



**WESTIES'
SAFETY**

CODE OF CONDUCT

ENGLISH TEMPLATE



Follow your ideal
Lead by example

VERSION 1.1 NOVEMBER 2023

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1. Introduction

Westy Nantes is an event that celebrates West Coast Swing, its heritage and its history in a friendly and inclusive way. The event is open to dancers of all ages and promotes West Coast Swing music and dance education, as well as fun and creativity.

Westy Nantes is committed to providing a safe and welcoming environment for all. To achieve this, we rely above all on the education, common sense and responsibility of each individual. This code of conduct is a moral contract between all event stakeholders. Everyone is asked to read it, accept it and respect it.

This code of conduct suggests the means to be implemented individually and collectively to ensure that everyone can enjoy the event to the full, calmly and safely. It is not intended to replace existing laws or regulations. Besides, to ensure the well-being of all stakeholders, it sets out expectations in terms of respect for the following values: benevolence, transparency, fairness, dignity, integrity, respect, listening and tolerance.

This code of conduct helps clarify what is acceptable or unacceptable behavior. On the one hand, it sets out what everyone is expected to respect during the event, as well as recommendations for making it a pleasant experience for all. On the other hand, it describes the measures that everyone can take when someone else's behavior is inappropriate, unacceptable or dangerous. Finally, it lists the measures that the organizing team can take to promote a safe environment for everyone.

Let's all help make this event a success, and continue to promote a safe, respectful and inclusive practice of West Coast Swing.

2. Field of application

Who is this code of conduct addressed to?

This code of conduct is intended for all event stakeholders, without exception. This includes in particular:

- The organizing team
- Teachers
- Judges in the case of competitions
- Partners (DJs, photographers and videographers, technicians, security guards, venue employees, etc.)
- Volunteers
- Event participants (dancers and non-dancers)
- Any spectators

We'd like everyone to play their part in making the event a success.

When is the code of conduct applicable?

The code of conduct is intended to be applied:

- Before the event: during any interaction with a purpose of organizing or participating in the event. For example, when looking for roommates or partners to register for the event or a "strictly" competition, when carpooling to the event venue, etc.
- Throughout the event: during classes, competitions, shows, parties and any other event-related social activity.
- After the event: in particular during the return journey or during post-event communications, such as the distribution of photos and videos, the completion of satisfaction questionnaires, etc.

We want all event stakeholders to enjoy a safe and inclusive environment throughout their experience.

Where does the code of conduct apply?

In order to promote appropriate behavior both on and off the dance floor, the code of conduct is intended to be applied in all places connected with the event (dance halls, premises made available by the event, partner hotels or accommodation, etc.), but also on the Internet and in particular on social networks.

3. Our expectations

a. Reminder of the law

The code of conduct is not intended to replace existing laws and regulations. This non-exhaustive chapter is designed to raise awareness about certain key concepts: discrimination, insults and defamation, sexual violence, image rights, drunkenness and drug use. The behaviors described below are prohibited and punishable by law. The organizing team will pay particular attention to compliance with these rules, and reserves the right to report any breaches to the appropriate authorities.

Discrimination: In law, discrimination is an unfavorable treatment which generally meets two conditions: it must be based on a criterion defined by law, and it must relate to a situation covered by the law (such as access to private goods and services, or access to a place open to the public). The criteria defined by law prohibiting discrimination may be derived from the French legislation alone, or from international or European texts; here are a few examples (non-exhaustive list):

- Criteria governed solely by the French legislation: marital status, physical appearance, name, morals, place of residence, ability to express oneself in a language other than French.
- International or European criteria: age, sex, origin, membership or non-membership - real or assumed - to an ethnic group, nation or so-called race, pregnancy, state of health, disability, sexual orientation, gender identity, political opinions, philosophical opinions, beliefs or membership or non-membership - real or assumed - to a particular religion.

