Board. Support and respect the role of the Executive Director and the coaching staff. If made aware of concerns pertaining to staff, Board members should convey such concerns to the Executive Director;
- 6.1.13** Read the Board 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;

**6.1.14** Serve as ambassadors of the NRC's mission, policies, programs, and services to its different stakeholders;

**6.1.15** Refrain from speaking as official spokespersons of the club to the media, partners and policy-makers unless they have been designated as a spokesperson by the President and Executive Director.

## ***ARTICLE VII*** ***Acknowledgement***

**7.1** Each club member, coach, athlete, and program participant (to include the parents of junior athletes) shall provide written acknowledgement that they have read and understood this Code of Conduct.

## ***ARTICLE VIII*** ***Adjudication***

**8.1** Non-compliance with the Standards of Conduct will not be tolerated, and shall be addressed by the Board of Directors in accordance with this policy.

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

**8.1.2 Investigation.** Upon receipt of a complaint or allegation, the Board President may assign the matter to a member of the Board 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 President of the NRC Board. The Hearing Committee shall consist of an odd number of currently serving Directors or members of the Board of Governors. Notice of the disciplinary hearing shall be sent to the address of record via first class mail, and shall be post-marked 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 NRC 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.

**8.1.3 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:

**8.1.3.a** Written Apology to the offended parties and Written Admonishment by the Board President;

**8.1.3.b** Written Admonishment by the Board President and Temporary Suspension from the Club without refund of Membership Dues and Program Fees. The duration of the suspension will be set by the Board;

**8.1.3.c** Expulsion from Nashville Rowing. 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 the Club. The member will be expelled without refund of their Membership Dues and Program Fees and banned from the Club indefinitely. Expulsion of any member will follow all Tennessee State Law Code Annotated § 48-56-302.

**8.1.3.d** Restitution for any damages or injuries will be required for any violation that incurs them.

**8.1.4 Appeal.** A decision may be appealed by the subject. Appeals must be made in writing and addressed to the Board President. Appeals may be sent via email to the NRC Board President, or by regular mail to the NRC 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 NRC Board, or a quorum of the NRC Board 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 to consider. The Board will deliberate privately on the issues presented at the next Board meeting scheduled after receiving the appeal. After deliberation, the Board will vote to sustain the original decision, levy a lesser penalty, or dismiss the matter.