



AWCC Code of Conduct

ARTICLE I Sportsmanship

AWCC athletes, coaches, parents/guardians, and spectators (collectively “team members”), are required to conduct themselves in a positive manner at all times. They shall demonstrate and uphold high standards of good sportsmanship in their relations with other teams, their own team, and other club members at all times. Anyone who becomes a team member of AWCC agrees to read and abide by the AWCC Code of Conduct in compliance with US Rowing SafeSport Policy.

Section 2. Athletes’ Code of Conduct

1. Come to practice prepared for physical activity and current weather conditions.
2. Be on time for practices, meetings, regattas and all other crew functions.
3. Give your very best effort. Work hard to improve your skills; your goal should be to get stronger and faster every day.
4. Be a team athlete. There are no “stars” on the crew team; each boat succeeds or fails together. Respect and support your teammates at all times.
5. Learn the rules and follow them at all times. Abide by the safety policies of the United States Coast Guard, US Rowing, SRAA, MSRA, AWCC and TRC and always adhere to instruction and discipline from any coach or official.
6. Respect coaches, teammates, parents/guardians, volunteers, opponents and officials.
7. Treat equipment carefully and use as properly instructed. All crew equipment is very expensive and everyone is responsible for every piece used. If you find a problem with any of the equipment, notify your coach immediately.
8. Keep your uniform clean and in good repair.
9. Practice is NOT optional. Plan your schedule around practice times and try to limit excuses to emergencies only.

Absence must be approved in advance by your coach whenever possible. In case of emergency, communicate with your coach immediately by cell phone or email if you will miss practice. Failure to do so may result in disciplinary action up to and including not competing in the next regatta. Notify the coach as soon as possible in advance of any planned absence (as in family vacations, weddings, doctor’s appointments, etc.). The coach may request a note from parents or doctor to confirm an absence.

Examples of excused absence are:

- Sickness – if you stayed home sick from school, don’t come to practice
- Doctor’s appointment – if you can’t schedule any other time
- Funerals/weddings
- Family vacation
- Educational or Academic school event
- Work conflict outside regular practice time. Work schedules during crew season should be adjusted around regular practice times and regattas.



Examples of unexcused absence from practice may include, but are not limited to:

- Regular work schedule – discuss your schedule with your employer and plan accordingly
- Personal care (hair, nail, tanning, etc.) appointments
- Other school/non-school sports
- No show
- Missing training due to undocumented health issues may count as unexcused even if rower is present at practice. Extended health problems resulting in missed training may result in loss of seat in boat.

The consequences of unexcused absences are possible loss of seat, denied participation at regattas or physical discipline (running extra laps, longer erg sessions, pushups, etc.) at the discretion of the coaches.

10. Regatta availability is NOT optional. If you will be unavailable, for any reason, you must discuss with your coach immediately upon notice of your unavailability. Rowers are not guaranteed a seat in the boat – you must earn the right to row at regattas.
11. Do not possess or use narcotics, alcoholic beverages, illegal drugs, anyone else's prescription drugs, controlled substances, tobacco products, dangerous weapons or instruments.
12. No fighting, threatening, bullying, cheating, horseplay, vandalism, hazing, dishonesty or misrepresentation of the facts, stealing or violation of the rights of others.
13. No use of obscene language or gestures.
14. Represent your team with pride. On or off the water, your actions reflect on the rest of your team. Be proud of your accomplishments and gracious to your opponent, win or lose. Wherever you are, carry yourself with a strength and humility of a winner and know you wouldn't be there without a great team.
15. Maintain academic eligibility per the AWHHS Athletic Code of Conduct.
16. Adhere to all rules, regulations and policies of AWCC as well as local, state and federal laws.

Section 3. Coaches' Code of Conduct

1. Follow the rules and regulations of the United States Coast Guard, US Rowing Association, Scholastic Rowing Association of America, Midwest Scholastic Rowing Association and any associated organizations to ensure that their philosophy objectives are demonstrated.
2. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the race.
3. Be a positive role model to your athletes; display emotional maturity and always be alert to the physical safety of the athletes.
4. Be an effective communicator; be generous with your praise when it is deserved; be consistent, honest, fair and just; do not criticize athletes publicly; do not yell at athletes.
5. Adjust to the personal circumstances and needs of the athletes; be a good listener; never verbally or physically abuse an athlete or official; give all athletes the opportunity to improve their skills, gain confidence and develop self-esteem.



