

**Optimist Club of Herndon  
Statement of Policy**

1. Policy Name: **Code of Conduct**

2. Policy Effective Date: Initial July 1, 2010  
Revision January 20, 2013  
Revision July 28, 2019  
Revision November 6, 2023

3. Policy Review Date (or “None”): Annually

4. Policy Expiration Date (or “None”): None

5. Policy Purpose and Objectives:

The purpose of this policy is to ensure that the Optimist Club of Herndon (hereafter referred to as “HOC”) and each of its civic and sports programs implements and enforces a Code of Conduct as required by Fairfax County Neighborhood and Community Services.

6. Persons and Programs to Which the Policy Applies:

- a. This policy applies to all HOC programs.
- b. This policy applies to all HOC program personnel including program managers and assistants, team staff, volunteers, and program participants (e.g., players, training attendees, youth game officials).

7. Requirements to Satisfy the Policy:

This policy is satisfied by implementation of (a) and (b) below:

- a. Each HOC program incorporates into its HOC program registration process a Code of Conduct Agreement that specifies the expected behaviors of HOC program personnel and spectators-guests, disciplinary actions that will be taken to address violations of the Code of Conduct, and how appeals will be handled.
- b. Each HOC program provides access to the Code of Conduct on a publicly accessible web page.
- c. Each HOC program maintains an electronic record of violations of the Code of Conduct, including the identification of the persons involved in the incident(s), the date(s) and location(s) of the incident(s), the specific action(s) that violated the Code of Conduct, and what action(s) the HOC program took to address the violation(s).

8. Assistance and Resources Provided to Execute the Policy:

- a. The HOC will provide examples of a Code of Conduct Agreement to be incorporated into the HOC program registration process.

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- b. A member of the HOC Board or another HOC program's representative will be made available to provide training and assistance on how to implement this policy.

9. Policy Implementation:

As of the effective date of this policy, each HOC program must:

- a. Incorporate the Code of Conduct into its HOC program registration process.
- b. Provide access to the Code of Conduct on a publicly accessible web page.
- c. Implement procedures to address violations of the Code of Conduct.

10. Consequences of Failure to Follow the Policy:

- a. If an HOC program or personnel is found to not be in compliance with this policy, the HOC Board will send an email to the HOC Civic or Sports Program Director identifying the problem, the corrective action(s) to be taken, and the timeframe(s) for executing the corrective action(s).
- b. If the HOC program does not complete the corrective action(s) within the specified timeframe(s), the HOC Board may suspend the HOC program's activities or HOC program personnel until a meeting with the HOC Board takes place and corrective actions are completed.