Insult and defamation :

- An insult is a word, writing or expression of thought addressed to a person with the intention of hurting or offending them. Insults are punishable by law, whether expressed in public or in private. Penalties are heavier for public insults and discriminatory insults.
- Defamation consists in asserting a fact that is prejudicial to a person's honor or reputation.

Sexual violence or violence of sexual nature: Sexual violence refers to situations in which a person imposes on another person a behaviour or statements (oral or written) of sexual nature.

Sexual violence refers to all sexual acts committed with violence, coercion, threats and/or surprise. Surprise refers to the fact that an aggressor surprises the victim's consent if they are not in a state to consent (for example, when they are asleep or unconscious), or because the aggressor has used stratagems to deceive the victim's consent. Coercion can refer to the notion of manipulation or influence, implicit or explicit, for example due to a difference in status between the two individuals or a particular sensitivity or weakness on the part of the victim.

Notably, the following cases are considered as sexual violence:

- Sexist or sexual contempt is the imposition of sexist or sexual comments or behavior on a person that violates their dignity or exposes them to an intimidating, hostile or offensive situation.
- Sexual harassment is the repeated imposition on a person of sexist or sexual comments or behavior that either violates their dignity because of its degrading or humiliating nature, or creates an intimidating, hostile or offensive situation. Regarded as sexual harassment is also the use, even if not repeated, of any form of serious pressure with the real or apparent aim of obtaining an act of a sexual nature. (Art. 222-33 of the French Penal Code)
- Sexual exhibition is the act of exposing one's nudity or sexual attributes "to the view of others in a place accessible to public view". (Art. 222-32 of the French Penal Code)
- Sexual assault is defined as "any sexual violation committed with violence, constraint, threat or surprise". (Art. 222-22 of the French Penal Code). Case law defines sexual assault as "touching" of the victim's chest, buttocks, thighs, sex, mouth (forced kissing) or contact with the attacker's sex on any part of the victim's body.
- Rape is defined as "any act of sexual penetration of any kind whatsoever, or any oral-genital act committed on the person of another or on the person of the perpetrator by violence, constraint, threat or surprise". (Art. 222-23 of the French Penal Code)

The notion of consent is essential, because in all forms of sexual violence, the victim has neither consented to nor desired the sexual behavior and/or comments and/or images. Their refusal and non-consent can be expressed in words, silences, attitudes or writing. Consent must be reciprocal and mutual. Silence does not mean acceptance. If a person is not in a position to give consent, this means that they are refusing. Consent is temporary. It can be given and then withdrawn.

Image rights: Image rights allow you to authorize or refuse the reproduction and public dissemination of your image. The image may be a photo or a video. In the case of an image taken in a private place, it is necessary to have the written agreement of any person to use an image where they are recognizable (distribution, publication, reproduction or commercialization). In the case of an image taken in a public place, authorization is required if the person is isolated and recognizable. The image may be distributed via the press, television, a website or a social network. In practice, the photographer/videographer (event official or any other person who has recorded an image of another person) must obtain written consent before distributing the image: they cannot simply consent to be photographed or filmed.

Drunkenness in public places: Manifest drunkenness in a public place is prohibited. There is no defined blood-alcohol level to characterize such intoxication: the state of intoxication is assessed by the police according to the situation. As a reminder, in France it is forbidden to drive with a blood alcohol level equal to or greater than 0.5 grams per liter of blood.

Drug use:

Some 200 psychoactive substances are banned in France. A substance is prohibited if it has been classified by the Agence nationale de sécurité des médicaments et des produits de santé (ANSM) as a narcotic. The term "narcotic" thus refers to all substances whose consumption is prohibited.

b. The applicable rules

The applicable rules described below are intended to ensure the safe, respectful and inclusive practice of West Coast Swing for all. Any breach of these rules may, at the discretion of the organizing team, result in sanctions as described in chapter 4c "Possible sanctions".

Be respectful and courteous. Politeness and respect reflect concern for others, consideration and benevolence. All participants are asked to show politeness and respect throughout the event, e.g. during lessons (pay attention to teachers' explanations, do not disrupt the lesson, etc.), competitions (greet and thank your partner, etc.) and parties.