6. Organize practices that are fun and challenging for your athletes. Familiarize yourself with the rules, techniques and strategies of rowing and coxing; encourage all of your athletes to be team athletes.
7. Maintain an open line of communication with your athletes and parents/guardians. Share and explain the goals and objectives of the team.
8. Be concerned with the overall development of your athletes. It is more important to be a good citizen than a great athlete. Stress good health habits and clean living.
9. Promote the purpose of AWCC per the AWCC Bylaws.

Section 4. Board Members' Code of Conduct

1. Follow the rules and regulations of the US Rowing Association, Scholastic Rowing Association of America, Midwest Scholastic Rowing Association and any associated organizations to ensure that their philosophy objectives are demonstrated.
2. Support programs that train and educate athletes, coaches, parents/guardians, officials and volunteers.
3. Promote and publicize our programs; seek financial support to achieve AWCC short- and long-term goals, when possible and appropriate.
4. Communicate with parents by holding parent/athlete orientation meetings as well as by being available to answer questions and address problems throughout the season.
5. Work to provide programs that encompass fairness to the participant and promote fair play and sportsmanship.
6. Recruit volunteers, including coaches, who can serve as quality role models to the athletes.
7. Encourage coaches and officials to attend US Rowing clinics and education opportunities; support the necessity of that training to maintain Club growth.
8. Read and be familiar with the contents of the US Rowing Guide and Rule books.
9. Develop other Members to advance to positions within the AWCC Board.

Section 5. Parents'/Guardians' Code of Conduct

1. Don't force your children to participate in sports; but support their desire to play their chosen sport.
2. Encourage your child to play by the rules.
3. Don't embarrass your child by yelling at him/her, other athletes, coaches, volunteers or officials.
4. Show a positive attitude toward the races and all of their participants.
5. Emphasize skill development and practice.
6. Know the rules of rowing and support event officials; you will be helping development and support of the sport.
7. Recognize the importance and impact of the coaches.
8. Participate in Committees and Executive Board Roles. Attend monthly parents' meetings and actively participate



Section 6. Spectators' Code of Conduct

1. Display good sportsmanship.
2. Help provide a safe and fun environment by being a respectful spectator.
3. Do not taunt or disturb other fans; enjoy the races together.
4. Support the referees and coaches.
5. Be responsible for your own safety.
6. Respect boathouses and the private areas for athletes, coaches and officials.

ARTICLE II Disciplinary Proceedings

Section 1. Conduct

The conduct of Student Members will be largely governed by the current official rules of athletes as published by AWHs, US Rowing, SRAA, MSRA or as modified by the rules of any league or associate in which the AWCC participates. Any team member whose conduct is prejudicial to, or tends to injure the good names of AWHs or AWCC, disturb their well-being, hamper their function, or otherwise elicit discredit on AWHs or AWCC may be brought before the Conduct Board.

Section 2. Misconduct

1. Any athlete, coach, board member, parent/guardian, spectator or other person subject to the supervision and control of AWCC, including family members of all the aforementioned persons associated with AWCC, who is alleged to be in violation of the Sportsmanship Rule of the Code of Conduct may be investigated by the Conduct Board. The Conduct Board, upon its investigation of alleged violations of the Sportsmanship Rule of the Code of Conduct, will have the authority to take action against the individual(s) involved as prescribed by the following policy established by the Executive Committee. Suspension or termination, for any reason, does not entitle a member to a refund of club dues.
2. Minor infractions and first offenses by athletes will be handled at the discretion of the Head Coach and may result in mild disciplinary actions including, but not limited to, extra erg time or running.
3. In instances of serious safety hazards or extreme or repeated misconduct, the Head Coach has the responsibility to escalate an issue directly to the Conduct Board.

Section 3. Conduct Board

Authority and Organization

(a)The Conduct Board is convened under the authority of US Rowing and the AWCC Bylaws. The Conduct Board is not a legal proceeding. It is an administrative process, the sole purpose of which is to enforce the good citizenship goals of AWHs, US Rowing, SRAA and MSRA and the AWCC goals for safety and development of athletes.



