

# NARIX Policy Manual

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# 1. Mission and Values of NARIX

## a. Mission

- i. To foster the development and growth of values based, in-person, local rope communities across North America by empowering individuals to self organize and providing resources and mutual aid networks to overcome barriers to community development.

## b. Values

### i. Integrity

1. NARIX believes in working to embody its values in all aspects of life. Striving to do what is right, not what is easy.

### ii. Equity

1. NARIX wants to create a space where people can meet as equals. NARIX proactively works to see power balances and address them where possible.

### iii. Accountability

1. NARIX believes all people make mistakes. It believes in taking responsibility for one's behavior and being aware of the impacts of one's choices. NARIX strives to ask for help, to be open to hearing feedback, and to be transparent in an attempt to be better.

### iv. Accessibility

1. NARIX recognizes the many ways that rope communities and education can be inaccessible. NARIX will work to make it possible to participate for individuals who desire to do so.

### v. Inclusion

1. NARIX works to create an environment where each individual feels welcome and empowered. NARIX seeks to honor the experience of all participants and hold space for people to show up as their authentic selves.

### vi. Compassion

1. NARIX works to approach people and interact with them in a way that validates and acknowledges their individual experiences. NARIX desires to navigate situations in a way that leaves everyone feeling seen, heard, and cared for, regardless of the outcome.

## **2. Organizational Governance Policies**

### **a. Steering Committee**

#### *i. Minimum and Maximum Seats*

1. NARIX will maintain a minimum number of 4 steering committee members, and a maximum number of 6 steering committee members. In the event of an unexpected resignation leading up to an event, the remaining steering committee members will decide whether they feel comfortable doing the event with the remaining members, or whether seeking a temporary or permanent replacement makes sense to do immediately.

#### *ii. Meeting Quorum*

1. A quorum is required in order to make operational decisions and high level policy decisions. A quorum for operational decisions is defined as 50% or more of the current steering committee membership and is required for a meeting to make decisions about day to day operations and event logistics.
2. Super quorum of at least 60% (3 of 4, 3 of 5, or 4 of 6) is required to make changes to organizational policies or to add or remove steering committee members.

In the event of scheduling logistics, absent committee members may submit their votes/preferences on an issue via text or email in advance. In the event of a committee member failing to respond to communications and invitations to attend a meeting, they may be excluded from the quorum count after at least one month of attempting to

contact them through multiple channels.

*iii. Voting and Decision Making*

1. The NARIX steering committee strives to make decisions on a consensus basis. Members should seek to discuss all possible perspectives on an issue and work together to find a compromise everyone can support. Members should seek to be flexible, accept that not all decisions will reflect their preferences perfectly, and refrain from voicing a non-negotiable veto in all but the most extreme circumstances.

In the event that consensus is impossible, decisions regarding day to day and event operations can be made by a majority vote. Decisions regarding organizational policy can be made on a super majority vote.

*iv. Compensation*

1. NARIX steering committee members are uncompensated volunteers. Individual steering committee members may be reimbursed for expenses they incur on behalf of NARIX.

A travel expense reimbursement fund may be established by the steering committee as part of each event's budget in the event that individual steering committee members find the requirement to cover their own expenses to attend a significant financial burden. Steering committee members able to comfortably cover their own travel expenses should do so to prioritize resources for those who can't and keep costs low for attendees.

*v. Conduct and Collaboration*

1. The NARIX Steering Committee believes that in order to uphold our values and further its mission, committee members must set the tone of the organization by embodying the values and culture that NARIX strives to promote.

The NARIX Steering Committee has adopted a Culture of Community Citizenship that informs our policies for conduct

and collaboration on the committee. The full details of those policies are [here](#).

*vi. Removal of Steering Committee Members*

1. A steering committee member may be removed if they fail to participate and honor their commitments to NARIX, or for behavior not aligned with NARIX values and conduct policies.

Decisions to remove a committee member are ideally made by consensus of the other members, though in extreme circumstances, a super majority vote is sufficient.

In the event that a steering committee member is removed from the organization, they will be notified via email within 72 hours of the decision.

2. The following is a partial list of possible causes for removal:
  - a. Behavior that violates NARIX values or conduct policies, or otherwise harmful behavior that disrupts the ability of the steering committee to function in a way that feels safe and practical for the other committee members, which the offending member refuses to address and rectify.
  - b. Harmful behavior that is so severe that the remaining steering committee members lose faith and confidence in the offending member's integrity.
  - c. Harmful behavior that is so severe that it's not appropriate for the offending member to continue in any form of leadership at this time (intentional and knowing boundary violations, physical violence, sexual assault/rape, multiple credible public accusations of abuse).

