



Code of Conduct for SCA Community Event Participants

Updated April 2020

This Code of Conduct applies to all SCA community event participants. All participants of SCA community events are expected to act in the best interests of the specialty coffee community. Inappropriate conduct at SCA events will be treated with the utmost seriousness and could lead to being discharged from the current event or being prohibited from future participation in SCA, WCE, or SCA community activities, including events, competitions, and elections. Complaints against a participant of an SCA community event will be addressed and should be reported to the event organizer onsite or to the SCA's Community Support team using the complaint process outlined on pages 3 and 4 of this document.

All SCA community event participants (competitors, judges, volunteers, attendees) agree to the following:

- Abide by the SCA mission, vision, purpose, and values as explained on <https://sca.coffee/about/>
- Behave ethically, honestly, and with integrity. Respect event organizers, staff, competitors, judges, volunteers, and all participants of the events/activities at all times.
- Agree to approach the SCA's community event/activities with a constructive and supportive attitude geared towards helping, engaging, and supporting the community.
- Declare any actual or perceived conflict of interest in advance of participation in any SCA community event/activities.
- Agree not to promote or act in their own self-interest while engaging in SCA chapter or community events/activities. This may be viewed as a conflict of interest, unfair advantage, and/or misuse of the position.
- Refer all media inquiries about the SCA's global organization or events to the relevant Regional Director or community event organizer. (Avoid comments with any media representative or the general public in relation to judging, debriefing, event organizer, and other event participants including judges, competitors, volunteers, and staff.)
- Maintain confidentiality and do not retain or misuse others' personal information obtained from the chapter or community event.
- Understand and adhere to the relevant Rules and Regulations for national competitions.
- Recuse yourself from judging, competing, organizing, or volunteering anywhere there may be a real or perceived conflict of interest. A conflict of interest exists if a judge/competitor/organizer/volunteer is or has had any of the following relationships with a competitor/judge/organizer/volunteer:
 - Is a current employee or employer, or has been employed by the same company or affiliated companies.
 - A relative, close friend, romantic relationship, or customer.
 - Trainer or trainee of the competitor for competition (with or without compensation).
- Avoid judging or attending a judge calibration for the competition if acting as a coach during the event, i.e., taste shots, attend practice time, or go into the competitor area.
- Never accept or give bribes, kickbacks, gifts, or other similar remuneration from/to competitors, coaches, their employers, sponsors, or other judges.
- Have adequate availability to participate in all SCA community events/activities to which they have committed.
- Abide by the national and local laws of the association/chapter/entity, while taking full responsibility for any violations and reporting them to the appropriate organizer office immediately.

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- Release SCA/WCE/chapter/competition body/event organizer and its officers, directors, employees, members, and agents (the “Released Parties”) from any and all liability for any injury, loss, or damage arising out of or in connection with their participation in the events.
- Understand that SCA/WCE maintains a zero-tolerance policy for harassment, violent behavior, and sexually offensive behavior or actions. This includes, but it not limited to: harassment toward another individual on the basis of gender, sex, pregnancy, childbirth, religion, creed, race, color, national origin, medical condition, genetic disorder, physical or mental disability, marital status, age or sexual orientation; physical or verbal threats; unwelcome attention; bullying, stalking; use of physical force; behavior that creates a disturbance or is dangerous, including lewd or generally offensive behavior or language; using sexually explicit or offensive language or conduct; and obscene gestures. If a community event participant violates this policy, either in person or online, they may be removed and/or banned from future SCA, WCE, or SCA community activities and events. Please reference SCA's full Code of Conduct here: <https://sca.coffee/code-of-conduct>
- Grant permission to the SCA community’s event organizer to use my name, personal image (still and motion), and the name, image, and any relevant recipes of my drinks (as defined in the WCE Official Rules) (a) in connection with the event and (b) for marketing and publicity of the national chapter in posters, flyers, web pages, mail, and other advertising with respect to national chapter and its competitions.

Failure to comply with this Code of Conduct and all accompanying references may result in forfeiture of the individual’s title and position in the SCA community and they may be barred from future SCA/WCE or community events/activities.

By signing below, I confirm that I have read, understand and agree to all terms and conditions within this code of conduct.

Print Name

Email address

Signature

Date

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On-Site Conflict Reporting Procedure

Verbally or physically abusive or threatening behavior is not tolerated. This document outlines a process for dealing with conflict at SCA Chapter events.

Step 1

Step 2

Step 3

Step 4

Step 5

**Complaint
Received by
Event Organizer**

**Immediate
Classification of
the Complaint**

If competition-related,
direct the issue to the
WCE Rep on-site.

If related to a COC
violation, direct the
issue to the event's
organizing
committee.

**Immediate
Solution Found
On-Site**

Solution identified by
WCE Rep and Organizer
after review of R&R.

Solution identified by
the organizing
committee after
assessing the
complaint.

**On-Site
Resolution**

WCE Rep and
Organizer
communicate the
solution on-site.

Organizer
communicates the
solution to the
complainant on-site.

**If Complaint
Unresolved (or
Disagreed with the
resolution)**

Email SCA Community
Support Team
(chapters@sca.coffee)

Post-Event Conflict Reporting Procedure

Verbally or physically abusive or threatening behavior is not tolerated. This document outlines a process for dealing with conflict at SCA Chapter events.

Step 1

Step 2

Step 3

Step 4

Step 5

**Complaint
Received by
chapters@sca.co
ffee**

**Receipt of
Complaint
Acknowledged**

The Regional Community Director (RCD) will confirm receipt of the complaint within 24 hours.

**Urgency
Assessed &
Committee
Assembled**

Group consists of at least two RCDs, SCA community event officer, SCA HR representation, and WCE committee if R&R relevant.

**Solution
Identified**

The group assesses the gravity of the Code of Conduct violation and identifies possible solutions.

**Official Response
Sent**

Communicated by Regional Community Director within 72 hours - 7 working days.