



AAPGAI CODE OF PRACTICE & MEMBERS CODE OF CONDUCT

Updated Oct 2015

1. PRINCIPLES

Members of the AAPGAI should be committed to honourable behaviour, even at the sacrifice of personal advantage. Furthermore, they should:

1. Demonstrate sensitivity and professionalism in all activities including all forms of communications with clients, colleagues, and the public at large;
2. Perform all professional responsibilities with the highest sense of integrity;
3. Maintain objectivity and be free of conflicts of personal or commercial interest, real and apparent whenever discharging their professional tuition responsibilities;
4. Continually improve their competency and quality of services.

2. RULES

A) PHYSICAL APPEARANCE, CONDUCT AND CONTACT WITH CLIENTS.

1. Members are encouraged to display their certification credentials such as patches or badges while conducting, or participating in teaching events, assessments and demonstrations of any kind.
2. Members shall always request specific individual consent of their students before making physical contact with them.

B) VERBAL CONDUCT.

1. Members will refrain from bringing other people's reputation into disrepute.
2. Members will refrain from any form of verbal discrimination whatsoever. This includes discriminatory or insulting behaviour on the basis of gender, race, religion, nationality, age or sexual orientation. Where proven, discriminatory behaviour will result in immediate termination of membership.

C) COMMUNICATION – EMAILS, LETTERS & SOCIAL MEDIA ETC.

1. All exchanges should be conducted in a courteous and recognised professional manner.
2. Emails and other forms of written communications, held between members of committees, should endeavour to include copies of all correspondence to all those persons elected to the aforesaid committees.
3. Members should endeavour to return correspondence within a reasonable time.
4. Members will not enter into any form of discriminatory or insulting correspondence via social media websites on the basis of gender, race, religion, nationality, age or sexual orientation. Where proven, discriminatory behaviour will result in immediate termination of membership.

D) TESTING PROCEDURE.

1. Except as noted in Testing Procedures #2 below, AAPGAI Members may not conduct certifications for close friends, work colleagues, or anyone with whom they have a commercial business relationship. Assessors shall use their best judgment in discerning friends from mere acquaintances.
2. Members who are called upon to conduct assessments for someone whom they have coached in preparation for the test cannot be involved for one year as part of the assessment team for that particular person.
3. For purposes of an Instructor Assessment, three examiners shall be required for a Masters assessment all of whom should be Masters in the discipline being assessed. For an Advanced candidate three examiners should be present with at least one Master being present. For a Provisional test two assessors should be present with at least one Master. Examiners will not be able to test any candidate whom they have taught recently (see # 2), with whom they are close friends, or are members of the same family.
4. All Conflicts of interest should be made clear prior to any assessments taking place.
5. The numbers of assessors present (as stated above) are the minimum required.
6. Only those persons who are directly involved in the assessments, as examiners or witnesses should be in attendance. Any other persons, be they trainees or observers, who would wish to attend, must have the explicit permission of the candidate being assessed, and all testing members.
7. All appeals on examinations procedures and outcomes which cannot be amicably resolved at the time of examination should be conveyed by the lead assessor to the AAPGAI Secretary and the Chair of Standards & Practices who will at an appropriate time convene an appeals hearing.

E) DONATING AND/OR CHARGING FOR SERVICES.

1. Members are free to charge and collect for their services at whatever level their clients are willing to pay.
2. Members are encouraged to make themselves available to groups, clubs or individuals seeking instruction or preparation for certification.

F) APPROPRIATE USE OF TITLES.

1. Any suitably qualified AAPGAI instructor in good standing may use their status as an Advanced Instructor or Master for any legal purpose, including a commercial one, that they may deem appropriate, provided that such enterprise does not directly or indirectly injure the Association. Members may use the descriptions of their status on business cards, letter heads, and any other written, printed, film, video or additional medium that the member should deem suitable without restriction. While it is recommended that such use be related to fly casting and fly dressing matters and fly casting and fly dressing instructional matters, it is also recognised that there will be, from time to time, other uses which are legitimate and benign. All references to or descriptions of status must be current and accurate. Provisional members can also advertise their AAPGAI status but must ensure that their Provisional status is made totally clear on all advertising material.

3. SANCTIONS FOR VIOLATIONS OF REGULATIONS:

DISCIPLINARY PROCEDURES

1. Reviews and recommendations to the Chair of the AAPGAI Standards and Practices Committee should be completed within 90 days of initial receipt. Final action by the Chairman, if needed, should be completed in not more than 120 days from the initial report of violation(s).
2. Reports of any Code of Practice violations can come from any one person. Reports will only be accepted providing that person can supply in writing to the Chairman of the S&P Committee a clear description of what that violation is, who committed the violation, a date, time, and supply names and contact particulars of any corroborating witnesses. One who alleges a violation need not be an AAPGAI member.
3. Violations will be reviewed by AAPGAI S&P Committee, formed by the S&P chair. This review will include a direct conversation with the individual(s) reporting the violation.
4. Reviewers should seek corroborating information and be sensitive to personal vendettas against a Member. This review may be conducted through e-mail, phone calls or regular mail as needed.
5. A member of the review committee will contact the accused Member to get first hand feedback on the alleged violating event(s).
6. If a simple majority of the review committee finds the violation(s) to be credible the S&P Committee Chair will recommend to the Chair of the AAPGAI Management Committee that one or more of the actions below (A – F) be taken:
7. The Chair of the AAPGAI Management Committee will then review the recommendations and suggest to the AAPGAI Management Committee which of the submitted actions he/she deems appropriate.
8. The final decision will then be made by a majority vote of the AAPGAI Management Committee

SUGGESTED ACTIONS

A). NO ACTION.

The member will be advised by letter.

B). VERBAL CAUTION.

Verbal cautions will be administered and documented in writing by the Chair of the AAPGAI management committee without action by that committee.

C). LETTER OF CAUTION.

Letters of caution will be administered and documented by the Chair of the S&P Committee, without action by the AAPGAI management committee.

D). LETTER OF PROBATION WITH A SPECIFIC TIME PERIOD.

Letters of probation will be administered and signed out by the Chair of the S&P Committee without action by the AAPGAI management committee.

E). TEMPORARY REVOCATION OF CERTIFICATION WITH A SPECIFIC TIME PERIOD.

Temporary revocation will require a simple majority vote of a quorum of the Management Committee. Revocation letters will also be signed out by the Chair of the AAPGAI Management Committee.

F). PERMANENT REVOCATION OF CERTIFICATION.

Permanent revocation will require a simple majority vote of a quorum of the AAPGAI Management Committee. Revocation letters will also be signed out by the Chair of the AAPGAI Management Committee.

APPEALS

All appeals related to any disciplinary sanctions should be addressed to the AAPGAI Secretary and the Chair of Standards & Practices who will convene an appeals hearing at an appropriate time.