- d. Failure to attend a majority of meetings over a 3 month period with no effort made to arrange for alternative participation/communication of votes and preferences.
- e. Failure to follow through on commitments made to support an event without proactive communication and collaboration with the other members to arrange for alternative means of discharging their responsibilities.

vii. *Term Duration*

1. In order to effectively represent the current rope community, as well as to prevent burnout, NARIX steering committee members are subject to a term limit of 6 events (effectively 3 years) with the ability to extend their term up to 2 events as needed for continuity of the NARIX event.
2. For continuity's sake, it is expected that the first event of a committee member's term is spent shadowing and training with an outgoing member. At the end of a committee member's term, they will be expected to assist in selecting the incoming member and spend at least one event training them.
3. If at any time a committee member feels they are unable to complete their roles and responsibilities, they are free to step down. However, it is preferred that notice be given so that resignation is effective after at least the next occurring event in order to allow adequate time to fill the empty position.
4. Any former steering committee member that left the board in good standing is eligible following their term to serve on an advisory board where they may be called upon for historical information, advice, current board conflict mediation, or stepping in to cover a missing board member.



*viii. Selection of New Steering Committee Members*

1. Criteria for Membership

- a. Must share the values of the organization and be aligned with the general mission and policies of NARIX
- b. Must attend at least one NARIX event
- c. Must serve as a volunteer at NARIX prior to joining the steering committee
- d. Demonstrated prior history of commitment to organizing community events

2. Selection Process

- a. When a steering committee seat needs to be filled, the steering committee will meet and select candidates from the existing volunteer corps.

Once qualified individuals have been identified by the Steering committee, they will be contacted individually in order of preference until one accepts the role.

*ix. Accountability Policy*

1. Background

- a. NARIX's accountability policies are informed by its values, experience in the community, and organizational capacity.

NARIX believes in taking responsibility for the impacts of the behavior of steering committee members and the organization as a whole. The steering committee will engage in repair work to pursue the restoration of injured parties and rebuilding of trust.

The steering committee recognizes that accountability is a complex process with multiple goals, and seeks to transparently identify what NARIX as an organization has the capacity to address.

NARIX recognizes that accountability comes in many forms. One aspect of accountability is supporting the healing process of people who were harmed. A second aspect of accountability is addressing the harmful behaviors of the people who cause harm. A third aspect of accountability is protecting the community from harm.

While all of these goals are critical to community health, as a volunteer-run national event and organization, NARIX must prioritize its resources to commit to working to protect community safety.

While the steering committee will work to compile resources to support individuals who were harmed and help people who cause harm address their behavior, the focus of NARIX accountability is on community safety.

## 2. Accountability Processes

a. NARIX accountability policies distinguish between types of incidents that would be appropriate to handle among the steering committee, and incidents that would be best handled by an external third party.

### b. Situations that Require External Accountability Processes

- i. Conflicts between community members or attendees and steering committee members
- ii. Accusations of serious abuse or sexual misconduct against steering committee members
- iii. Serious issues of organizational or ethical misconduct
- iv. Serious conflicts between steering committee members

### c. Situations That Can Be Handled Internally

- i. Any situation that doesn't fall into the above categories and which the steering committee does not feel the need to escalate to an external process.

d. Accountability Timelines

- i. In general, NARIX believes accountability work requires time and thoughtfulness to be done well. It will work to do what is right rather than what is quick or convenient.

Issues that are not an imminent crisis will go through the deliberative process of consideration and communication outlined below and depending on the complexity of the issue, may take up to several months to work through.

On a case by case basis, the steering committee may decide a situation requires urgent response, and in those cases, will take interim action as appropriate.

e. External Processes

- i. At this time, the steering committee feels that third party accountability work is best done by professionals with experience in kink, sex positive communities, and conflict mediation.

A network of professional mediators that can be available to receive reports that fall under the categories above is being built.

The current list of mediators are:

1. Misha Bonaventura, a Bay Area based veteran sex positive community organizer and professional mediator at [Clearing Conversations](#)

## 2. Additional sources TBD

### 3. Organizational Level Accountability

- a. NARIX works to be accountable for instances where its organizational behavior or decision making has failed to align with our values or policies.

The processes below outline the steps that will be taken when issues are brought to its attention.