Composition and Selection

(b) The Compliance Committee randomly selects and approves members of the Conduct Board for each reported incident. The Conduct Board will normally be chaired by the Compliance Committee Chairperson and composed of three (3) to five (5) AWCC Adult Members in good standing, the exact number being determined by the severity of the alleged conduct. During the random selection process, the Compliance Committee Chairperson must ensure that all Conduct Board members are not personally involved in the action under review to prevent undue influence or conflict of interest and ensure fairness and impartiality.

(c) If, for any reason, the position of Compliance Committee Chairperson is not filled, an alternative individual shall be designated by the Executive Committee.

Section 4. Reporting Procedures

1. Incident Report

The incident report is the official means of communication to the Head Coach and Executive Committee of an incident (on or off water) by an athlete, coach, parent/guardian, family member, or other party that may require further action or consideration by the AWCC Conduct Board. AWCC encourages the reporting party or complainant to use the incident report form available from the Head Coach, but oral reports shall be considered official complaints as well.

Any person who believes he or she has witnessed a violation of the AWCC Code of Conduct by a team member of AWCC, to include family members of all persons associated with AWCC, or any person with knowledge or belief of misconduct should report the alleged acts no later than fourteen (14) calendar days from the date of the incident to an appropriate AWCC official designated by this policy.

Nothing in this policy shall prevent any person from reporting harassment or violence to local law enforcement authorities.

2. In the Team

The Head Coach is the person responsible for receiving oral or written incident reports at the team level. Any AWCC team member who receives an incident report shall inform a member of the Executive Committee and/or Head Coach immediately.

Upon receipt of a report, the Head Coach must notify the AWCC Executive Committee immediately, without screening or investigating the report. The Head Coach may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Head Coach to the Executive Committee. If the report was given verbally, the Head Coach shall personally reduce it to written form within twenty-four (24) hours and forward it to the Executive Committee.



Failure to forward any incident report or verbal complaint alleging violation of the AWCC Code of Conduct violation as provided herein will result in disciplinary action against the Head Coach. If the complaint involves the Head Coach, the complaint shall be made or filed directly with the President or any Executive Committee Member by the reporting party or complainant.

3. In the Club

The Executive Committee hereby designates the Compliance Committee Chairperson to receive incident reports or verbal complaints alleging violation of the AWCC Code of Conduct at the club level. If the complaint involves the Compliance Committee Chairperson, the complaint shall be filed directly with the AWCC President.

AWCC shall conspicuously post the name and contact information of the Compliance Committee Chairperson and AWCC President on the AWCC webpage and at the TRC boathouse.

4. Submission of a good faith complaint or report will not affect the complainant's or reporter's future athletic participation.
5. Use of formal reporting forms is not mandatory.
6. AWCC will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with AWCC's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Section 5. Investigation and Determination

1. When an alleged violation of the AWCC Code of Conduct is brought to the attention of the Executive Committee through the filing of an incident report or other means, the Compliance Committee Chairperson shall convene a Conduct Board within seven (7) calendar days of receipt of the initial notification. In the event of a serious allegation, including, but not limited to any form of assault, the accused will be suspended immediately pending investigation and determination by the Conduct Board, which will be convened within twenty-four (24) hours of receiving notice of the incident. Every effort will be made to convene a Conduct Board as soon as possible after any incident.
2. The investigation will be completed as soon as practicable. The Conduct Board will review all pertinent written statements and may request additional information be presented by individuals who are knowledgeable of the alleged incident or circumstances giving rise to the complaint. It is preferred that the involved individuals are present; however, it is not mandatory, if sufficient information is available to make an informed determination.
3. In determining whether the alleged conduct constitutes a violation of this policy, the Conduct Board shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.