Be polite to teachers, staff, volunteers and venue personnel: please comply with their requests with a smile and don't forget to thank them for their work. It would be impossible to offer a smooth and functional event without the goodwill of these people.

Be open and attentive to others, whatever their status or level.

Invite someone to dance and respond respectfully. Everyone usually gladly accepts an invitation to dance, but there's nothing wrong with saying "no" - everyone has the right to refuse an invitation. If you are refused a dance, please respect this decision and find someone else to dance with. Accept being refused a dance (or several) and don't take it personally. If the person you've asked says "no", respect their choice and move on. If the person repeatedly says "no", stop asking and move on. Some dancers, especially teachers, are particularly inspiring, and many dancers want to share a dance with them. Nevertheless, being able to dance with someone in particular is not a right. Be respectful of their response.

If, at any time during the dance, you feel uncomfortable or unsafe, you can tell your partner, ask for the adjustments you need, or stop the dance before the song ends. Requests for your own safety and comfort are not disrespectful to your partner. They do not fall into the category of unsolicited "feedback" on dance skills (generally considered impolite). If you are often uncomfortable at dances, or if you often receive these kinds of requests for adjustments, you might consider asking a teacher or someone you trust for help.

Dance with care. Use all your senses and perceptive abilities on the dance floor to avoid collisions or injuries. It's everyone's responsibility to be aware of their own movement and position, as well as those of their partner and the dancers around them, in order to avoid any form of dangerous contact. If you hit or injure someone, apologize and try to prevent it from happening again.

Respect the consent and limits of others. Just because you see someone behaving in a certain way or performing a particular move with someone else, doesn't mean they will want to reproduce it with you. This applies to everything from close positions to movements such as falling, but also to the simple act of accepting a dance or being photographed or filmed. If you're not sure what someone's limits are, or if you can't tell from their non-verbal cues, then ask. Seeking consent is not a luxury but a necessity. If you make a mistake and the person asks you to stop, whether verbally or nonverbally (through a facial expression or body language cue), then accept their limits, stop and apologize. With regard to image rights in particular, remember that if you are filming or taking a photo of someone, you must have their written consent before using the images (see chapter 3a "Reminder of the law").

Lead, Follow, Switch, Steal. We're lucky to have a rich dance scene, and a community in which practices are constantly evolving. You may already be familiar with or curious about the practice of switch (the two partners lead and follow alternately in the same dance) or steal (several leaders and/or followers dance together, and "steal" the dancing partners). These practices are based on consent, but also on specific techniques. Don't join a "steal" circle without asking first. Don't "switch" without warning. Ask for consent to respect dancers and avoid injury. If you wish to switch, steal or dance in your second role, ask your partner(s) for consent. If you're not sure about the role of the person you want to dance with, don't hesitate to ask.

Stay correct. Artistic creativity, the search for fun or musical interpretation can lead to the desire to perform movements with more or less explicit sexual connotations. All those involved in the event (dancers, teachers, organizing team, etc.) are asked to be very vigilant in maintaining appropriate behavior towards both their partners and potential spectators. Remember that the notion of consent is central to this type of movement too. This applies at all stages of the event: classes, social events, competitions and shows, for example.

Be inclusive and moderate. Discriminatory, abusive or threatening comments or actions of any kind are strictly prohibited. No form of harassment will be tolerated. Although a dance event is not the appropriate place to debate personal or political opinions, respect for everyone's ideas is requested, within the limits of the legal framework.

Respect the premises and equipment. Providing a pleasant, comfortable and safe dance environment requires suitable premises, installation work and the use of sometimes costly

equipment. Everyone is asked to make proper and careful use of the premises and equipment provided. For example, a glass spilled on the dance floor or DJ table could have serious safety implications. It can also have a significant financial impact in the event of damage to equipment. Deliberate damage or theft is unacceptable. Finally, it's important to bear in mind that certain areas may be shared with people who aren't part of the event (e.g. hotel lobbies and corridors), so withholding is essential.

