



UCWDC® ILLICIT ACTIVITY POLICY

Version 1.0

Date	Created by	Checked by	Approved by	Effective date
August 13, 2018	Keith Armbruster	Brownstein Hyatt Farber Schreck, LLP	General Council	Sep. 9, 2018

REVISIONS					
Date	Created by	Checked by	Approved by	Effective date	Version



CONTENTS

1. INTRODUCTION.....3

 1.1 Purpose.....3

 1.2 Compliance with Laws3

2 NOTIFICATION OF ACTIVITY3

 2.1 Reporting Procedure.....4

 2.2 Investigation and Discovery.....4

3. REPORTING OF CRIMINAL OR ILLEGAL ACTIVITY.....4



1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The United Country Western Dance Council (UCWDC) has a duty to protect the interests of the UCWDC, its Sanctioned Member Events, Directors, Associate Members and Event Attendees, where possible. This policy is to assist all Sanctioned Members in the discovery of alleged Illicit Activity or Substances involving Associate Members and/or Non-Members in conjunction with the operations and running of their scheduled event. Our hope is to provide guidance to its Sanctioned Member Events on standards of behavior and ethical conduct.

As the laws governing Illicit Activity or Substances vary from state to state and country to country, this policy outlines general guidelines to be followed once discovered. In the event of a conflict between this Policy and applicable law, applicable law applies.

It is the responsibility of ALL SANCTIONED MEMBERS to comply with all laws governing Criminal, Illegal or Illicit activity both locally and federally.

1.2 Compliance with Laws

Associate Members will conduct themselves in accordance with and comply with all applicable laws at all times. The UCWDC will work with law enforcement to exclude any person from an event for acting in violation of applicable law, or contrary to the UCWDC's mission.

The United Country Western Dance Council (UCWDC) will not discriminate on the basis of race, creed, color or national origin, religion, physical or mental disability, age, citizenship, family care status, gender identity, transgender status, sex, sexual preferences, sexual orientation, military or veteran status, genetic information, or any other legally-protected characteristic.

2. NOTIFICATION OF ACTIVITY

Associate Members who engage in suspected criminal or illegal activity are subject to disciplinary action or prosecution by law.

If an Associate Member or individual suspects criminal or illegal activity, or they feel they are in any danger they are advised to report immediately to the local law enforcement agency.



2.1 Reporting Procedure

1. A complaint regarding, or knowledge of a suspected criminal or illegal activity of individual(s) must be reported immediately to the attention of law enforcement. As soon as practicable after a complaint is made to law enforcement, this should also be reported to the UCWDC President, and Secretary with any corresponding evidence including, but not limited to documentation, witness names, photographic or video evidence.
2. Upon notification of the complaint, the President, or an appropriate appointed designee of the President, will review the issue cited in the complaint and conduct a preliminary investigation to determine the validity of the complaint as soon as practicable.
3. If an appointed designee is used, that person will make known his/her finding to the UCWDC President.

2.2 Investigation and Discovery

1. If the President finds through the Reporting Procedure that the complaint has possible factual validity about the suspected criminal or illegal activity, they will;
 - a. report to law enforcement agencies immediately, as outlined in Section 3 of this policy;
 - b. remove from the event as quickly as safety permits the individual engaging in threatening behavior; and
 - c. make their findings known to the Board of Directors as soon as practicable.

3. REPORTING OF CRIMINAL OR ILLEGAL ACTIVITY

As part of our mandate to protect the UCWDC, it's Sanctioned Member Events, Associate Members and Event Attendees this section describes the UCWDC's process for reporting to law enforcement.

1. To the extent permitted by applicable law, the UCWDC will report to law enforcement where there are reasonable grounds to believe that an Associate Member has been involved in criminal or illegal activity.
2. In addition to reports by the UCWDC, the UCWDC encourages its Sanctioned Member Events, Associate Members, complainants and witnesses to report directly to law enforcement and support their efforts in doing so.
3. A report is not required if law enforcement is already aware of the alleged illegal activity.
4. As a general rule the report will include a summary of the relevant allegations based on information received with the initial complaint. Consent of the complainant will ordinarily be obtained before the report is made.
5. The UCWDC will disclose additional information if there are reasonable grounds to believe that there is a significant risk of harm and that making the disclosure or report will reduce the risk.
6. The harm to be prevented by disclosure may include physical, psychological or economic harm to a person.

END OF POLICY