

## USATT ETHICS & GRIEVANCE COMMITTEE

### MINUTES OF JULY 9, 2020 MEETING

#### MEETING BY VIDEOCONFERENCE

**Committee Members in attendance:** Frank Roth, Chair, Ross Brown, Michael Clardy, Steve Hopkins, and James Segrest (Athlete Member).

**Others in attendance:** Stephen Hess, Esq., USATT Counsel

**Call to order:** Mr. Roth, Committee Chair, called the meeting to order at 11:05 a.m. U.S. EDT.

**Approval of Minutes:** There were no prior Committee meeting minutes to be approved. The members of the Committee were appointed, or reappointed, in April 2020 and this was the first meeting of the Committee since those appointments and reappointments.

**Agenda:** Items in headings I. to V. below appeared on an agenda distributed by the Chair by email to the Committee members in advance:

I. **Introductions:** Mr. Roth welcomed the Committee members and thanked them for their service to the USATT. He noted that he sent the meeting agenda by email and that ad hoc additions from the Committee members were welcome, at the start or as the meeting progressed. (No additions were suggested.)

II. **Committee meeting procedures:**

Mr. Roth noted that USATT Bylaws Article 9.8, pertaining to all USATT Committees, states that “*Each Committee shall establish procedures for conducting its business and affairs*” and that these “*shall be published and made available on USATT’s website.*” He stated that the Committee will be developing these procedures starting with this meeting. USATT Bylaws Article 9.10 states that each Committee shall take minutes, and Mr. Roth stated he will prepare minutes of this meeting.

Mr. Roth noted that USATT Bylaws Article 9.9 provides that Committee meetings are to be open to USATT members, however the Committee may meet in executive session in the event the Committee Chair, with consent of a majority of Committee members in attendance, deems it appropriate for reasons such as those stated in Article 9.9. Mr. Roth stated that he requested Mr. Stephen Hess, Esquire, USATT legal counsel, to attend this meeting and to conduct it in executive session so that the Committee can be briefed on any past or pending complaints, grievances, or legal matters from the recent past of which the Committee members should be apprised. There was no objection to conducting the meeting in executive session.

There was a discussion, with unanimous consensus of the Committee members, that the Committee will adhere to the USATT Bylaws for the conduct of its meetings. Additionally, all agreed that the important principles of transparency of the Committee's procedures and actions to USATT members be appropriately balanced with the principle of confidentiality to ensure the proper review of complaints and grievances while in the allegation stages to prevent damage to individuals' reputations or complainants' privacy and to ensure the integrity of the Committee's fact-finding and hearing procedures.

### III. **Recent E&G Committee complaints, grievances, and matters:**

There was a discussion of whether there were any pending and unresolved complaints or grievances that required Committee action. Mr. Hess stated that there are no pending complaints or grievances. Mr. Hopkins and Mr. Segrest, Committee members who served in 2019, described the need for information about pending complaints and grievances to be shared with all of the Committee members, a practice that was not utilized in the past.

The Committee members agreed that all of the Committee members should be informed of the receipt and handling of complaints and grievances submitted to the Committee, which should be submitted through the Chair. Mr. Brown suggested that the Committee's communications should be through the Chair so that the Committee speaks with one voice. The discussion segued into the next agenda item.

### IV. **Complaint and Grievance Process: Improvements:**

**Log for Complaints and Grievances:** The Committee discussed and agreed that there should be a logging system to record the receipt and track the handling of complaints and grievances. Mr. Hess noted that logging systems are available that can limit access of names and specifics strictly to Committee members to maintain necessary confidentiality.

**Online Form for Submission of Complaints and Grievances:** The Committee members agreed that USATT should have an online form for members or others to submit complaints and grievances. Mr. Roth noted that he had found online complaint forms used by other USOPC-recognized national governing bodies. Mr. Hopkins stated he is willing to begin working on a draft online complaint and grievance form. There was a discussion about allowance for anonymous complaints and the importance of these in certain cases, such as SafeSport cases. Mr. Hess noted, and all agreed, that notice should be provided in the online complaint form that if a complaint or grievances is submitted anonymously, it could hinder or prevent the Committee's ability to investigate and/or take action.

**Codes of Ethics and Conduct:** The Committee discussed the Codes of Ethics and Conduct applicable to USATT directors, committee members, volunteers, and members. Mr. Roth noted that the following codes are available on the USATT website: (a) a USATT Board of Directors Code of Ethics; (b) a Code of Ethics that applies to USATT volunteers, committee members, and staff; (c) a Statement of Principles on Ethical

Behavior and Conflict of Interest that applies to USATT volunteers, committee members, and paid professionals; (d) a USATT Member Code of Conduct; and (e) a USA Table Tennis Team Member Code of Conduct and Athlete Pledge that applies to members of the USA national teams. There was a discussion of the different applicability of these Codes and general awareness (or lack of awareness) of them among USATT members. Mr. Segrest noted the high standards of conduct to which members of the USA Table Tennis national teams and Olympic and Paralympic teams are held and that they must affirmatively acknowledge their awareness and agreement to adhere to the high conduct standards applicable to national team members.

The Committee members agreed that awareness of these codes of conduct, particularly the Code of Conduct applicable to all USATT members, should be increased, including possibly through “click-through” acknowledgement of the Code of Conduct when an individual registers as a USATT member or renews a membership. Mr. Clardy shared his professional expertise and experience designing and implementing large-scale corporate training and compliance programs, suggesting methods of accomplishing this. There was further discussion of the value of increasing and confirming members’ awareness of the USATT Member Code of Conduct and associated challenges, with all agreeing that this should be pursued by the Committee moving forward.

V. **Next Meeting:**

There was a discussion of how often and when the Committee should meet. The consensus was for regular monthly meetings at a designated day of the month and time (e.g., the third Tuesday of each month at 1:00 p.m). Mr. Roth stated he will survey the Committee members on this and a consensus will be reached on a regular monthly meeting schedule.

**Adjournment:** Mr. Roth, noted the one-hour allotted for the meeting had been reached, and the meeting adjourned by consensus at 12:00 p.m. EDT.

Respectfully submitted,  
Frank A. Roth, Chair