#### b. Filing a Report

- i. For issues that come up during events, community members can communicate their feelings or requests through the event [Camp Counselors](#), by approaching steering committee members directly (if they feel comfortable and safe doing so), or by filing a report through our [NARIX Organization Incident Report Form](#).

Note that at the event, camp counselors will be able to get information to the steering committee members immediately and will be best positioned to facilitate immediate solutions. Incident report forms submitted during the event may not be seen until after the event.

#### c. What happens when a report is submitted

- i. Reports submitted through the NARIX Organizational Incident Report form will go directly to the designated third party professional mediators listed above and will not be viewed directly by steering committee members.
- ii. The mediator will read through the report and assess the circumstances of the incident and the requests of the reporter. If the person reporting just wants information to be

provided to the steering committee, and/or a policy change, the organization will begin work on that issue.

If the person reporting would like a more in depth mediation process, NARIX will pay the fees for the mediator and the process will begin when all parties are ready.

- iii. A typical mediation process includes the following steps:
  - 1. The mediator will reach out to all parties to coordinate logistics for the conversations that will take place
  - 2. The mediator will initially meet with both parties to get a sense of their experience and perspective and prepare for the group session
  - 3. The mediator will guide the group through a session to discuss the issues and work towards resolution and repair.
  - 4. On a case by case basis, additional meetings or follow up conversations may be appropriate.
  
- iv. NARIX' Responses
  - 1. Reviewing and updating policies if the organization's policies are not serving the community or having impacts in line with our values
  
  - 2. Addressing a situation in which the steering committee failed to implement a current policy as written by seeking repair work with the individuals impacted.

#### 4. Accountability for Individual Steering Committee Members

- a. This section addresses situations involving the behavior of individual steering committee members, which could include actions taken at our events, or harm caused in the community outside our events.

NARIX acknowledges that kink is a high risk activity and that even well intentioned players make mistakes or misjudgments, but holds our steering committee members to a high standard of taking responsibility for themselves, addressing the impacts of their behavior, and working to change harmful behavior patterns.

- b. Incidents arising at our events
  - i. Incidents arising at our events can follow the same process options indicated [above](#)
- c. Incidents arising in the general community
  - i. If a community member has experienced or has knowledge of harm that a NARIX steering committee member is responsible for outside of NARIX events and wishes to communicate that and seek accountability, they should report it on the NARIX Organizational Incident Report [form](#).

This will initiate a process with the mediator as outlined [above](#).

- d. NARIX Responses
  - i. Steering committee members will not be involved in the general organizational decision making process about the accountability work involving the incident they were involved in.
  - ii. On a case by case basis, depending on the severity of the misconduct and the time urgency of the situation, committee members may be temporarily relieved of responsibility

for specific aspects of event management, or of all of their responsibilities as a steering committee member, until the process with the external mediator can be completed and an organizational decision arrived at regarding the best path forward

5. Serious conflicts between steering committee members
  - a. If a steering committee member feels harmed by another steering committee member, and does not feel safe or confident in their ability to resolve this issue within the steering committee member, they can file the report form that submits to a third party professional mediator.

The process will continue from there as outlined [above](#).

6. Accountability for incidents arising among attendees at events
  - a. In general, accountability work arising from interactions between attendees at NARIX events will be handled within the steering committee and will follow the process outlined [below](#).

However, if either one of the attendees involved or the steering committee does not feel comfortable handling a particular situation internally, it may be escalated to the mediator by following the process [above](#).

- x. Current Steering Committee Members and Roles
  1. Havoc
    - a. Joined December 2021
    - b. Open Space Facilitation lead
    - c. Responsible managing Fetlife Account
    - d. Responsibility for incident reporting and response coordination

- e. Responsible for assembling and providing conflict mediation resources to attendees and camp counselors
2. Ivy LiMieux
    - a. Joined December 2021
    - b. Open Space Facilitation Lead
    - c. Managing the new mission of maintaining mutual aid network and resources for local on the ground community building
    - d. Event feedback survey admin and synthesizing
  3. Kim Lee
    - a. Joined May 2019
    - b. Directs food program and on site supplies and logistics
    - c. Directs volunteer program
    - d. Responsible managing Instagram Account
    - e. Venue Accessibility management
    - f. Food pantry management
    - g. Introvert corner coordination
  4. Tornus
    - a. Joined December 2021
    - b. Backup financial and attendee back end admin
    - c. Policy writing, policy manual maintenance and updates
    - d. Website updates
    - e. Mexican rope scene cultivation and outreach?
    - f. IT and backend Tech management
    - g. Outreach to other events and organizations?
    - h. Legal coordinator
  5. Zach/sweetzephyr
    - a. Joined July 2018
    - b. Responsible for the financial and attendee back end admin for events
    - c. Manages venue relationships, coordination, and facilities (equipment, rigging, etc)
    - d. Directs Camp Counselor program



- e. Oversight of medical volunteers and responses to medical issues on site

## b. Financial and Legal Policies

### i. *Banking*

- 1. NARIX currently uses a checking account with the online bank Aspiration Bank, which is in Zach's name.