Drink with moderation. Alcohol consumption is legal and widespread in France. Nevertheless, all participants in the event are asked to control their consumption so that it remains compatible with the safe and respectful practice of West Coast Swing, and so that all activities outside the dance floor can take place in a serene and pleasant manner. Everyone is asked to be aware of their own limits, to be attentive to those of others and to accept them: inciting another person to consume alcohol to excess is not tolerated behavior. Remember that it can be more difficult to accurately assess one's limits and those of others under the influence of alcohol. For participants who are not staying at the event and have to take the road, remember that "the one who drives is the one who doesn't drink": in case of difficulty, don't take the road and contact a member of the organization.

c. Our advice

The advice we give you below aims at providing the very best experience to everyone during the event. If you don't follow them to the letter, it doesn't mean disciplinary actions will be taken against you. However, we heartedly recommend you pay attention to it for everyone's well-being.

Dancing

- **Invite and dance with everybody.** We all have our favorite dancers, or a special bond with some of our friends. However, we would prefer if you did not dance only with those people for the whole event. In order to be inclusive and friendly, we advise you to dance with as many people as possible, of different levels. It is customary to do one or two dances with the same partner before inviting somebody else. You can do more than two dances if both partners want to, but you can also invite that same person again later. Changing partners is not only a good thing for the event's atmosphere, but also for your own dance and the evolution of the community, which will benefit from it, both technically and creatively. Some dancers, including teachers, are asked to dance a lot during social nights, and many dancers want to dance with them. If it is your case, be patient and respect their right to take a break to recharge. If you can see there are already several dancers waiting to invite them, it might be better to try again later.
- **Don't give feedback to other dancers** if they don't specifically ask for it, whether you are on the dancefloor, off the dancefloor, in workshops, competitions, or social dancing. If your partner is explicitly open to getting feedback from you, you can express your own sensation without giving your opinion on their dance. Finally, any remarks related to your physical integrity or your personal well-being do not fall under this recommendation : you should always feel entitled to ask for the necessary adjustments to those elementary needs.
- **Pay attention to your partner.** We all like to try new patterns and new dance moves, but beware of the inherent risk of injury. Any move which increases the risk of hurting your partner (or other dancers) creates an environment where people are not

safe anymore. Especially for a drop or a lift, we advise you not to try it with someone you haven't practiced it with beforehand.

- **Share with your partner.** While being conscious of your surroundings, stay connected to your partner during the dance, and don't pay more attention than needed to other dancers... or the mirror. In that moment, your dance and your partner are your priority, no matter who your partner is, or their level.
- **Smile while dancing.** A smile is worth a thousand words !
- **Be watchful and proactive.** The security, well-being and comfort of each attendee is everyone's concern. We ask our attendees to be empathetic, to look after other dancers and to feel free to help when a difficulty arises. Minors can attend the event : please, be specifically mindful of their security, their well-being and their comfort.

Hygiene

In any type of dancing, and specifically in partner dancing, hygiene is essential to respecting oneself and one's partner. Here is some basic advice to keep in mind.

- Take a shower before workshops, parties or any dance session
- Put on deodorant, and always have some at hand if needed during the night
- Change t-shirt or top regularly
- Take a towel in your bag if need be
- Brush your teeth
- Use chewing-gums or refreshing sweets, especially after smoking
- Wash your hands regularly and especially after using the bathroom or after smoking

Health

We are all passionate about dancing. However, no event and no dance will ever justify neglecting your health.

- Don't forget to drink water
- Take your medicine
- Be mindful of your needs, especially foodwise and sleepwise
- If you are sick and/or potentially contagious, please do not come or wear a mask so as not to contaminate other dancers
- Be mindful of your own limits and physical needs. Listen to your body.

