

Staff/Volunteer Code of Conduct Template

CHAPTER NAME requires that participants conduct themselves in a safe and respectful manner to help maintain a fun and comfortable environment throughout the program/event.

The Code of Conduct is intended to help provide a positive experience for all and applies to the duration of EVENT NAME OR DATES. All event participants including athletes, staff, instructors, coaches and volunteers must read and adhere to the Code of Conduct.

All participants must:

- Treat each other with respect and consideration. All forms of harassment are prohibited. Harassment is any conduct where a person feels it interferes with work and learning, *or* creates an offensive environment. This includes but is not limited to the following: obscene gestures, physical contact, use of profanity, display or circulation of written materials or pictures derogatory to gender, race, color, religion, creed, sexual orientation, national origin, ancestry, age, disability, political beliefs, appearance or ethnicity.
- Not physically, verbally, sexually, mentally, abuse or neglect anyone. Abuse or neglect of any type will not be tolerated and is cause for immediate dismissal.
- Be in control of your own body and equipment throughout activity. It is your responsibility to stop or avoid people or objects and obey posted signs and warnings for closed areas.
- Report any practice or situation that endangers the health, safety, or well-being of yourself, employees, contractors, volunteers, sponsors and program participants. You have an ethical responsibility to inform one of the following people: CHAPTER EVENT MANAGER and CHAPTER EXECUTIVE DIRECTOR
- Not be under the influence of any substance that impairs their ability to participate in activities, including but not limited to LIST TYPES OF ACTIVITIES
- Not smoke or use tobacco products of any type, including e-cigarettes at program/event activities, including but not limited to LIST TYPES OF ACTIVITIES
- Not use or possess alcohol if under the age of 21.
- Keep personal effects including valuables and medications secured. CHAPTER NAME is not responsible for any personal effects.
Keep all event areas neat and clean and be respectful of other people's property.

All staff and volunteers must:

- Conduct programming or activity with at least a 2:1 staff/volunteer to participant ratio.
- Act in a positive and professional manner throughout entire activity. Staff and volunteers should encourage, motivate, and provide positive feedback for participants to help improve their skills.
- Prioritize the participants in all aspects of the program and event. Participants should have priority with equipment and any needs; if all participants are involved and activities, staff and volunteers may join in using any leftover equipment.
- Have a means to communicate with emergency medical crew or CHAPTER NAME staff in case of an emergency (i.e. radio, cell-phone)

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If you observe anyone not following the Code of Conduct, please let CHAPTER NAME staff or event staff know.

Failure to comply with the expectations and requirements established in this document may result in participant being sent home from EVENT NAME OR ACTIVITY. All travel costs associated with being sent home will be the participant's responsibility (i.e. airfare, airport transfers, etc.)

Participant Signature

Signature

Date

Parent/Legal Guardian Signature *(For participants under 18 or legally dependent)*

Printed Name

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Printed Name

Date