### ii. *Billing*

- 1. Attendees are sent invoices through WAVE, an invoicing app that allows partial payments on invoices.

### iii. *Payments*

- 1. Payments are made through a PayPal account connected to NARIX's bank account, or paid personally by committee members and reimbursed by NARIX

### iv. *Reimbursements*

- 1. Steering committee members paying for NARIX expenses for personal funds must submit receipts or photos of receipts for reimbursement.

### v. *Tax and Legal*

- 1. NARIX is currently investigating and working towards the process of establishing an LLC. Current event finances are temporarily running through Heartland Kinbaku LLC until NARIX LLC is ready to operate at some point during 2022.

## c. Social Media and Communications

### i. *NARIX Email*

- 1. NARIX uses G-Suite. Currently, there is a [narix@narix.org](mailto:narix@narix.org) general email that all steering committee members have access to. There is also [volunteer@narix.org](mailto:volunteer@narix.org) for volunteer coordination. Additional email accounts may be added for high volume specialized work, as needed.

2. All emails should be signed “on behalf of the NARIX steering committee,” with the member’s name

ii. *NARIX Online Platform*

1. NARIX will maintain an online community platform to support NARIX events and also create a space for members of the NARIX community to interact, share resources, communicate, and support one another in between events.
2. Discord is the current platform.
3. Invitations to join the Discord are sent out upon an individual’s acceptance to attend a NARIX event, and permissions to remain on the server are permanent unless circumstances arise that require removal (refer to accountability section and the culture of community citizenship document)

iii. *Fetlife*

1. We are mindful of the problems and controversies associated with FetLife. Because it is a primary source of information for many people in the rope community, however, maintaining an active presence on FetLife is vital to our mission.
2. Our account on FetLife is @NarixHost and our official group is here. Our FetLife presence is currently administered by Havoc, who regularly checks our messages and the status of our group.
3. The primary purpose of our FetLife presence is to make announcements and share information with the rope community and to communicate directly with individuals. Secondly, our FetLife presence provides a place for members of the NARIX community to share NARIX-related information with each other.
4. Our FetLife presence is an extension of our physical space and we actively moderate it based on our values and policies.

Just as we would take quick action if a stranger walked in off the street and disrupted a NARIX event, we are quick to delete messages and/or block individuals that are disruptive to our online space.

*iv. Instagram*

1. We maintain an Instagram account: @narixhost.
2. Instagram is currently administered by: Kim Lee
3. This platform is mainly used for event coordination and posting ties from NARIX events that we have the consent to repost or share.
4. The steering committee member responsible for Instagram will regularly check the direct messages and address questions as needed.

*v. Website*

1. A website through Squarespace hosted at [www.narix.org](http://www.narix.org).
2. The website will be regularly updated to reflect the known details of upcoming events, a link to current policies, and a current listing of all active steering committee members.

### **3. Event Policies**

#### **a. Event Scheduling, Capacity, and Duration**

*i. Scheduling*

1. In times when it is socially responsible and legally possible to hold indoor events of 60-90 people, NARIX aims to host events in the Spring and Fall, usually around early April or October/November.

Exact dates depend on steering committee member availability, venue availability, and the schedules of other

events that might conflict with NARIX.

ii. *Event Capacity*

1. NARIX events in general aim to have a soft cap of 75 attendees + volunteers and steering committee members. The soft cap means that the event is generally aiming for 75, but if there are a small handful of applications over that limit, it is better to go a bit over capacity than do a lottery to exclude 5 - 10 people.
2. Capacity may be adjusted based on venue limitations or COVID risk mitigations.

iii. *Duration*

1. NARIX officially begins Thursday evening with an optional social event.

Formal check in begins Friday morning, with open space programming during the day and a play party in the evening. Saturday includes open space programming during the day, and a play party in the evening. Sunday includes open space programming in the morning and closing circle and break down in the afternoon.

## b. COVID Policies

i. *General COVID Policies*

1. NARIX relies on the guidance of public health professionals to determine whether or not to hold events. Events will comply with all local COVID ordinances.

