



Code of Conduct for SCA Chapter Committee Coordinators

Updated April 2020

This Code of Conduct applies to all Specialty Coffee Association (SCA) chapter committee coordinators. All coordinators of SCA chapters are expected to act in the best interests of the specialty coffee community and its members. As an ambassador for the SCA, any inappropriate conduct or behavior will be treated with the utmost seriousness and could lead to removal from the committee. Complaints against a coordinator of an SCA chapter should be reported to the chapters@sca.coffee.

All SCA chapter coordinators MUST:

- Abide by the SCA mission, vision, purpose, and values [as stated by the SCA](#).
- Behave ethically, honestly, and with integrity. Respect fellow chapter coordinators, staff, members, volunteers, and all participants of the chapter event at all times.
- Agree to approach the chapter activities with a constructive and supportive attitude geared towards helping, engaging, and supporting the community.
- Declare any actual or perceived conflict of interest as a chapter coordinator in chapter activities in advance of any discussions, planning, or negotiations.
- Agree not to promote their own self-interest while in a position within the chapter committee. This may be viewed as a conflict of interest, unfair advantage, and/or misuse of the position.
- Include all chapter coordinators and/or staff members in any planning, agreements, and contracts with sponsors/venues. No single agreement or arrangement can be made without full approval of the chapter committee and/or staff members.
- Refer all media inquiries to the SCA chapter office or chapter communications coordinator.
- Maintain confidentiality of information related to members, event participants, volunteers, or staff, and do not retain or misuse others' personal information obtained from the chapter activities along with compliance with GDPR and/or applicable local data protection laws.
- Understand and adhere to the Rules and Regulations relevant to competitions the chapter is organizing or participating in.
- Excuse oneself from judging/competing/organizing/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;

UK OFFICE
p+44 1245 426060

Oak Lodge
Leighams R
Bicknacre
Chelmsford
Essex
CM3 4HF
United Kingdom

US OFFICE
p+1 562 624 4100

117 West 4th
Suite 300
Santa Ana
California
92701
United States





- A relative, friend, a romantic relationship or customer;
- Trainer or trainee of the competitor for competition (with or without compensation).
- Never accept bribes, kickbacks, gifts, favors or other similar remuneration from competitors, coaches, their employers, sponsors, or other judges.
- Have adequate availability to plan, prepare, and participate in chapter activities. If a chapter coordinator is unable to commit the required amount of time to participate in the chapter's activities, they may resign with a minimum of one month's notice period, given in writing to the SCA and their chapter committee.
- Hold a minimum of one (1) annual meeting for all SCA Members reporting on all chapter activities, including financial reporting of the chapter accounts.
- Abide by the national, local, and laws of the association/chapter while taking full responsibility for any violations and reporting them to the appropriate organizer office immediately.
- Have appropriate liability insurance as directed by the SCA for all chapter events and release the SCA and its officers, directors, employees, members, and agents from any and all liability for any injury, loss, or damage arising out of or in connection with their participation in the chapter activities.
- Understand that SCA strictly prohibits and does not tolerate unlawful harassment, violent behavior, sexually offensive behavior, 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; sexually explicit or offensive images, language or conduct; and obscene gestures or actions towards others. They may be removed from the chapter and may be banned from future SCA or chapter events. Please reference the SCA's full Code of Conduct on our website: <https://sca.coffee/code-of-conduct>.

This Code of Conduct is not intended to restrict communications or actions protected by national and/or local laws or jurisdictions

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 chapter and they may be barred from future SCA elections and/or activities.

By signing below, I confirm that I have received, read and understand that it is my responsibility to be familiar with and abide by the terms outlined above. I understand that the information in this Code of Conduct is intended to help the Specialty Coffee Association and the chapter coordinators, staff, members, volunteers, and all participants to work together effectively and collaboratively.

UK OFFICE
p+44 1245 426060

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Leighams R
Bicknacre
Chelmsford
Essex
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US OFFICE
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117 West 4th
Suite 300
Santa Ana
California
92701
United States





Print Name

Email address

Signature

Date

UK OFFICE
p+44 1245 426060

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Leighams R
Bicknacre
Chelmsford
Essex
CM3 4HF
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US OFFICE
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