
Association Code of Ethics
A Template

The _____ Association (the "Association") Code of Ethics applies to its Board, independent contractors, volunteers, and chairs and members of committees, sub-committees, councils, task forces, and any other decision-making body of the Association (collectively, "Responsible Persons"). The Code became effective on _____.

Like USA Track & Field ("USATF"), the Association operates in the public spotlight and is expected to conduct business on an ethical basis. Our leadership acting through our Responsible Persons must never put, nor be perceived to have put, personal interests ahead of or in conflict with the interests of the Association. No Code of Ethics can substitute for each person's own internal sense of fairness, honesty, and integrity. Therefore, it is important that every person representing the Association support the values and principles that are critical to the Association's and USATF's continuing tradition of excellence.

STATEMENT OF PURPOSE

Responsible Persons are expected to conduct business with integrity and to maintain a standard of ethical conduct consistent with the all laws and regulations as well as the provisions of the Association's Code of Ethics and USATF's Code of Ethics. Furthermore, because the appearance of impropriety can be just as damaging as actual impropriety, conduct which appears to be improper is also unacceptable.

The policies set forth in the following provisions are intended to guide the conduct and business activities and other matters involving, directly or indirectly, the Association. The Code of Ethics is intended to inspire all of us to be at our best, encourage voluntary compliance, disclosure of actual or potential conflicts, and informal resolution. The Code is not all inclusive, as not every expectation or circumstance respecting proper and ethical business conduct can be anticipated, however it should be used as a guide by all "Responsible Persons" when conducting business.

- I. Definitions: All defined terms are indicated as such by quotation marks throughout this document.
- A. A "Responsible Person" is any person serving as a Board member, independent contractor, or member of a committee, sub-committee, council, task force, or any other decision making body of the Association.
 - B. A "Family Member" is any member of the immediate family or household of a "Responsible Person."
 - C. A "Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind; the providing or receipt of a loan or grant or anything of value; the awarding or selecting of any event city or venue; or any other type of financial relationship.
 - D. A "Third Party" is any entity that does or is seeking to do business with the Association, including but not limited to, sponsors, vendors, and meet organizers. This definition also includes any entity that is a competitor of the Association or any of its sponsors, vendors, meet promoters, or other business partners.
 - E. A "Conflict" is any circumstance or behavior that is inconsistent with or in violation of any provision of this Code of Ethics, including a Conflict of Interest.
 - F. "Recuse" means to remove oneself from participation to avoid a "Conflict." The "Responsible Person" shall not participate in or be permitted to hear the discussion of the matter except to disclose pertinent facts and to respond to questions; and shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

II. Policy on Code of Conduct (COC): This Code of Conduct Policy is intended to be a guide for the conduct of business activities and other matters involving, directly or indirectly, the Association.

A. Basic Principles applicable to all "Responsible Persons"

1. Maintenance of honesty and integrity in all actions taken while representing the Association.
2. Exhibition of the highest degree of ethical standards when developing and executing programs for the advancement of track and field within Association Boundaries and within the United States.
3. Fair treatment of everyone and respect of basic human rights regardless of a person's national origin, race, color, sex, age, marital status, religion, disability, sexual orientation, gender identification, political beliefs, or any other such characteristic.
4. Recognition of the contribution of each individual and his or her right for freedom from physical, emotional, or sexual harassment.
5. Prohibition from any attempt to direct or influence any other "Responsible Person" to assist in obtaining a position, volunteer or paid, or financial or other benefit from the Association, for himself or herself or for any "Family Member" or friend.
6. Prohibition from hiring or supervising a relative or cohabitant or determining or influencing his or her promotion or pay, if staff, or any financial or other benefits, if volunteer.
7. Fair play is mandatory. Fair play is more than playing within the rules of the sport. It is a way of thinking and acting. It is the elimination of cheating, doping, gamesmanship, physical and verbal violence, exploitation, unequal opportunities, and corruption.
8. Compliance with the terms and conditions of this Association's Bylaws, Operating Regulations, Rules of Competition, and Association policies and procedures is expected.

III. Policy on Conflicts of Interest (COI): This Conflict of Interest Policy is designed to help "Responsible Persons" identify situations that present potential Conflicts of Interest and to provide USATF with procedures to address Conflicts of Interest.

A. Any one of the following circumstances shall create a Conflict of Interest.

1. Transactions greater than \$100 in the aggregate per year between the Association and a "Responsible Person." This prohibition also includes transactions greater than \$100 in the aggregate per year between a Third Party and a "Responsible Person." This includes any employment or payment for services with USATF. It also includes the receipt of anything of value greater than \$100.
2. A "Responsible Person" directing staff, volunteers, or Third Parties to help a "Responsible Person" or his or her "Family Members" or friends obtain benefits (financial or otherwise) or other preferential treatment for which he or she would not otherwise qualify.
3. A "Responsible Person" soliciting or receiving gifts or favors in any form, including money, services, loans, travel, apparel, equipment, entertainment, hospitality, or promise or any other thing of value.
4. Prohibition of use of confidential information and exertion of undue influence: During the time that a "Responsible Person" renders service to USATF, whether as a paid employee or as a volunteer, and for a period of at least five (5) years thereafter, such person shall not utilize any confidential information obtained during such period of service for his or her own benefit or for the benefit of any "Third Party."
5. A "Responsible Person" or "Family Member" having an ownership or investment interest in excess of 5% of the equity value of any "Third Party."

B. The Association Board may create exceptions to the preceding Conflicts of Interest provision provided that such exceptions are consistent with the goals and provisions of this Code of Ethics

and adopted in accordance with the Association Bylaws and Operating Regulations. Board members who may be impacted by the exception shall be recused from participation and voting on the exception under consideration.

IV. Duty to Disclose

A. Timing of Disclosure for "Conflicts"

1. Responsible Persons must submit a Code of Ethics Reporting Statement to the Association President once every year, prior to the deadline established by the Association Board of Directors, even if no "Conflict" exists in order to participate in Board of Director or committee activities and meetings. Responsible Persons shall have an ongoing obligation to promptly disclose to the Association President, in writing, any information required by the Disclosure Form of which the Responsible Party became aware after he or she submitted the Disclosure Form. Failure to submit the Disclosure form prior to the deadline shall be considered a disciplinary issue for review by the Association Board. The Association President shall file his or her Reporting Statement to the Association Secretary for review by the Association Board.
2. If a "Conflict" arises after a Responsible Person has submitted the Disclosure Statement, the Responsible Person must submit an updated Code of Ethics Conflict Reporting Statement to the Association President immediately. The Association President shall submit his or her Disclosure Form to the Association Secretary for review and consideration by the Association Board.

V. Complaints/Violations

- A. All complaints alleging violations of this Code of Ethics, including a failure to disclose or submit required statements, shall be subject to review and recommendation of sanction in accordance with the Association's grievance procedures and policies. Available sanctions include those sanctions otherwise available to the Association pursuant to its grievance procedures.

- VI. Confidentiality: Upon request by the complainant, and to the extent reasonably practicable, the Association will use reasonable efforts to protect the identity of any individual who reports a concern or misconduct. Any information regarding a "Responsible Person" or a friend or "Family Member" shall be treated as confidential and shall generally be made available only to those with a need to know such information.