

USA WATER SKI & WAKE SPORTS

Code of Ethics

Introduction

The purpose of this Code of Ethics is to gather in one place the rules that will govern the conduct of USA Water Ski & Wake Sports (USA-WSWS) volunteers and employees. It supersedes all prior and existing rules that are applicable to volunteers and employees.

Definitions:

Volunteer: For this purpose, the term “volunteer” includes USA-WSWS officers and board of directors and the officers and board of directors of its sports disciplines.

Because we operate in the public spotlight, we are expected to conduct our business on a basis consistent with the great trust that has been placed in us. This requires our behavior to conform to the highest ethical principles. The Code of Ethics should be distributed to and understood by every USA-WSWS employee and volunteer. Please remember that the Code of Ethics establishes minimum standards of acceptable conduct. If you have any questions or are uncertain about what is required, it is incumbent upon you to seek clarification from the Ethics Committee chairman.

General Statement

Each volunteer and employee of USA-WSWS shall act in an honest and ethical manner. Because the appearance of impropriety can be just as damaging as actual impropriety, conduct which appears to be improper is also unacceptable. No assets of USA-WSWS may be used for any unlawful purpose, and no employee or volunteer of USA-WSWS may engage in unlawful conduct.

Fiduciary Duties

Volunteers are subject to the laws of the State of Florida. Specifically, each director, officer and committee member shall discharge his or her duties (a) in good faith, (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and (c) in a manner that the director, officer or committee member reasonably believes to be in the best interests of USA-WSWS.

Notwithstanding the foregoing, no person shall be personally liable to USA-WSWS for monetary damages for breach of fiduciary duty unless such damages result from (a) a breach of loyalty, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) transactions from which the director, officer or committee member directly or indirectly derives an improper personal benefit.

Conflicts of Interest

USA-WSWS volunteers and employees must be free from any influence which might interfere with the proper and efficient discharge of their duties, or which might be inconsistent with their loyalty to USA-WSWS. It is also the duty of USA-WSWS employees and volunteers not to use their position with USA-WSWS for personal advantage or gain. To that end:

- A USA-WSWS volunteer or employee shall not accept monetary compensation other than normal salaries and business expense reimbursement for services within the scope of their duties to USA-WSWS. In addition, no USA-WSWS volunteer or employee, except for athletes speaking on the subject of their competitive experiences, shall accept honoraria for speaking engagements where the subject of the discussion relates to activities of a USA-WSWS sports discipline.

It is normal and acceptable for a volunteer or employee to be provided meals, lodging and event clothing when acting in an official capacity at a USA-WSWS sanctioned event. It is also normal and expected that members and staff of a competition team representing a USA-WSWS sports division will be provided travel expenses and clothing. It is expected that exceptions to this rule will be made where no actual or perceived conflict of interest exists. USA-WSWS volunteers and employees shall submit requests for exceptions to the Chairman of the Ethics Committee.

- No USA-WSWS volunteer or employee shall engage in outside activities that are in clear and direct conflict with the interests of the USA-WSWS.
- USA-WSWS volunteers and employees shall attempt to remain free from obligations to, or relationships with, any person or concern with which USA-WSWS has a business or other relationship. Where a USA-WSWS volunteer or employee has such an obligation or relationship, he or she shall disclose it to the Ethics Committee Chairman, who acting with the committee shall have the authority to approve the obligation or relationship. The Ethics Committee could request the individual to:
 1. Excuse himself or herself from any formal or informal discussions related to the relationship between the USA-WSWS and the person or concern; and
 2. Abstain from voting and from seeking to influence the vote on any matter related to the person or concern.
- USA-WSWS volunteers and employees shall not use assets, intellectual property or confidential information for personal gain.

Gifts

- Except as permitted herein, no USA-WSWS volunteer or employee shall accept any gift as a result of their position, including travel and entertainment. The gift policy will also apply to the purchase of goods and services at a price less than would be available to them if it were not for their position with USA-WSWS.
- Gifts which the recipient reasonably and in good faith believes to have a value of less than \$150, and provided that the cumulative value of gifts from one source in any calendar year does not exceed \$300, may be accepted. In no event, however, may any such gift influence or appear to influence the recipient in the discharge of his or her official duties. No gift with a value of less than \$50 will count toward the \$300 annual limit.
- The following gifts shall be permitted:
 1. Gifts from relatives.
 2. Gifts from personal friends, unless the gift is provided because of a USA-WSWS affiliation.
 3. Gifts from USA-WSWS.
 4. Gifts provided as a result of the recipient's outside business or employment activities.
 5. Awards or prizes given to competitors in contests or events open to the public.
 6. Honorary degrees and other bona fide, non-monetary awards presented in recognition of service.
 7. Gifts of personal hospitality.

8. Commemorative plaques or trophies
9. Food or refreshments offered as a part of a meal.
10. Hospitality (e.g., tours, event tickets, meals) provided to groups in conjunction with USA-WSWS board and committee meetings.

- Gifts of tickets to athletic events shall also be permitted. This exception shall only apply to spectator events and shall not apply to events in which the recipient participates (e.g., the exception will not apply to a gift of lift tickets). Any gift of tickets with a value in excess of \$150 must be disclosed to the Chairman of the Ethics Committee no later than thirty (30) days after the event in question unless it is exempt by virtue of one of the exceptions listed above.
- Questions regarding the application of the gift policy will be addressed by the Ethics Committee. The Committee will have the authority to waive the application of the gift policy on a case by case basis, if no actual or perceived conflict of interest exists.
- Care must also be taken not to influence, or appear to influence, the decision-making processes of third parties through gift giving. To that end, the same restrictions that apply to the receipt of gifts shall apply to the delivery of gifts to third parties.

Enforcement

All USA-WSWS volunteers and employees are expected to use good judgment and abide by this Code of Ethics. Any violation may expose the volunteer or employee, and the USA-WSWS, to civil and criminal liability and may harm our reputation and therefore our ability to raise funds in support of our mission.

Anyone who violates the Code of Ethics is subject to disciplinary measures, which may include termination of employment, suspension or expulsion from USA-WSWS. Disciplinary measures may also be taken with respect to senior staff who condone improper conduct by their associates or who do not take measures to correct problems that are brought to their attention. The Ethics Committee shall review all violations of the Code of Ethics and, if appropriate, recommend sanctions to the Executive Committee (as to volunteers) or the Executive Director (as to staff).

Each employee and volunteer has the obligation not only to abide by the Code of Ethics, but also to report violations of the Code of Ethics when they become aware of them. USA-WSWS will not tolerate any retaliation or threats of retaliation against anyone who, in good faith, reports a violation or suspected infringement.

This policy serves as a framework to guide ethical conduct, but by no means covers every situation. If you are unclear about the requirements of this policy, please consult your supervisor or contact the Chairman of the Ethics Committee. You have a responsibility to ask questions if you have doubts about a situation or proposed course of action.

The following people shall be required to deliver an annual certification to the Executive Assistant of USA-WSWS regarding compliance with the Code of Ethics: (This can be satisfied by an email statement.)

1. USA-WSWS and Sport Disciplines board of directors.
2. Members of the USA-WSWS Athletes Advisory Council.
3. Employees of USA-WSWS.

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