4. At the conclusion of the investigation, the Conduct Board shall determine and document the following:
 - The full spectrum of events and actions associated with the incident in question
 - If warranted, the disciplinary actions or sanctions to be imposed against the individual(s) involved in the incident
 - Any procedural recommendations which can be used to mitigate future potential or similar incidents
 - Lessons learned which are to be communicated to the coaching staff and team members.
5. Meeting minutes will be taken at each Conduct Board and approved by those Conduct Board members in attendance. At a minimum, the minutes should include the date, team members present, others present, and a summary of the determinations as identified above.
6. The AWCC Compliance Committee Chairperson shall make a written report to the President upon completion of the investigation. If the complaint involves the AWCC President, the report shall be filed directly with the Executive Committee. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Section 6. Disciplinary Action

(a) A wide range of disciplinary actions or sanctions are available to the Conduct Board. These include, but are not limited to, verbal reprimands, written reprimands, race suspensions, season suspensions, and (in extreme cases) termination of Membership in or discharge from employment by the AWCC, with the caveat that any and all

employment is at-will and can be terminated at any time. They should be fairly and consistently applied based upon the severity of the incident. Conduct Board determinations will be communicated to the offending individual(s) within twenty-four (24) hours by the Conduct Board Chairperson through verbal means. A written determination will also be sent within five (5) calendar days.

(b) If an AWCC athlete is involved in an incident, the Conduct Board will advise the athlete and the athlete's parents/guardians of the Conduct Board determination. In addition, the Conduct Board will send, within five (5) calendar days, written notification to the offending athlete(s) and parents/guardians. In some cases, the Conduct Board may request a follow-up meeting with the offending individual(s) and personally advise them of the basis of the Conduct Board determination.

(c) If the incident involves an athlete outside of the AWCC, written and verbal communication will be provided to the offender's organization. If the incident involves sanctions imposed under US Rowing, proper organization officials will be verbally advised and provided with a complete summary of the Conduct Board minutes. Students are expected to follow AWHs and AWCC Code of Conduct and exhibit appropriate behavior. Disciplinary actions or sanctions are effective as of the date prescribed in the Conduct Board minutes.



Section 7. Appeals Process

1. Following the determination by the Conduct Board, the affected individual(s) may request an appeal of the imposed disciplinary action(s)/sanction(s) to the AWCC Executive Committee. Any disciplinary action is subject to ONE review by the Executive Committee.
2. The individual(s) must notify the AWCC Executive Committee in writing that he/she requests an appeal. The Executive Committee is required to honor that request within fourteen (14) calendar days of receipt of the appeal request.
3. During the appeal process, all previously imposed disciplinary actions or sanctions shall remain in effect.
4. Individual(s) requesting an appeal will be offered an opportunity to present his/her version of the incident to the Executive Committee for its determination. Other individuals knowledgeable of the incident may also be requested by the Executive Committee to attend the appeal in order to provide additional information. The Executive Committee has the latitude to uphold or alter the Conduct Board's assigned actions/sanctions as it finds appropriate for the incident.
5. Administrative determination by the Executive Committee is final and cannot be appealed unless it falls under US Rowing Appeals Procedures.

ARTICLE III Executive Committee Action

Upon receipt of the Conduct Board report, the Executive Committee shall take appropriate action to enforce the decision. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination of membership or discharge from employment. AWCC action taken for violation of this policy will be consistent with requirements of applicable state and federal law and AWCC policies.

The result of AWCC's investigation of each complaint filed under these procedures will be reported in writing to the complainant by AWCC in accordance with state and federal law regarding data or records privacy.

A file containing all information regarding the incident, including the incident report, investigation, determination and action by the Executive Committee will be kept by the AWCC Secretary. The file will be retained for a time period of four (4) years if the incident involves an AWCC team member.

ARTICLE IV Reprisal

AWCC will discipline or take appropriate legal action against any team member, to include family members of all persons associated with AWCC, who retaliates against any person who reports alleged misconduct or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such misconduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.



ARTICLE V

Right to Alternative Complaint Procedures

These procedures do not, and are not intended to, deny the right of any individual to pursue other avenues of legal recourse.

ARTICLE VI Dissemination of Policy and Training

This policy shall be distributed to every Student Member and Coach and be posted on the team's website. AWCC will develop a method of discussing this policy with contractors, coaches, athletes, parents and volunteers; and it shall be reviewed at least annually for compliance with state and federal law.

This "AWCC Code of Conduct" was approved by the AWCC Executive Committee, February 8, 2015.