

Chapter 2: Rules & Policies

LGF Program Rules & Policies

- 1. Clinic Accident Notification:** In the event of an incident (where someone gets injured) during a clinic, an Instructor present must notify the LGF Coordinator at Fish & Wildlife Let's Go Fishing office in Castleton (802-505-5562) within 24 hours of the incident or during the first workday following the incident. Depending on the seriousness of the incident, all persons involved may be asked to give detailed accounts of the incident. Of course, careful planning and vigilant attention to the participants prevent most incidents from occurring!
- 2. Transportation:** No Instructor shall transport any student in a private vehicle to any teaching activity. All students should arrange for their own transportation to and from any field experience.
- 3. Access to Courses:** Instructors cannot refuse to provide training or to certify, or to otherwise discriminate against any person because of race, creed, gender, religion, national origin, learning or reading disabilities, language differences, or physical disabilities. If necessary or helpful, family or friends may be asked to read or translate course materials to assist some students.
- 4. Notify Your Local Game Warden:** Let your local warden know when and where you will be holding a clinic. Many are willing to come and help with the ethics section and go over the regulations.
- 5. License Requirements:** During an official LGF clinic the participants do not need to have a fishing license to fish. This only applies during the actual clinic. This is another reason to talk to your local warden ahead of time.
- 6. Instructor Address Change:** Each year we lose contact with a few Instructors who have not notified us of an address change or phone number change. Please keep us up to date so we can communicate with you. When our information gets outdated, Instructors are placed on an *Inactive* list.
- 7. Participation Requirements:** The Department has invested time and resources into training you as an Instructor. In return we ask that you lead a clinic, volunteer at a clinic, or volunteer at an event at least once every two years.

Instructor Code of Conduct

While participating in the Vermont's Let's Go Fishing Program, all Instructors and staff must:

1. Conduct classes within the guidelines laid out in the Let's Go Fishing Program Manual.
2. Set an example of safe, mature, and responsible behavior.
3. Always model safe fishing practices.
4. Follow the training for sexual harassment and abuse protection. This protects both the leaders and the youth.
5. Use "two deep" instruction – two adults are required to be present for every clinic or workshop. An exception to this rule would be at an in-school class.
6. Do not have one-on-one contact that is out of sight of other adults or youth. Never meet alone with a non-relative youth participant before or after class.

7. When using physical contact with a student, always do it in full view of others. Tell the student what you are going to do and why, such as, "I'm going to put my hand on your arm to help you cast."
8. There should be no full body contact, such as frontal hugs.
9. Respect the privacy of the other leaders, the youth participants, and members of the opposite gender in situations such as rest room breaks. Intrude *only* to the extent that health and/or safety requires.
10. Report any violations of this guideline to the state coordinator as soon as possible.
11. Use appropriate actions regarding misbehavior on the part of the youth participants. It should be fair and reflect the values of the State. Shouting and/or corporal or physical punishments are never permitted.
12. Be punctual for all classes.
13. Have at least one certified instructor present at all workshops or clinics.
14. Complete all necessary forms required, such as workshop proposals (outline), student rosters, and evaluations forms from each participant.

15. While participating as an instructor, ***no person may do the following***: a. Deliberately make statements or other comments that would degrade the Let's Go Fishing Program, the Fish & Wildlife Department, or the State of Vermont.
- b. Deliberately conduct himself/herself in any manner that will bring discredit to the LGF Program or the Department.
- c. Deliberately perform any demonstration or act in a manner that would place any person in an unsafe situation, whether the action or demonstration actually resulted in injury.
- d. Use profanity or demeaning language, either in class or in the field.
- e. Smoke during class or when instructing in the field.
- f. Be under the influence of alcohol or drugs during class or in the field, or in any way abuse alcohol or engage in illegal drug use.
- g. Abuse any student emotionally, physically, or sexually.

16. Obey the laws of Vermont and the United States of America. Any arrest for fish and wildlife laws or regulations will result in the instructor being suspended from duty. Upon a finding of "guilty" or a "no contest" plea, the instructor may be removed. Upon a finding of "not guilty" or if the case is dropped, the state coordinator will review the facts and decide the continued status of the instructor.

17. Work productively toward fulfilling the goals of the Program and the Department's mission.

18. Upon notification of any violation of the Code of Conduct, the state coordinator will conduct a fact-finding review. Action may result in (1) a finding that the facts don't warrant any action, or (2) an issuance of a warning, or (3) suspension or complete removal on one's credentials as an instructor.

I _____ have read and understand the preceding Code of Conduct. I agree to do my best to follow this code, and I understand the consequence for failure to do so.

Signed: _____ Date: _____