

United States Dragon Boat Federation  
Code of Conduct – Standards and Policy

## **Introduction**

The UNITED STATES DRAGON BOAT FEDERATION (USDBF) is the national organizing body, recognized by the INTERNATIONAL DRAGON BOAT FEDERATION (IDBF), for the sport of dragon boat racing in the United States. The USDBF Board of Directors has adopted this Code of Conduct (the “Code”) for the purpose of protecting the integrity and reputation of the sport and its participants.

The Code applies to all persons and organizations associated with the USDBF and its activities, including coaches, athletes, officials, volunteers, directors, officers, and administrators (hereinafter referred to as a “Party” or “Parties”). Individual regions and their member organizations (i.e., clubs and festivals) may also adopt this policy at their discretion.

## **Statement of Values**

All Parties are expected to conduct themselves in a manner that embodies integrity and respect at all times, both domestically and internationally. The personal conduct of all Parties shall be above reproach in regard to any activity that may reflect upon the USDBF. Any Party whose personal conduct directly reflects discredit upon the USDBF shall be subject to such action as deemed appropriate by the USDBF Board of Directors.

## **Code of Conduct and Ethical Standards**

### 1. General Overview

The following list sets out some, but not necessarily all, expected standards of conduct for all Parties. Thus, all Parties shall:

- a. Hold paramount the safety, health and welfare of all persons involved in USDBF activities.
- b. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the USDBF.
- c. Treat all persons fairly and with dignity and respect.
- d. Treat with respect and consideration all persons, without regard to characteristics such as race, color, national origin, religion, gender, age, marital status, disability, veteran status, citizenship status, sexual orientation or gender identity.
- e. Accept as a personal duty the responsibility to keep up to date on emerging issues involving the sport and to conduct themselves with competence, fairness, impartiality, efficiency, and effectiveness.
- f. Respect the structure and responsibilities of the USDBF Board of Directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Board.
- g. Conduct their actions with positive leadership exemplified by open communication, creativity, dedication, and compassion.

- h. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
- i. Respect and protect privileged information to which they have access in the course of their duties.
- j. Comply with all current standards involving performance enhancing substances.

## 2. Harassment and Discrimination

*The USDBF strictly prohibits and will not tolerate harassment or discrimination against any Party on the basis of race, color, religion, creed, national origin, ancestry, sex, gender, gender identity, sexual orientation, age, or disability. Harassment and other forms of discrimination are prohibited at all USDBF-related events, including but not limited to practices, competitions and festivals, regardless of whether such conduct is illegal under local law in the jurisdiction in which the conduct occurs. Any Party who is subject to harassment or discrimination, or witnesses such behavior, should report it using the complaint procedure below.*

“Harassment” includes any unwelcome physical, verbal or non-verbal conduct toward another person that creates an intimidating, hostile, humiliating or offensive environment, as viewed from the perspective of a reasonable person. An aggregation of less serious incidents can constitute harassment, even if one of the incidents considered on its own might not be harassment. Harassment can be physical, spoken or written, and in-person or through other means, such as email or social media. Prohibited conduct includes harassment that is: verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes); physical (for example, assault or inappropriate physical contact); visual (for example, displaying derogatory posters, cartoons, drawings, or making derogatory gestures); or online or by email (for example, derogatory statements or sexually suggestive postings).

### a. Sexual Harassment

All Parties are prohibited from engaging in sexual harassment. Sexual harassment means any harassment based on a person’s sex or gender. It may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender. While incidents of sexual harassment may involve a person in a position of authority above the person being harassed, individuals at any level can be found responsible for engaging in sexual harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of less serious incidents can constitute sexual harassment, even if one of the incidents considered on its own might not be harassing.

It includes harassment that is not sexual in nature (for example, offensive remarks about an individual’s sex or gender) as well as sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and that either:

- Is unwelcome, offensive, or creates a hostile environment; or
- Is sufficiently severe or intense such that a reasonable person would consider it abusive.

The USDBF specifically prohibits all parties from engaging in any of the following in connection with USDBF-related events:

- Engaging in unwelcome sexually suggestive physical contact or touching;

- Physical assault of a sexual nature or indecent exposure;
- Making unwelcome sexual or romantic advances toward any Party, including propositions, sexual flirtations, subtle pressure or requests for sexual activities;
- Sexually explicit or offensive epithets or jokes, whether written or oral;
- Verbal abuse of a sexual nature, including, but not limited to, inappropriate comments about a Party's physical appearance of a sexually-oriented nature, or inappropriate use of sexually explicit language in discussions or other forms of communication, including email, social media or other online forums;
- Displaying, storing, recording, reproducing, forwarding, transmitting or arranging to receive pornographic, sexually oriented or sexually suggestive images, objects, sound recordings, text, publications or materials at USDBF-related events, or using USDBF equipment, facilities or services, including but not limited to the USDBF's various internet and social media platforms, such as its website, Facebook page, and twitter account.

