

COUNTRY DANCERS of ROCHESTER POLICY ON DEALING WITH COMPLAINTS OF INAPPROPRIATE BEHAVIOR

When instances of alleged inappropriate behavior come to the attention of the Board of Directors, either through a complaint from a dancer or through observations by others attending a CDR event, the Board of Directors shall follow the following procedures:

1. At least 2 representatives of CDR (consisting of Board of Directors members or the caller or the dance manager who were present at the CDR event where the incident occurred) will speak to the accused individual to get his or her side of the story. The CDR representatives will explain CDR's "Policy on Dealing with Complaints of Inappropriate Behavior" and give the individual a copy of the policy, along with a copy of the "CDR Social Contract." At this time, the CDR representatives should also collect contact information from both the accused individual and the person making the complaint (or those who observed the incident), including full names, phone numbers, email and postal addresses.
2. If it is reasonably clear to the CDR representatives that there has not been an instance of inappropriate behavior, then the matter is ended (though a record of the incident will be preserved, as described in 3 below). In such cases, the person(s) raising the complaint will be notified of the decision and told the reason(s) for the decision. If it is reasonably clear to the CDR representatives that there has been an instance of inappropriate behavior, then, depending on the severity of the incident, the individual will receive either a verbal or written warning that future instances of inappropriate behavior may result in being banned from CDR events, either for a specific period of time or permanently. A record of such decisions will be preserved, as described in 3 below.
3. Participating CDR representatives will make a detailed written record of the conversations with the complaining dancer (or with those who observed the incident) and with the accused individual. This record will be submitted to all of the members of the Board of Directors. Any other written statements, either from the complaining dancer or from those who observed the incident, should also be submitted to the Board of Directors. Any or all of these written records may be submitted as email messages to the Board of Directors.
4. If a second instance of inappropriate behavior by the same individual occurs, the procedures described in 1, 2, and 3 above should again be followed. The accused individual will then ordinarily be sent a written warning that another instance of inappropriate behavior may result in being banned from CDR events, either for a specific period of time or permanently.
5. If it is necessary for the Board of Directors to conduct an investigation of an incident, the accused individual may be required to refrain from attending CDR events for a reasonable amount of time while the investigation is conducted.
6. If an individual is banned from CDR events, either for a specific period of time or permanently, the individual has the right to appeal the decision to the Board of Directors. If an individual is banned for a specific period of time, he/she will ordinarily have 30

days to appeal the ban. If an individual is banned permanently, the time for appeal will ordinarily be 60 days. All bans will be issued in writing and delivered by certified mail.

7. If an individual is banned from CDR events for a specific period of time, the Board of Directors may make the individual's return to CDR contingent upon signing a statement saying that he/she understands CDR's "Policy on Dealing with Complaints of Inappropriate Behavior" and the "CDR Social Contract." This document may also state that the accused dancer may be permanently banned from CDR events if he/she engages in further inappropriate behavior. The CDR Board of Directors may also require additional dance training and discussion to help the accused individual better understand the difference between inappropriate and appropriate behavior on or off the dance floor.
8. All written records will be archived and accessible to future Board of Directors members. The Board of Directors will take reasonable care to ensure the confidentiality of all of the conversations and records; however, due to the involvement of many people and the need to have some conversations at open dances, CDR cannot guarantee full confidentiality.

NOTE: This policy is not intended to cover extreme cases (threats or acts of violence). In such cases, an offender may be told to leave immediately and never return to a CDR event. The authorities may also need to be notified.

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