**CHATTAHOOCHEE CONTRA DANCERS**

**PROCEDURES FOR ADDRESSING COMPLAINTS ABOUT INAPPROPRIATE BEHAVIOR**

*Revised: February 2019*

It is the goal of the Chattahoochee Contra Dancers (CCD) to provide a safe and inclusive dance environment. The following guidelines have been developed based on other communities’ guidelines as well as previous experiences in the Atlanta contra dance community. For example, we do not attempt to “validate” or consider the “credibility” of a complaint. This is because 1) a vast majority of inappropriate behavior cannot be proven and 2) in an overwhelming majority of cases, either a single complaint is received or numerous complaints are leveled against an individual. We also do not request an explanation from an individual accused of inappropriate behavior, as we believe that subsequent actions are more important than explanations.

If an individual feels that a fellow dancer has acted inappropriately, they are encouraged to do at least one of the following: 1) report such behavior to a dance host, steering committee (SC) member, or Dance Ambassador (DA); 2) submit a complaint on the CCD website (it can be anonymous); or 3) report such behavior in the on-site dance feedback box.

Each complaint against a dancer will be recorded in the SC records. Upon receiving the first complaint, a record with the dancer’s name will be created and this and all subsequent complaints and SC actions will be recorded there.

After the first offense: At the next dance they attend (to promote the safety and anonymity of the person making the complaint), a SC member will talk to the dancer about the behavior, reminding them of good practices. The identity of the dancer who made the complaint will remain confidential unless they explicitly ask to participate in the process.

After the second offense: two or more SC members will talk to the alleged offender and clarify what behavior is inappropriate and what changes to their behavior must be made.

After the third offense: a certified letter will be sent to the alleged offender stating the nature of the complaint(s) and that any further reports of inappropriate behavior will result in them being banned from all CCD events. A copy of the CCD dance guidelines will be included with the letter. The SC will keep a copy of the letter for their records.

After the fourth offense: the alleged offender will be permanently banned from all future CCD events.

In order to ensure the safety of all our dancers, any egregious behavior, regardless of number of previous complaints, may result in immediate removal from an event and, if necessary, banning from all future events. Any permanent ban must be approved by a majority of the SC.