

CODE OF CONDUCT HOUSTON HEAT DRAGON BOAT CLUB

Houston Heat Dragon Boat Club (“HHDBC”) is committed to excellence, equity and good sportsmanship in dragon boat racing. HHDBC shall strive to create the best possible environment in which (i) its participants and members can excel and achieve their goals and (ii) its officers, directors, agents, representatives, employees or volunteers can discharge their responsibilities to best ensure its participants and members can excel and achieve their goals. This Code of Conduct (“Code”) is designed to ensure that appropriate forms of behavior are adopted and maintained for all persons and teams associated with HHDBC.

I. Scope of the Code. The Code governs the conduct of all persons, whether members or non-members of HHDBC, associated with HHDBC-sanctioned events including those who may from time to time be a member of any HHDBC team, activity or project.

II. Definitions. Unless otherwise stated the words “person” or “persons” in this Code shall include but are not limited to:

- A. a member or non-member of an HHDBC team who is an athlete (including, but not limited to, a paddler, steerer or drummer), captain, coach, head coach, equipment manager, manager, assistant manager, physician, media representative, consultants or any agents duly appointed to a team position.
- B. a person who is elected or appointed to any commission, committee or other body duly established by HHDBC’s Board of Directors or its By-Laws;
- C. a person who is an officer, director agent, representative, employee or volunteer of HHDBC; and
- D. a person elected or appointed to, or otherwise is a member of, HHDBC’s Board of Directors.

Unless otherwise stated the words “manager” or “managers” in this Code shall include but are not limited to any duly authorized officer, director, agent, representative, employee or volunteer who has any authority or supervisory role over any other person in relation to an HHDBC-sanctioned event, team, activity or project.

III. Responsibilities and Conduct. All persons representing HHDBC or a team under the auspices of HHDBC shall act in accordance with the conduct outlined hereafter.

- A. Regarding HHDBC as an organization, all such persons participating with or working for HHDBC shall:
 - (a) demonstrate a positive and uncompromising commitment to HHDBC's mission, standards, goals, and programs;
 - (b) uphold all policies, rules, guidelines and the By-Laws of HHDBC;
 - (c) perform or follow all duties and responsibilities as a representative of HHDBC in a mature, fair and professional manner;
 - (d) refrain from any behavior that may bring HHDBC into disrepute;

- (e) respect the local laws and customs at all times and in all places including while in a foreign country;
- (f) not make, comment, issue, authorize, offer or endorse any public criticism or statement having, or be designed to have, an effect prejudicial to the best interests of HHDBC, dragon boat racing generally or any HHDBC team;
- (g) not disclose to any unauthorized person or organization information which is of a confidential or privileged nature;
- (h) not use information obtained in the course of employment or appointment or selection or otherwise on official duties in a nominated role to gain directly or indirectly a financial advantage for themselves or for any other person;
- (i) respect, care for and maintain HHDBC property and equipment; and
- (j) not misuse funds or property of HHDBC.

B. Regarding HHDBC's officers, directors, agents, representatives, employees, volunteers, all such persons shall:

- (a) acknowledge the authority of all duly appointed officers, directors and other positions, whether created by the By-Laws or the Board of Directors, and treat their roles and decisions with respect, whether as a subordinate or as a manager;
- (b) observe and comply with all directions and instructions from managers to subordinates where managers are defined as any duly elected or appointed person with the authority to oversee other HHDBC persons;
- (c) ensure that all directions given by HHDBC and its authorized representatives regarding the wearing of appropriate attire are adhered to while representing HHDBC;
- (d) conduct themselves in a proper manner with leadership, so as not to bring themselves, HHDBC or any HHDBC team generally into public disrespect or censure;
- (e) be subject to the control, management and direction of the Coach, Team manager or Captain or any other person appointed by them; or
- (f) be subject to the control, management and direction of the President, Vice President or other officers or the Board of Directors or any other person appointed by them, during any event or meeting or project not directly or immediately related to the day-to-day management, organization or training of any HHDBC team.