4. Failing to respect the code of conduct

The chapters below give advice and methods to implement in order to react when an attendee doesn't respect the code of conduct :

- Reporting a breach of the code of conduct
- Evaluating process after a report
- Possible sanctions

a. Reporting a breach of the code of conduct

Reporting a breach of the code of conduct to the organisers enables the situation to then be assessed and have sanctions taken if need be. It is a sensitive part, but it is necessary in order to make sure West Coast Swing is practiced in a safe, respectful and inclusive environment.

- You can report a breach at any time (before, during, or after the event), but we would advise you to do it as quickly as possible so that the situation may be addressed as soon as possible.
- If you witness a breach of the code of conduct, please let us know. It is better to receive several notices for one problem than none.
- If the situation entails a serious and imminent danger for the victim, you can contact the proper authorities before warning the organisers. If you feel safe doing it, and only if you feel safe, you may intervene, but try not to behave in a way that would put you or the victim in harm's way.
- If you don't feel safe intervening, we advise you to contact the organisers. The contacts are listed chapter 5 A entitled « Resources/Contacts », but you can also directly talk to a member of our team. You can usually find them at the registration desk, at the staff room for organisers or at the staff room for teachers. The organisers commit themselves to pay great attention to training their team and their volunteers to be aware of the problems tackled in this code of conduct.
- If you cannot find a member of the organising team to talk to, consider contacting other members of staff such as: teachers, DJs, official photographers and video-makers. They can in turn contact members of the organising team.
- You may also ask for help from the staff of the venue (for example: a security agent, cleaning operative, people who work at the restaurant of the venue) or anyone you trust.
- If the event is an official WSDC event, and if you don't feel like you can express your concerns to the organising team of the event, you can directly get in touch with the WSDC.
- If you are the victim of a breach of the code of conduct, you may make the problem known using the advice above. According to the severity of the breach, you might need to make sure you are safe first and find some support. In any case, do not feel guilty: you are not responsible for the situation.

b. Assessment

Letting the organisers know about a breach of the code of conduct activates the assessment process described below. It starts with listening to those involved, and it can be followed or not by an inquiry. Finally a decision is made, notified and implemented. The whole assessment process needs to respect everyone's feelings and dignity, and needs to be transparent and unbiased. The organisers commit to paying attention and to using all means necessary for the process to take place smoothly.

Listening:

It is very important to listen to all parties involved in case of a breach of the code of conduct. First, you need to provide the opportunity for presumed victims and/or to witnesses to explain what happened, listening without judging and with benevolence. This needs to take place as quickly as possible, the organisers doing their best to create a safe space where people can feel free to talk. However, according to the severity of the breach and its impact, the presumed victims might not want or be able to talk : the organisers really need to respect personal boundaries, and to commit to respect everyone's personal decision.

Then, whoever is accused needs to be given a chance to speak up and give their version of what happened. The organisers will do so to make sure equity is enforced, as well as transparency and presumption of innocence.

This part needs to be all about communication, without any violence and with benevolence in order to implement a constructive conversation that might lead to a resolution of conflict. The organisers will respect as much as possible the confidentiality of these conversations, but they remind you that the most serious breaches might be reported to the proper authorities. Everything learnt during this part of the process is the basis for making a decision, which can be completed by the enquiry described below.

The inquiry:

For the most serious breaches of the code of conduct, an inquiry might take place. It is meant to gather testimonies and tangible elements in order to assess the situation as clearly as possible. This inquiry is not supposed to be incriminating nor discriminating against anyone, but to gather facts as objectively as possible in order for the process of making a decision to be fair. It is important to remind you that respecting the dignity of all parties involved is the organisers' top priority.

The inquiry will be led by a member of the organising team, chosen because they don't have any conflict of interest with those involved, in an impartial, transparent and fair way. The organisers commit to gathering proofs and testimonies while respecting sensibilities and people's boundaries. The information gathered may be documented for a good follow-up and to make sure facts are filed for future reference, but kept confidential as much as possible.

