

Potomac Valley Track Club

Code of Ethics

Potomac Valley Track Club's ("Club") Code of Ethics is intended to serve as a guide to all the members of the club when acting as a member or on behalf of the Club. This document is designed to anticipate and accommodate, by precedent and principles, ethical challenges that may arise.

The Club is committed to ethical practices as part of fulfilling its mission of serving the track and running communities of the greater Washington DC metro area. The level of public trust Club members seek, as we serve the public good, means we have taken on a special obligation to operate ethically.

The reputation of our Club and our members depends upon the ethical conduct of everyone affiliated with the Club. Each of us must set an example for each other by our pursuit of excellence with powerful standards of performance, professionalism, and ethical conduct.

Expectations of all Club members

1. Respect and promote the rights of all participants.
2. Treat all officials, meet/race participants & volunteers, spectators, club leaders fairly, with no consideration of gender, race, place of origin, athletic potential, political affiliations, color, sexual orientation, religion, age or any other conditions.
3. Interact with others in a respectful manner that enables all to maintain their dignity and build mutual support among fellow coaches, officials, athletes, family members, and spectators.
4. Promote the athlete's development as a whole person.
5. Promote the club's mission, vision and value statements.
6. Display honesty and integrity in relations with others.
7. Act in a manner that reflects positively on the Club.

Expectations of all Club Officers and Board Members

Board members and officers should:

1. Strive at all times to serve the best interests of the Club as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the Club, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the *governing* documents of the Club.
4. Provide opportunities for Club members to comment on decisions facing the Club.

5. Perform their duties without bias for or against any individual or groups.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Club.
7. Conduct open, fair and well-publicized elections. Work to ensure the board represents the diversity of club membership including all segments of the community the Club serves.
8. Always speak with one voice, supporting all duly adopted board decisions *even* if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Board members and officers should not:
 - (a) Reveal confidential information provided by contractors or share information with those bidding for Club contracts unless specifically authorized by the officers or board.
 - (b) Make unauthorized promises to a contractor or bidder.
 - (c) Advocate or support any action or activity that violates a law or regulatory requirement.
 - (d) Use their positions or decision-making authority for personal gain or to seek advantage over another Club member.
 - (e) Spend unauthorized Club funds for their own personal use or benefit.
 - (f) Accept any gifts-directly or indirectly-from businesses, contractors or suppliers who do business with the Club.
 - (g) Misrepresent known facts in any issue involving Club business.
 - (h) Divulge personal information about any Club member or employee that was obtained in the performance of board duties.
 - (i) Make personal attacks on Club teammates, and other track & field officials..
 - (j) Harass, threaten, bully or attempt through any means to control or instill fear in any member, employee or contractor.
 - (k) Reveal to any member or other third party the discussions, decisions and comments made at a meeting of the board properly closed or held in executive session as published by Club leadership.
 - (l) Engage in inappropriate or offensive behavior.

Recruiting

Club members are enthusiastic about their track club and are expected to discuss the advantages of the Club with non-aligned athletes. Club members will not engage in aggressive recruiting.

Benefits of membership in the Club offered to non-aligned athletes will be the same benefits available to all current Club members, and no offer will be made to incentivize athletes to change clubs.

Disciplinary Procedures

In joining the Club, members agree to fully comply with this Code of Conduct in general and specifically with those articles pertaining to their particular role in the club. Disciplinary matters will be dealt with by the elected officers of the club in the first instance and, and if necessary, subsequently by a board-appointed Disciplinary Committee. Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or any breach of club rules.

Rights of Club Members

Every Club member has the following rights:

- The right to expect fair and consistent treatment;
- The right to adequate notice from the Club;
- The right to appeal an unfavorable decision within 30 days;
- The right to representation; and
- No member will be expelled for the first breach of the Club's Code of Ethics, except in cases of "gross misconduct."¹ However, all disciplinary actions taken by the club will be placed on file for reference at a future date.

¹ In this policy, "gross misconduct" is defined as a USOC Safesport violation.

Appendix A

Potomac Valley Track Club Code of Conduct Notice of Agreement

As a member of Potomac Valley Track Club, I acknowledge reading and understanding the Club's Code of Ethics, and I agree to:

- Maintain a courteous and professional demeanor at all times acting as a member of the Club.
- Maintain a full commitment to the principles and standards of the Club as a condition of volunteering and representing this organization.
- Use best practices in all communications to participants and volunteers including social media and in person.
- Respect the values, standards, procedures and system of Potomac Valley Track Club that contribute to the success of each event.

NOTE: This language will be added to the membership form.