b. Retaliation

No Party shall engage in acts of retaliation, or threats of retaliation, against any individual who, in good faith, reports any suspected discrimination, harassment, or any other violation of this Code. USDBF strictly prohibits any kind of reprisal, intimidation or retaliation for good faith reporting of suspected violations of this Code, pursuing any claim, cooperating in related investigations, or otherwise opposing conduct in violation of this Code. Any Party who becomes aware of any instance or threat of retaliation in violation of this Code should report the incident using the complaint procedure below.

c. Discipline

Any Party who is found, as a result of an investigation, to have engaged in discrimination, harassment or retaliation in violation of this Code will be subject to disciplinary action, up to and including removal from USDBF teams or positions and permanent disqualification from participation in USDBF-related activities.

### 3. Coaches

In addition to the above standards, coaches involved with teams participating in USDBF activities shall be bound by the following additional standards of conduct.

a. Competence

Coaches will strive for excellence in their work. They will recognize their strengths, abilities and limits of their abilities. They will provide coaching only for those techniques they are qualified for by education, training or experience. If recognized professional standards do not exist in an area, the coach will be careful and protect the welfare of participants.

Coaches also will maintain knowledge of information and scientific research relevant to their work and keep up with new information.

b. Integrity

Coaches will seek to promote integrity in their work and be honest, fair, and respectful of others. In describing or reporting their qualifications, services, products, or fees, coaches will not make statements that are false, misleading, or

deceptive. To the extent feasible, coaches will attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches will strive to avoid improper and potentially harmful dual relationships.

c. Respect for Participants and Dignity

Coaches will respect the fundamental rights, dignity, and worth of all participants and will strive to be aware of cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, gender identity, disability, language, and socioeconomic status. Coaches will try to eliminate the effect on their duties of biases based on those factors, and will not knowingly participate in or condone unfair discriminatory practices.

d. Reporting Violations and Retaliation

- 1) Coaches are required to report any known or suspected violations of this Code, including any individual who engages in harassment or retaliation, or allows such behavior to occur. Coaches shall also report any ethics or integrity concerns.
- 2) Coaches are strictly prohibited from retaliating against any Party who reports, in good faith, a concern about known or suspected violations of the Code.

## **Complaints**

The following sets out policies and procedure for reporting allegations of violations of the Code and for how those allegations will be investigated and resolved.

1. Filing a Complaint

Any Party who is subject to behavior they believe violates this Code, has witnessed such behavior or otherwise has reason to believe that an individual has violated this Code should:

- Promptly complete the USDBF Complaint Form (Appendix A) in as much detail as possible; and
- email the completed form to the Chair of the USDBF Ethics Committee at [ethics@usdbf.org](mailto:ethics@usdbf.org); and
- reference any supporting documentation in your complaint and include it as an attachment when you submit your complaint.

2. Complaint Review

- Upon receipt of a complaint, the Ethics Committee Chair shall conduct a brief initial review, determine whether the complaint meets the established criteria for review, and may request additional information from the complainant. The Chair shall then schedule a meeting of the full Ethics Committee for review.
- In its review, the Committee may also seek additional information from the complainant and/or parties named in the complaint. The Committee may consider the refusal to provide such information when deciding how to proceed with the complaint.

- During the review process, the Ethics Committee shall not disclose any information to any non-involved party. The Committee may inform the USDBF Board of Directors only that a complaint has been filed and the general status / nature of the Committee’s review of the complaint.

3. Complaint Resolution

Upon completing its review of the complaint, the Ethics Committee shall send a written report to the Board of Directors. The report shall include a copy of the original complaint and the Committee’s recommendation(s) for resolution, which may include a recommendation for further, third-party investigation. The Board of Directors shall review the report and recommendation(s) and issue, in writing, a final decision on the matter. The complaining party and the responding party shall be provided with a relevant summary of the outcome of the investigation.

4. Request for Reconsideration

If either the complaining party or the responding party is not satisfied with the Board’s final decision, then that party may file a request for reconsideration by the Board by emailing the request to the Chair of the Ethics Committee at [ethics@usdbf.org](mailto:ethics@usdbf.org). That request must be filed within 30 calendar days after the Board sends its final decision to involved parties.

Upon receipt of a request for reconsideration, the Board shall schedule a meeting with the full Board and all relevant parties where the Board shall hear any new information that might cause the Board to reconsider its previous decision. At the close of that hearing, the Board shall decide whether to: (1) uphold its previous decision; (2) revise its previous decision; or (3) instruct the Ethics Committee to re-open its investigation into the complaint.

Signature page

By my signature below I certify that I have read and understand the contents of the document USDBF Code of Conduct, and agree to conform to its tenets at all times when representing the United States Dragon Boat Federation.

Name (please print) \_\_\_\_

Email

Date