



PO Box 44 Homer, Alaska 99603

Program and Event Code of Conduct

Kachemak Nordic Ski Club fosters a respectful and inclusive environment on our ski trails and during our events. Kachemak Nordic Ski Club welcomes all to enjoy the delights of winter skiing in a safe, fun, and positive atmosphere.

PURPOSE:

Kachemak Nordic Ski Club (KNSC) is dedicated to promoting Nordic skiing in the Kachemak Bay area in a respectful and inclusive environment on our ski trails and during our events. Kachemak Nordic Ski Club welcomes all to enjoy the delights of winter skiing in a safe, fun, and positive atmosphere.

All participants in any KNSC program or event are expected to follow this Code of Conduct. Further, all KNSC board members, event and program coordinators, coaches, volunteers, and paid employees are required to adhere to the KNSC Volunteer Policies.

The following guidelines for personal conduct, while not all-inclusive, have been established to safeguard KNSC's culture of a positive, fun, safe, Nordic skiing environment. It is important for all participants to consider the intent of the KNSC program or event and its Code of Conduct when participating in such activities.

POLICY:

A. Code of Conduct

1. Participants will at all times conduct themselves with the integrity expected of an athlete and respect other program or event participants, volunteers or organizers, by projecting a positive and constructive attitude in person, print, social media, and electronic communications.
2. Participants will conform to all applicable local, state, and federal laws and regulations in addition to complying with any rules, regulations, and codes that may be established for events, programs, and/or KNSC activities.
3. Participants will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct.
4. Participants will refrain from conduct detracting from their own ability or other participant's ability to achieve their goals.

5. Participants will respect the property of others whether personal or public, and the property of KNSC.
6. Participants will not engage in any form of verbal, physical or sexual harassment or abuse.
7. Participants understand that in failing to adhere to the Code of Conduct, they may be subject to some or all of the sanctions following the Procedure for Violations of the KNSC Participant Code of Conduct.

PROCEDURE FOR VIOLATIONS OF THE KNSC CODE OF CONDUCT:

This Procedure is intended as a guide to assist coaches or program and event volunteers in responding to behaviors not adhering to the expected conduct and when participants are unable to work out their differences among themselves (in cases of bullying, harassment or discrimination) or when behaviors inhibit a fun, welcoming, and safe atmosphere. Participants who fail to adhere to the Code of Conduct may be subject to disciplinary action.

In an emergency call 911

- A. For violations of the Code of Conduct, these steps will be followed:
 1. Step 1 – Verbal Warning: The program or event coach/volunteer will discuss undesirable conduct with participant(s) and stress that this behavior will not be tolerated. Event volunteers, coach or coordinator will employ a problem solving approach with participant(s) in an effort to avoid a second violation.
 2. Step 2 – Suspension: If a verbal warning given under step one is ignored, then on a second violation the program or event coach/volunteer may excuse the offending participant from the event or program participation. The participant must attend a meeting with the program or event coach/volunteer before they are allowed to resume participating. If the problem cannot be resolved by this step the issue should be brought to the KNSC Board of Directors (BOD).
 3. If coaches, coordinators, or other volunteers observe a violation of the Code of Conduct they may decide to follow the steps above, or they may transfer the responsibility to the KNSC BOD.
- B. Documenting Violations
 1. Any participant witnessing, being subject to, or otherwise affected by violations to the Code of Conduct are encouraged to report the alleged incidents.
 2. Reports should be promptly written and directed through the following, as applicable: Coach; Program or Event Coordinator; KNSC BOD.
 3. Documenting violations of the Code of Conduct in writing can help inform an objective review.
 4. The report should include date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s). Write down the facts

and be clear about what is your personal knowledge and what others have told you. Do not include your own opinions.

5. If necessary, a meeting with the Coach and/or Program or Event Coordinator will be scheduled to review the report, which may result in disciplinary action according to the Procedure for Violations if such reports are substantiated.
6. If the matter is not resolved it may be forwarded to the KNSC BOD for further review and final decision.

C. Grievances

1. The grievance process exists to ensure that all disciplinary actions taken against KNSC program or event participants are fair and equitable.
2. Any participant or parent acting on behalf of a minor participant may file a grievance when necessary.
3. All grievances should be written and directed through the following, as applicable: Coach; Program or Event Coordinator; KNSC BOD.
4. Grievances will be heard regarding all matters pertaining to conduct in violation of the Code of Conduct.
5. When filing a grievance, put in writing: the date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
6. If necessary, a meeting with the Coach and/or Program or Event Coordinator will be scheduled. If the matter is not resolved it may be forwarded to the KNSC BOD for further review and final decision.