

USWCA CODE OF CONDUCT STATEMENT

Statement:

In keeping with the United States Women's Curling Association (USWCA) mission and the Spirit of Curling, we acknowledge the importance of treating all individuals with respect and seek to ensure that our membership is courteous and gracious in our discussions and operations as an organization, as well as during USWCA-sponsored events.

Problem Resolution Process:

If a member has a concern regarding the interactions with or by another, they are encouraged to speak directly with the member about their concern. If this is not possible, available options for resolving the issue or concern include the following:

Bring the concern to a committee chair;

Bring the concern to an officer of the organization;

Reach-out to the USWCA Facilitator, an individual identified by the organization's leadership with the skills and expertise to facilitate and/or coach the individual(s) toward resolution.

In the "Spirit of Curling, the organization supports the effective resolution of concerns which may arise and presumes the good intentions of everyone involved.

USWCA Facilitator - Description/Role:

- I. The Facilitator is an appointed person who listens to, reviews and may investigate (as needed) complaints brought forward and works to resolve any conflicts or concerns.
- II. Duties of the Facilitator:
 - a. Listen to the concern or complaint and work to resolve what is needed in said situation through whatever method fits, e.g.:
 - i. Being a sounding board for the individual who brought their concern forward;
 - ii. Providing guidance and strategies to resolve the concern brought forward; and,
 - iii. Facilitating a third-party discussion or intervention to resolve the concerns in support of mutual understanding and learning.
 - b. Operate in a manner which maintains and respects the confidentiality of the individuals and concerns brought forward and being handled.

- III. Criteria for the Position:
Professional experience in managing and facilitating effective problem resolution processes between individuals (and groups).
- IV. Appointment Process:
The Governance Committee will issue a request for individuals interested in serving in this role. After vetting by the Committee, the names and supporting resumes of those individuals qualified for the position will be forwarded to the President. The President, after consultation with the 1st Vice President and 2nd Vice President, will appoint one individual to serve in this role.
- V. Service Period:
The Facilitator will serve for 2 years with one option to re-up for another term.
- VI. Other USWCA Service Allowed:
While serving in this capacity, the Facilitator may also serve as Chair or member of a Standing or Ad Hoc Committee or as a Club Representative.
- VII. Compensation:
A travel stipend up to \$200 to cover a portion of economy-class airfare, train fare or car mileage to attend the Fall and Winter Meetings will be provided unless the Facilitator is entitled to a travel stipend for holding an additional USWCA position.
- VIII. Communication regarding the Role:
The person serving in the Facilitator role for the USWCA will be identified, with their contact information, on the organization's website as well as in the USWCA Directory along with the Code of Conduct and the Problem Resolution Process.
- IX. Confidentiality:
All notes/communications documenting the interaction of people involved in a problem resolution process are to be kept highly confidential and shall only be available to subsequent Facilitator for reference. [Note: These files are not to be subject to placement in the USWCA Archives.]

Governance Committee: Carolyn MacLeod, Ann Kirkpatrick, Shelley Dropkin - 9/16/22

Adopted by Board of Directors - 9/18/22