



Adaptive Sports Program New Mexico (ASPNM)

Code of Conduct

Reporting Contacts: Onsite Lead Staff Member (varies by event) and

Executive Director Camille Romero at cromero@aspnm.org or (505) 570-5710

1. Purpose & Scope

This Code of Conduct applies to everyone involved in ASPNM programs, activities, and events—including participants, family members/caregivers, volunteers, contractors, and staff. It establishes shared expectations for respectful, safe, and inclusive behavior, and outlines role-specific standards where applicable.

2. Core Standards (Apply to Everyone)

- Respect & Dignity: Treat all people with courtesy and respect, regardless of disability, race, ethnicity, national origin, religion, sex, gender identity or expression, sexual orientation, age, veteran status, or any other status.
- Safety & Well-Being: Prioritize physical and emotional safety. Follow all safety instructions, equipment requirements, and site rules. Report hazards or incidents promptly.
- Inclusion & Access: Support inclusive participation. Use person-first, respectful language. Provide reasonable cooperation with accommodations and adaptive equipment protocols.
- Integrity & Honesty: Be truthful in communications and reporting. Do not engage in fraud, misrepresentation, or misuse of ASPNM resources.
- Boundaries & Professionalism: Maintain appropriate boundaries. Avoid bullying, harassment, intimidation, retaliation, or demeaning behavior—online or in person.
- Substance Use: Do not use alcohol, illegal drugs, or misuse prescription medication during any ASPNM activity. Arrive fit to participate or serve.
- Non-Violence & Zero Tolerance for Abuse: Physical, emotional, or sexual abuse; exploitation; or neglect is strictly prohibited.
- Privacy & Confidentiality: Respect the privacy of participants, families, volunteers, and staff. Handle personal and medical information responsibly and share only on a need-to-know basis.
- Property & Facilities: Use equipment responsibly. Take care of shared spaces, vehicles, and adaptive gear; report damage or malfunctions immediately.
Digital & Social Media Conduct: Represent ASPNM positively. Do not share identifying images or information of participants without proper consent.

3. Role-Specific Standards

All individuals must meet the Core Standards above. The following additional requirements apply to specific roles.

a. Participants & Family Members/Caregivers

- Follow all instructions from ASPNM staff and volunteers, including equipment use, loading/unloading procedures, and mountain/water/rock-site rules.
- Support safety by avoiding interference with instruction, belay/spotter protocols, or boat/vehicle operations.
- Communicate relevant medical or accessibility information needed for safe participation, including medications, allergies, or seizure protocols as appropriate.
- Use respectful language and model sportsmanship; avoid disruptive, aggressive, or harassing behavior.
- Only provide personal care that you are qualified and authorized to give; coordinate with ASPNM staff when assistance is needed.
- Report concerns or incidents immediately to onsite staff or the Executive Director.

b. Volunteers

- Complete application, screening, and background checks as required; maintain current training and certifications relevant to assigned roles.
- Follow lesson plans, safety briefings, and operational procedures; ask for clarification when uncertain.
- Maintain professional boundaries; avoid one-on-one isolated interactions when possible and follow supervision guidelines.
- Use appropriate communication and de-escalation techniques; seek assistance early when safety or behavioral concerns arise.
- Report all incidents, near misses, injuries, suspected abuse/neglect, or policy violations immediately, following ASPNM procedures.
- Do not accept gifts or favors that could create real or perceived conflicts of interest without prior approval.

c. Staff & Contractors

- Meet all onboarding and position requirements (licenses, background checks, training, certifications). Keep credentials current.
- Model the highest standard of professional conduct and inclusive leadership. Set and enforce clear safety practices.
- Ensure appropriate ratios, supervision plans, transportation and vehicle safety compliance, and equipment maintenance.

- Uphold mandatory reporting obligations consistent with law and ASPNM policy regarding suspected abuse, neglect, or exploitation.
- Safeguard participant data. Limit access to personal/medical information to authorized personnel and secure records per policy.
- Avoid conflicts of interest and self-dealing; disclose potential conflicts promptly to leadership and follow mitigation steps.

4. Safeguarding & Safety

- Two-Deep/Observable Interaction: Maintain observable and interruptible interactions when feasible. Avoid unnecessary one-on-one isolation.
- Appropriate Touch: Any physical assistance must be purposeful, explained, and consented to when possible; avoid intimate or invasive contact.
- Transportation: Follow ASPNM driver, vehicle, and passenger safety policies; use seatbelts/PFDs/helmets and required adaptive equipment.
- Medical & Emergency Response: Follow emergency action plans (EAPs); document incidents and notify designated contacts.
- Risk Management: Adhere to terrain/water/weather assessments, participant skill matching, and equipment checks before activities.

5. Prohibited Conduct (Examples)

- Harassment, bullying, hazing, or retaliation.
- Physical violence, threats, or intimidation.
- Sexual harassment or sexualized behavior with or around participants; possession or distribution of sexually explicit material at activities.
- Theft, fraud, or misuse of funds, equipment, or accounts.
- Possession of weapons (unless expressly authorized for a specific, approved program use and in compliance with law and policy).
- Alcohol/illegal drug use during programs; being under the influence while participating or serving.
- Unauthorized photography/recording or posting of images/information without consent, especially of minors or sensitive contexts.

6. Reporting & Response

Anyone who witnesses or experiences a violation of this Code—or has a safety concern—must report it as soon as possible to onsite staff or the Executive Director. Reports can be made verbally during an event or via email/phone using the contact at the top of this document. ASPNM will document and address reports promptly, fairly, and consistent with policy and applicable law, and will protect good-faith reporters from retaliation.

- Emergency situations: call 911 first, then notify ASPNM staff.

- Incident documentation: staff/volunteers will complete incident reports and notify leadership per procedure.
- Confidentiality: information will be shared only with those who need to know to respond appropriately.
- External reporting: where required, ASPNM will notify law enforcement, protective services, or partner sites.

7. Violations & Consequences

Consequences for violating this Code may include verbal/written warnings, removal from activities, suspension, termination of volunteer or employment roles, and/or bans from future participation. Serious misconduct may be referred to external authorities. Sanctions may be imposed even if conduct does not constitute a crime.

8. Acknowledgment & Agreement

By participating in, volunteering with, or working for ASPNM, you acknowledge that you have read, understand, and agree to abide by this Code of Conduct. For volunteers and staff, a signed acknowledgment may be required during onboarding or renewal.

Name: _____ Date: _____

Signature: _____

Role: Participant ☐ Family/Caregiver ☐ Volunteer ☐ Staff/Contractor ☐