Decision, notification and implementation:

Dance events imply different activities (workshops, competitions, social evenings) which come up one after the other very quickly. That's why decisions need to be made quickly by the organisers. You might especially need to take protective actions (for example excluding temporarily someone from a workshop or from a ballroom) during the listening and inquiry processes, without jeopardizing the workshop's good progress. While making sure they are reactive in order to guarantee a safe dancing place for everyone, the organisers will implement the listening and inquiry processes described above before making a final decision.

After listening to all those involved and maybe leading an investigation, the organisers will be able to make a decision (and especially the organiser of the event who is the one responsible in the end) while making sure :

- to notify the decision to all parties implied, during specific conversations. Establishing a benevolent communication that is respectful of everyone's dignity during this exchange is the top priority for the organisers in order to treat each person with sensitivity and empathy.
- to explain why this decision was made clearly and with transparency by specifying all the elements taken into account and the reasons leading to the chosen conclusion, for all parties implied to understand the decision
- file that decision in order to have an adequate and fair follow-up in the future : the organisers will make sure that the decisions made are applied and respected, whether or not sanctions are taken.

The reminder of laws and regulations and possible sanctions following a decision are the subject of the next chapter.

c. Possible sanctions

This chapter will explore a whole range of measures organisers can use, as detailed as possible in order to adapt best to any given situation. Depending on the seriousness of the incident, you may just need to remind people of the rules, or actually exclude them from the event or even call the authorities.

- **Reminder of laws and regulations:** reminding people of the law, the rules implemented in your event and the advice written in chapter 3 « Our expectations » that apply to this situation will be reminded to the offender.
- **Exclusion from a workshop:** the offender can be excluded from the workshop in which the incident happened, while still being allowed to take part in other activities of the event.
- **Exclusion from all the workshops:** the offender can be excluded from all the workshops and teaching / learning situations while still being allowed to take part in other activities of the event.
- **Exclusion from a competition:** the offender can be excluded from the competition during which the offense took place, while being allowed to still take part in other activities of the event.
- **Exclusion from all competitions:** the offender can be excluded from all competitions, while being allowed to take part in other activities of the event.
- **Exclusion from a social night:** the offender can be excluded from the social night where the offense took place, while being allowed to take part in other activities of the event.
- **Temporary exclusion of the event:** the offender can be excluded from all activities of the event for a predetermined period (for example: a day)
- **Final exclusion of the event:** the offender can be totally excluded from any activity of the event.
- **Banishment from the event:** the offender can be forbidden to ever take part in the event again.
- **Referring it to the WSDC:** the most serious offenses may be mentioned to the WSDC

- **Referring it to the authorities:** the most serious offenses can be referred to the proper authorities.

These sanctions are due to a breach of the moral contract between the organisers and the offender, and are therefore effective immediately and do not imply any reimbursement to the offender (event pass, accommodation, transport, etc.)

5. Resources

a. Contacts

A breach of the code of conduct may be reported to any member of the organising team who will then tell the presumed victims or witnesses who, within the team, is assessing reports of misconduct.

You can also contact these referents directly :

<ul style="list-style-type: none">● Name: <i>Houhou Brahim</i>● Phone: +33 632 915 133● E-mail: <i>contact@44dansestudio.com</i>	
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If the event is a registered World Swing Dance Council event:

- If you don't feel like you can express your concern to the organisers, please contact the WSDC directly at info@worldsdc.com.
- Ethical concerns about WSDC board members can be notified at the following email address: ombudsman@worldsdc.com.

b. Other useful contacts

- To call the police: 17
- To call the firefighters: 18
- For a medical emergency (SAMU): 15

6. Conclusion

This code of conduct is a moral contract between the different actors of the event. Even though we first rely on people's education, common sense and responsibility, this code of conduct promotes the values we defend, which are benevolence, dignity, integrity, respect and tolerance.

This code of conduct defines clear expectations and reinforces the trust between all those who take part in the event. It also provides a transparent and impartial basis for resolving conflicts in case of a breach.

All together, we can promote a safe, respectful and inclusive practice of West Coast Swing.