In the interests of preserving the special intimacy and openness that characterize the NARIX event culture, events will be planned to only at such times and with such risk mitigations that allow us to hold the event unmasked - however, if conditions change during the period of active event planning, NARIX may opt to require masks rather than canceling.

Risk mitigations will be determined on a case by case basis for each event, but may include: mandatory proof of up to date vaccination; pre-event PCR testing; daily rapid testing on site; working with our venues to ensure high levels of air filtration, requesting attendees to consider not dining indoors or going to indoor bars during the NARIX event weekend, and symptom screening.

*ii. Positive Tests*

1. Positive Test Immediately Pre-Event

- a. If an attendee tests positive for COVID immediately before the event, or is still experiencing an active infection that overlaps with the time of the event, that attendee will be asked not to attend NARIX.

Attendees in this situation can choose between a refund or applying their ticket credit to the next NARIX event and receiving a guaranteed attendee spot.

2. Positive Tests at the Event

- a. If an individual tests positive or develops symptoms during the NARIX event, they will be asked to stop attending and will be offered a choice between a refund or credit and guaranteed admission to the next event.
- b. If there appears to be a larger scale outbreak at the event, we will evaluate our response on a case by case basis with consultation with medical and/or epidemiological professionals.

**c. Venue Selection and Rigging Policies**

*i. Venue Criteria*

1. Size

- a. Ideally 6,000-8,000 sq ft, may go down to 3,000 to 4,000 if needed.
2. Attendee Capacity
  - a. Ideally able to accommodate 100 people.
3. Bathrooms
  - a. Multiple bathrooms, ideally gender neutral. Can rent porta potties if needed but not preferred.
4. Number of suspension points
  - a. Ideally 30 for a full event, but can be flexible.
5. Ease of rigging
  - a. Highest preference
    - i. Pre-existing points
  - b. High preference:
    - i. Warehouses with exposed steel structural beams that slings can be rigged off of or beam clamps rented for
  - c. Medium preference:
    - i. Spaces with exposed wood beams of sufficient strength and design that we can custom fabricate rigging plates for and install ourselves
  - d. Low preference:
    - i. Open spaces that we can rent or borrow free standing frames for
6. Food Preparation Facilities
  - a. Ideally has full kitchen, fridge
7. Capacity to host attendees overnight
  - a. Ideal venues are able to allow attendees to bring their own sleeping equipment and sleep in the venue in order to keep cost of attendance as low as possible.

- b. Requires a shower on site

8. Physical Accessibility

- a. Ideal venues are ADA/ACA compliant, or have elevators or other means of allowing attendees who can't use stairs access the entire space.

9. Multiple separates spaces

- a. Ideally there are multiple rooms/spaces to make it easier to have separate tying and discussion sessions happening simultaneously

10. Geographical Accessibility

- a. NARIX strives to locate its events in different parts of the US and Canada. Ideal venues help ensure diversity in location of NARIX events to maximize accessibility

11. Transit Accessibility

- a. Ideal venues are located in a city with a major airport that most attendees can fly to affordably

ii. *Venue Search Process*

1. NARIX will reach out to known possible venues that might be a good fit for the event to discuss hosting options in the future, as well as entertain inquiries from venues that reach out to the organization hoping to host an event.
2. From time to time, NARIX may put out an open call online for applications from new venues we may not be aware of.

The template for doing that is [here](#).

iii. *Rigging Policies*

1. General Suspension Point Safety Specifications and Design Factor
  - a. All suspension points will be designed for a minimum breaking strength of 2,500lbs
2. Acceptable Suspension Points

- a. Venues with pre-existing points
  - i. Member of NARIX rigging team to meet with venue official responsible or knowledgeable about their points to get design specs and ensure they meet our standards
- b. Steel I beams
  - i. Requires on site structural inspection and review
  - ii. Riggable with 8mm static cord or industrial spansets, if available, with a carpet barrier to protect the rigging from abrasion damage
  - iii. Riggable with commercial beam clamps
- c. Exposed Wood Beams
  - i. Requires on site structural inspection and review
  - ii. Riggable with custom designed and fabricated rigging plates and rated structural lag screws

## d. Attendance Criteria

- i. *Commitment to the mission of NARIX*
  - 1. Attendees should be committed to the NARIX mission of fostering the development and growth of in-person, local rope communities. Attendees need not be current educators, organizers, or venue managers, but should be interested in participating in expanding the resources and offerings in their local area in the future and attending NARIX to build their capacity to do so.
- ii. *Conduct Policies*
  - 1. Attendees must commit to aligning themselves with the conduct policies of NARIX:
    - a. Code of Conduct
    - b. [Culture of Community Citizenship](#)
- iii. *Minimum Technical Qualifications*
  - 1. **Tops:** Tops who attend must, at a minimum, confidently tie



a single column tie as well as structured or solid pattern-less harnesses for the chest, hips, and legs. It is also expected for tops to have good communication, good risk management skills, and good judgment.