C. Regarding all HHDBC persons, all such persons shall:

- (a) at all times be respectful, professional, responsible and sportsmanlike towards the rights, dignity and worth of others;
- (b) be fair, considerate and honest in all dealings with others;
- (c) be professional in and accept responsibility for their own actions;
- (d) be a team player, to consider the team's needs above one's own needs;

- (e) acknowledge and affirm good effort and performance of others;
- (f) strive for excellence and self-improvement;
- (g) provide a safe and positive environment for the sport of dragon boating;
- (h) demonstrate due regard for the overall integrity of the competition;
- (i) exercise self-control and show proper respect for peers, competitors and spectators;
- (j) not to harass, ridicule or embarrass a fellow appointee or representative of HHDBC in such a way as would constitute an offense under laws governing human rights and sex discrimination in force and effect from time to time;
- (k) not defame or injure any athlete, coach, official, administrator, volunteer or program;
- (l) not promote, pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type;
- (m) not to take liberties with the privacy of other persons;
- (n) demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as one's words and actions are an example;
- (o) avoid unaccompanied and unobserved activities with under age team members;
- (p) dress in appropriate athletic attire and uniforms during competitions and practices;
- (q) not commit theft or possess stolen property;
- (r) not physically harm any person or their property;
- (s) not participate in nor promote any demonstration or propaganda of any kind or form including but not limited to those that are political, religious or racial while in HHDBC uniform;
- (t) not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance or performance-enhancing substance as defined by the World Anti-Doping Code;
- (u) not possess or consume any illegal drugs while traveling with the team or while attending sanctioned races or practices;
- (v) not to use or consume alcohol to excess, impairment or intoxication nor to encourage other persons to use or consume alcohol to excess, impairment or intoxication;
- (w) to act at all times in a manner beyond reproach and in such a way as to ensure good relations within and between teams;
- (x) when at and away from competition sites, conduct themselves, at all times, in a manner consistent with the ideals and values of HHDBC; and
- (y) they shall not engage in conduct likely to bring the association, competition or sport into disrepute.

D. Regarding HHDBC coaches, team managers, captains, all such persons shall:

- (a) share responsibility for the orderly conduct of competitions and practices;
- (b) be reasonable when scheduling games and practices, remembering that athletes have other interests and obligations;
- (c) teach athletes to play fairly and to respect the rules, officials and opponents;
- (d) ensure that all athletes get equal instruction, support and playing time;
- (e) not publicly humiliate an athlete for making mistakes or for performing poorly;
- (f) encourage and empower athletes;
- (g) ensure equipment and facilities are safe;
- (h) be generous with praise and set a good example; and
- (i) obtain proper training and continue to upgrade coaching skills.

E. Regarding HHDBC officials, all such persons shall:

- (a) ensure every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules;
- (b) avoid any situations that threaten the safety of athletes;
- (c) maintain a healthy atmosphere and environment for competition;
- (d) not permit the intimidation of any athlete either by word or by action;
- (e) not tolerate unacceptable conduct, toward other officials, athletes or spectators;
- (f) be consistent and objective in calling all infractions, regardless of personal feelings toward a team or individual athlete;
- (g) handle all conflicts firmly but with dignity;
- (h) accept the role as teacher and role model for fair play, especially with young participants;
- (i) be open to discussion and contact with athletes before and after the game;
- (j) remain open to constructive criticism, show respect and consideration for different points of view; and
- (k) obtain proper training and continue to upgrade their officiating skills.

F. Regarding all parents of HHDBC team members, all such persons shall:

- (a) teach their own child that doing one's best is as important as winning, so that their own child will never feel defeated by the outcome of a game/event;
- (b) make their own child feel like a winner every time by offering praise for competing fairly and trying hard;
- (c) remember that children learn best by example;
- (d) applaud good plays/performances by both their own child's team and their opponents;
- (e) encourage their own child to play by the rules and to resolve conflicts without resorting to hostility or violence;
- (f) remember that their own child plays sport for his or her enjoyment, not for the parent's;

- (g) never ridicule or yell at their child for making a mistake or losing a competition;
- (h) support all efforts to remove verbal and physical abuse from children's sporting activities;
- (i) not force their own child to participate in sports;
- (j) never question the officials' judgment or honesty in public; and
- (k) respect and show appreciation for the volunteer HHDBC coaches and other HHDBC personnel who give their time to provide sport activities for their own child.

IV. Discipline. Any breach of the Code will be address with disciplinary action according to this Code of Conduct. Discipline may be carried by a coach, a captain, committee chairperson, any officer or director or the Board of Directors, collectively, depending on the situation and persons involved. Where applicable, discipline shall be first carried out by persons who immediately supervise a subordinate position. Disciplinary action shall be reasonably appropriate in relation to the role of the person(s) involved and the incident(s) which gave rise to the disciplinary action.

Possible disciplinary actions may include, but are not limited to:

- (a) verbal warning;
- (b) compulsory or mandatory additional practices / workouts;
- (c) temporary or permanent ban from HHDBC practice session(s);
- (d) cannot compete in or participate in HHDBC race(s);
- (e) written warning;
- (f) formal hearing before the Board of Directors or duly appointed committee;
- (g) temporary or permanent removal from an elected or appointed position;
- (h) temporary or permanent loss of HHDBC membership or membership privileges; or
- (i) temporary or permanent removal from HHDBC team.