

## NAIGC Code of Conduct

*Version 4.2 / Last Amended 1/30/2019*

### ***Article 1—Introduction and Purpose***

Part of the mission of the National Association of Intercollegiate Gymnastics Clubs (“NAIGC” or “the Organization”) is to support and encourage rewarding participation in collegiate and adult club gymnastics. **The pursuit of this mission depends, in part, on ensuring the safety of all members and preserving NAIGC’s professional standing and image both within and outside of the gymnastics community.** This mission is possible only through the actions of the NAIGC’s individual and club members, and therefore all individual and club **members are responsible for sustaining the ethical standards of the Organization and of the broader community in which it functions.**

**Membership and participation in NAIGC is a privilege and NAIGC makes the sole determination of the status of its members. The NAIGC may limit or revoke any individual’s or club’s membership or participation at any time for any reason.** The NAIGC makes membership and participation decisions on a case-by-case basis.

To ensure that all members understand their obligations, NAIGC adopts the following statement of ethical expectations—the NAIGC Code of Conduct (“Code”). This Code is not an all-inclusive set of rules that prescribe all appropriate and inappropriate conduct for NAIGC members in every aspect of their participation in collegiate and/or adult club gymnastics. Instead, along with some specific rules, **this Code also offers general principles and core values designed to help guide the conduct of all NAIGC members**, as well as employees, agents, partners, and sponsors of NAIGC. In that spirit, this Code should be construed in accordance with its purposes and not strictly limited to the text contained within.

### ***Article 2—Covered Individual***

1. Individuals covered by this policy, hereafter referred to as Covered Individuals, include but are not limited to:

- A. Any current or prospective NAIGC member (individual, coach, or club),
- B. Judges, vendors, sponsors, contractors, volunteers, spectators, non-member participants at NAIGC events,
- C. NAIGC Board members and advisors, or
- D. Any other NAIGC partner or affiliate

### ***Article 3—Expected Conduct***

1. Non-Exhaustive List of Proscribed Conduct: In any event in which NAIGC members participate—including but not limited to competitions that are formally sanctioned by NAIGC—**it is inconsistent with the privilege of membership and participation in NAIGC for any Covered Individual to:**

- A. **Fail to follow the safety guidelines** established by NAIGC or its designees, or otherwise knowingly subject themselves or another person to unreasonable physical or emotional risk;

- B. **Engage in abusive or unfair conduct**, especially attempting to injure, disable, or intentionally interfere with the participation of another person;
- C. **Discriminate** in the provision of resources or opportunities **to any other Covered Individual** on the basis of race, sex, creed, sexual orientation, gender identity, age, national origin, or mental or physical disability;
- D. **Attempt to intimidate, embarrass, or improperly influence any individual responsible for judging or administering the event or any sponsor or partner participating in the event;**
- E. **Act inconsistently with any NAIGC policy**, including the NAIGC Conflict of Interest Policy;
- F. Knowingly or recklessly (1) **publicly misrepresent the policies or actions of NAIGC** or its authorized representatives; (2) **publicly misrepresent NAIGC's image or reputation**, or otherwise cause NAIGC's image or reputation to be marred; (3) **publicly misrepresent one's own professional qualifications, education, experience, eligibility, or criminal record**; or (4) **publicly disseminate false or misleading information about another member or sponsor or partner**;
- G. **Refuse to fully and honestly cooperate with** or otherwise obstruct, in a material way, **any formal review or investigation** conducted by NAIGC under Article 3 or any enforcement by NAIGC under Article 4 of this Code;
- H. **Violate any applicable federal, state, or municipal law, including** but not limited to (1) **using or providing** to a third party any **drug** prohibited by applicable federal, state, or municipal law, and (2) **providing, or attempting to provide alcohol to, those under the legally-applicable drinking age, or consuming alcohol while under the legally-applicable drinking age**;
- I. **Incur**, or attempt to incur, **expenses on behalf of NAIGC without express and advance authorization** in writing from the Board of Directors or doing so in excess of the amount authorized by the Board of Directors, provided that any such violation of this clause shall not create a legally-binding obligation on NAIGC;
- J. Or act in any substantially similar way that is inconsistent with the mission of NAIGC or the purposes of this Code.

2. **Covered Individuals should report suspected violations of this Code to further the mission of NAIGC.**

3. Conflict with Applicable Laws: The provisions of this Code shall be construed consistently with any conflicting applicable law.

*Article 4— Reporting of Suspected Violations, Formal Review, and Disciplinary Sanctions*

**Compliance with this Code of Conduct depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peers, and, when appropriate, upon enforcement through disciplinary action by NAIGC.**

1. Reporting of Suspected Violations: Under all but the most egregious of circumstances, **any individual or organization who believes that a Covered Individual has failed to meet his or her obligations under this Code is encouraged to first address that concern directly to that member or participant. If directly addressing the Covered Individual does not result in a satisfactory resolution, the individual should report the suspected violation in writing to NAIGC.** Although greater information

will likely facilitate a more complete, more accurate, and quicker resolution, such reports may be made confidentially and even anonymously. Because reporting suspected violations is a service to the NAIGC community, reports of suspected violations shall not be the sole basis for any adverse action by NAIGC against the reporting party.

