



Pacific Masters Volunteer Code of Conduct

Purpose

Pacific Masters volunteers are expected to act respectful towards other Pacific Masters volunteers. We can disagree with each other's point of view but should not be disrespectful when expressing ourselves. This code of conduct highlights events and activities that are included in the expectations set forth. This document also describes a process to handle non-compliant behavior at any Pacific Masters event or function.

All members are expected to maintain an environment of respect. Frank discussions can be held. Please remember to speak about the issue being discussed, not about the person who presented their ideas. Behavior that is physically or verbally abusive is unacceptable at any Pacific Masters-sponsored activity, or event.

Volunteers will refrain from any intentional nonconsensual physical contact, obscene language or gestures, or other threatening language or conduct directed toward other members, coaches, facility staff, volunteers, and any other person participating in any capacity whatsoever in the affairs and activities of Pacific Masters

Volunteers will also refrain from any nonconsensual sexual conduct, pattern of unwelcome sexual advances, or other inappropriate sexually oriented behavior or action by a member toward another member or any other person participating in any capacity whatsoever in the affairs or activities of Pacific Masters. Volunteers are expected to be respectful to all attending meetings such as the Monthly Pacific Masters meeting, any USMS virtual or in person committee meeting, or the USMS annual meeting. It is important to be mindful of when it is appropriate to speak as an individual or on behalf of Pacific Masters. Conflicts of Interest should be considered before speaking at any meeting.

Communication via E-Mail is also a part of this code of conduct. Emails should be polite, concise, and state the facts regarding any issue to be discussed. Volunteering at an official event or function of Pacific Masters Swimming.

Volunteering at an official event or function of Pacific Masters Swimming

As a volunteer for Pacific Masters, you represent the integrity and principles that our organization is founded upon. Please see Article 4 of the USMS rule book for examples of behavior that is unacceptable. *This code of conduct applies to a Pacific Masters member who request to volunteer at an event. This code of conduct does not apply to the right to compete at a Pacific Master event. (See Article 4 of the USMS rule book.)*

Violating the Code of Conduct

Each Pacific Masters volunteer member will use their best efforts to comply with the Code of Conduct. Failure to comply will subject the violating volunteer to the following progressive discipline:

- a. **Warning.** Upon a vote of 2/3 of the executive committee, or at the discretion of the Chair, a Warning Letter may be issued to the violating volunteer to correct his/her behavior. If the volunteer corrects the behavior, no further action is necessary.
- b. **Reprimand.** If the violation continues, or worsens, upon a vote of 2/3 of the executive committee, a Reprimand Letter may be issued to the violating volunteer member to correct his/her behavior.
- c. **Removal or suspension as a volunteer.** If the violation continues, or worsens, upon a vote of 2/3 of the executive committee the violating volunteer may be denied the request to volunteer at a future event for a period to be determined by the executive committee. Other corrective action by also be included.