

International Quidditch Association Volunteer Code of Conduct

The mission of the International Quidditch Association (IQA) is to lead and promote the sport of quidditch by holding international sporting events, supporting other quidditch groups, and by sharing quidditch and our values of gender equity and inclusivity with a broader audience.

The IQA combines the principles of respect, tolerance, inclusivity, integrity, gender equity, professionalism, accessibility, fun, and service to the quidditch community in its philosophy, culture, identity, and behavior. These values are reflected in our treatment of each other, the quidditch community, and the general public.

This Code of Conduct establishes the framework, within which the IQA operates. In recognition of the trust that national governing bodies (NGBs) and the quidditch community are placing in us every day, all volunteers adhere to the principles and values laid out in this Handbook.

The values of the IQA are:

- Inclusivity
- Integrity
- Accessibility
- Openness
- Empowerment

The IQA expects all volunteers to act consistently with those values at all times. In addition, all volunteers are expected to act in accordance with the following at all times.

IQA Values

1) Inclusivity

We do not tolerate harassment or discrimination on any basis including perceived sexual orientation, race, color, creed, religion, religious dress and grooming, sex, age, national origin or ancestry, physical or mental disability, marital status, medical condition, genetic tests and information, gender expression, gender identity, pregnancy, or any other basis protected by local or United States federal law. Such harassment or discrimination always violates the values of the IQA and may be illegal under local law. As such, the IQA will not tolerate any such harassment or discrimination. The IQA also has a zero tolerance policy for harassment by any IQA volunteer. Although victims may choose not to do so, we encourage victims to report illegal activity to relevant law enforcement and to consider seeking counseling or other support resources.

2) Integrity

We conduct ourselves in a professional manner, which is crucial to establishing the trust that is placed in us. To achieve this goal, all volunteers are expected to treat each other, the quidditch community, and the public with respect and professionalism. While disagreements are common, actions such as bullying, personal attacks, outbursts, harassment, and unprofessional behavior will not be tolerated.

Volunteers are the image of the organization, and as such your actions, both public and private, will reflect directly on this organization. Volunteers are expected to conduct themselves accordingly.

This means that we will refrain from unprofessional behaviour such as, but not limited to: profanity directed at others, excessive profanity, and slurs or derogatory language of any kind. Any breaches of this policy may be handled through the disciplinary processes outlined below.

3) Accessibility

Quidditch and the IQA are open to everyone. All decisions made by IQA volunteers should consider the repercussions such decisions will have on the quidditch community and the community as a whole, particularly groups that are historically marginalized outside of the sport of quidditch.

4) Openness

The IQA strives to be open and transparent in all actions it takes, both with its volunteers and the larger community. Any decision and/or action that a volunteer makes should be consistent with these values and explainable to stakeholders based on an explanation consistent with the IQA's missions and values.

However, in order for the IQA to be completely open, volunteers must have confidence that anything shared internally will be kept strictly confidential. This allows for volunteers to make decisions based on as many points of view as possible and to plan communications strategy to maximize clarity and transparency. All information and know-how learned as part of volunteering with the IQA or shared with you because you are a volunteer for the IQA is confidential and remains the property of the IQA at all times. In particular this means that volunteers do not have the right to copy, publish, or share any information publicly or with individuals who are not also IQA volunteers.

5) Empowerment

The IQA puts a great deal of trust in its volunteers. However in exchange for this trust the IQA expects volunteers to meet expectations regarding communication and responsiveness. IQA volunteers are expected to check Slack and respond to messages every 48 hours and supervisors are expected to check Slack and respond to messages every 24 hours. We understand that this is a volunteer position and if a volunteer is unable to meet these timelines in a period they should let their

supervisor know and post a public message in the #leave channel indicating how long they will be unavailable. Volunteers are expected to take not more than 30 consecutive days of leave.

II) General Volunteer Policies

1) Work for Hire

All videos, articles, accounts, and other media be it written, audio, visual, or otherwise, excepting photos, made by us for use by the IQA are the exclusive property of the IQA. The creator retains no separate rights to such property and hereby assigns all such media to the IQA. Any accounts made for social media or any other site that require a log-in to access must be approved by the superior prior to establishment, and the log-in information must remain on file with the IQA.

2) At Will Volunteering

All volunteers are doing so on an "at-will" basis and the volunteering relationship may be terminated by either the IQA or the volunteer for any reason, at any time, with or without cause or notice by either party.

3) Avoid Conflicts of Interests

IQA volunteers may know information and be in a position to make decisions that may benefit them personally or appear to benefit them personally. If an IQA volunteer stands to personally benefit or create the impression of a personal benefit from a decision they should be sure that their supervisor and colleagues are aware of any potential conflict and take steps, where necessary, to avoid acting in a manner that may provide the impression of a biased decision.

4) Discipline

The IQA retains the right to act in a variety of disciplinary manners as a result of a breach of these policies. This includes one or more warnings, suspensions from volunteering, and may also include termination. In the future, the IQA will work to develop specific disciplinary policies. If you have any concerns about this policy or the behavior of any volunteers you can contact any of the trustees or the Human Resources Director.

5) Teamwork

The IQA is made up of a team of volunteers. We should always work to support one another, help each other out, and have fun. Sometimes we may have to make sacrifices in parts of our lives for IQA business, but that does not mean we should not enjoy what we do. We are evolving the sport of quidditch and without us the game as we know it couldn't exist. Sometimes we have to do work that is not pleasant but our work does make a difference.

Data Protection

IQA takes the privacy of its volunteers very seriously. The IQA may collect certain information from volunteers including name, age, date of birth, address, and gender. This information may be used for mailing items to you and to ensure that your pronouns are properly used across the organization.

Moreover, volunteers expressly agree not to use any of the data of any natural or legal person they come in contact with for any other purpose than the intended one. Particularly, they will not give anyone access to or sell this data or publish it in any way. This data will be stored on the IQA's IT infrastructure and may also be stored on personal email addresses and/or devices based upon systems that individual volunteers may use.