- A. Reporting Procedure: Any individual or organization that believes it has been aggrieved by a suspected violation of a Covered Individual may file a report with NAIGC. **The report must be submitted in writing** (if there is immediate danger and urgent communication is necessary, communicate with the best method at the time and follow up in writing afterwards) **and must include a concise statement of the suspected violation, the person or organization responsible for the suspected violation, and the relief sought.**
- B. Acknowledgement of Receipt of Report: **NAIGC shall acknowledge its receipt of a report** of a suspected violation by sending the reporting party a written acknowledgement, which shall include a copy of this Code. NAIGC will endeavor to make this acknowledgment within seven business days through any reasonable means, including email.

2. Review: Once NAIGC becomes aware of a suspected violation, **NAIGC shall have sole discretion to determine what course of review, if any, shall be taken. This decision may include, but is not limited to, a determination that review is not warranted, or that an investigation (internal or external) will be conducted into the circumstances of the suspected violation.** If NAIGC decides that a review is not warranted, the NAIGC will notify the reporting individual or organization.

3. Disciplinary Sanctions: **If NAIGC determines that a suspected violation is sustained, NAIGC shall permanently record a summary of the violation and may choose to impose disciplinary sanctions on the violator. Sanctioning shall be at the sole discretion of NAIGC and may include, but is not limited to, any of the following:**

- A. **Written or oral counseling or reprimand** by NAIGC or another appropriate organization;
- B. **Submitting a signed, written letter of apology** to the appropriate organizations and/or individuals **that**, at a minimum, is pre-approved by NAIGC, **expresses personal accountability for the violator's conduct**, and explains that the violator's conduct is inconsistent with this Code and the mission of the NAIGC;
- C. **Any necessary monetary or other restitution** to the appropriate organizations and/or individuals;
- D. **Punitive fines** in an amount to be determined by NAIGC;
- E. **Probation or suspension of the individual violator's and/or violator's club's and / or organization's continued participation in NAIGC activities** for a specified period of time, including but not limited to (1) the conditioning of continued participation upon satisfaction of specifically-described requirements set by NAIGC, and (2) the loss of the right to host NAIGC events and/or revocation of existing event sanctions;
- F. **Termination of the individual violator's and/or violator's club's membership or organization's partnership / sponsorship**, with or without the possibility of future reapplication for membership / partnership / sponsorship;
- G. **Referral of the violation and evidentiary record to (1) the violator's school**, any appropriate honor or judiciary committees, and/or to the violator's parents / guardian if the violator is a

minor; (2) **the appropriate local, state, or federal law enforcement authorities**, or to any other appropriate organization external to NAIGC; or (3) **an attorney or court of law for the purposes of pursuing appropriate legal action** against the violation;

H. Or any other substantially similar relief that is needed to fully effectuate the purposes of this Code as outlined in Article 1 and the mission of NAIGC.

**After NAIGC selects the appropriate disciplinary sanctions, NAIGC will inform, in writing, the reporting party and the violator.** This notice shall, at a minimum, (i) indicate that the suspected violation was sustained, (ii) concisely explain the factual findings and reasoning underlying NAIGC’s determination, and (iii) describe the specifics of any disciplinary sanctions imposed and the consequences of failing to satisfy any conditions of those sanctions. **NAIGC’s factual findings, disposition of the violation, and disciplinary sanctions shall become effective immediately and are final with no right of appeal.**

*Article 5—Questions Regarding Applicability of the Code*

Any questions regarding the intent or applicability of this Code should be directed to NAIGC via email. Any advisory opinions provided by NAIGC shall become effective immediately.

Document Revision History

Version/Date	Author	Change/Reason
4.0 / 10/24/2011		
4.1 / 6/21/2017	Karen Heilman	<ul style="list-style-type: none"> <li>● Minor wording and punctuation clarifications.</li> <li>● Add “and adult” clubs in Introduction and Purpose.</li> <li>● Changed “Membership and participation in NAIGC is a privilege, and any individual’s membership or participation may be withdrawn or limited by NAIGC at any time.where NAIGC determines that a member’s conduct is inconsistent with the mission of the organization or the best interest of the sport of gymnastics and its participants.” to “Membership and participation in NAIGC is a privilege and NAIGC makes the sole determination of the status of its members. The NAIGC may limit or revoke any individual’s or club’s membership or participation at any time for any reason. The NAIGC makes membership and participation decisions on a case-by-case basis.” This change was recommended by legal to be more broad and thus more protective for the organization. Also added “club” membership to be more comprehensive.</li> <li>● Added “sponsor, vendor, partner or other affiliate” to</li> </ul>

		<p>the list of groups expected to follow the code of conduct per legal’s recommendation.</p> <ul style="list-style-type: none"> <li>• Added “current or prospective member, sponsor, vendor, partner, or any other affiliate” to groups not to be discriminated against to be more comprehensive per legal’s recommendation.</li> <li>• Changed “No “Zero Tolerance” Policy for Failure to Report: Although members and participants should report suspected violations of this Code to further the mission of NAIGC, a member does not violate his or her obligations under this Code by failing to report another member’s suspected violation.” to “Members and participants should report suspected violations of this Code to further the mission of NAIGC.” per legal’s recommendation.</li> <li>• Added “if there is immediate danger and urgent communication is necessary communicate with the best method at the time and follow up in writing afterwards” to the reporting procedure.</li> <li>• Add “If NAIGC decides that a review is not warranted, the NAIGC will notify the reporting individual.”</li> <li>• In disciplinary sanction section, changed reference from “team” to “club”.</li> </ul>
4.2 / 1/30/2019	Policy Committee	<ul style="list-style-type: none"> <li>• Added section to define “Covered Individual”</li> <li>• Updated wording to “Covered Individual” rather than a list of members, vendors, sponsors, etc (multiple locations in document)</li> </ul>