**Bottoms:** Bottoms/models who attend must have experience of being in rope for extended periods, have good body awareness, good communication, good risk management skills, and good judgment.

**Switches:** Switches must fit at least one of the above descriptions.

**Self tiers:** Self-tiers who attend are expected to at a minimum: confidently tie a single column tie as well as a structured or solid pattern-less harness for the chest, hips, and legs, have experience with being in rope for extended periods of time, good body awareness, and good judgment for their body's capabilities. Self-suspenders must be able to strategically lift/load up lines as well as undo uplines with consideration for the energy it takes to lower themselves to the ground.

*iv. Other Qualifications*

1. All NARIX attendees must commit to conducting themselves in NARIX physical and online spaces in alignment with our [values](#) and [conduct policies](#).

*v. Disqualifying Criteria*

1. If, as a result of first hand reports or through their own experiences as members and organizers in this community, the steering committee believes a person is currently in conflict with our values, their application will be disqualified. If so, they will be informed that they meet the disqualification criteria, and as much information in regards to their disqualification will be shared with them at the discretion of the steering committee.

NARIX believes that, in general, the use or threat of defamation lawsuits to silence individuals who are reporting abuse or consent violations to be a net harm to the community regardless of circumstances. Individuals who the steering committee has credible reasons to believe have threatened or used defamation lawsuits against other community members are disqualified from NARIX events.

Exceptions may be granted at the steering committee's discretion based on unique circumstances.

Individuals who have been disqualified for any reason are invited to contact NARIX after 6 months after the application was disqualified to discuss what accountability and repair work they have done. The steering committee will evaluate the circumstances and determine whether we feel our community and values are best served by allowing the individual to participate again.

## e. Application Process

### *i. Open Application Period*

1. This will be a period of time that is determined by the NARIX steering committee where NARIX applications will be opened to the public. If a person is interested in attending ANY NARIX event, they must fill out an application during this time. The open application period will have a start date and end date. An open application period is created in an effort to make applications more accessible and equitable to all those who are interested in attending NARIX. Instead of accepting applications on a first come, first serve basis, a period of time is blocked out where every application that is submitted is considered the same.

When the open application period ends, the steering committee will close applications for a short period of time while we evaluate all the applications that were received during the open application period. Applications will be assessed during this time for completeness and minimum qualifications being met.

The template for the form NARIX uses for the application process is [here](#).

### *ii. Acceptance Process*

1. Once the committee has evaluated all the applications, the number of qualified applications received, and the number of spots available for the upcoming NARIX event will be evaluated.

If there are fewer qualified applications than spots available,

everyone who submitted a qualified application during the open application period will get an offer to enroll. If there are more qualified applications than spots available, a lottery will be conducted to allocate spots in a fair and impartial way.

For Example: If a NARIX event has a capped attendee entrance at 100 and there are 75 qualified and complete applications - the steering committee will ACCEPT everyone who submitted a qualified application during the open application period. If a NARIX event has a capped attendee entrance at 100 and there are 101+ applications, the selection process will move into a lottery). See information about the lottery process below.

After determinations are made about applications and the lottery, if there are still available spaces to attend the event, the application will be re-opened for anyone else who may still want to apply for a NARIX event but missed the open application period.

After the open application period has ended, anyone who applies will be accepted on a first come, first serve basis until the event capacity is reached. Once capacity is reached, anyone who applies will then be given a waitlist number in numerical order of when their application was received.

*iii. Consecutive Event Attendance*

1. In the interest of making NARIX accessible to as many people as possible, in the event there are more qualified applications than available spots, preference will initially be given to applicants who did not attend the most recent NARIX event, if there has been one within the last 6 months.

*iv. Lottery Process*

1. In the event that there are more applications received in the open application period than there are spots available at a NARIX event, the steering committee will initiate a public lottery process.

The public lottery system is intended to provide fair, impartial, and equitable treatment to each individual applicant. Each applicant that meets the acceptance criteria will be entered in the lottery using the following process:

- a. All qualified applicants will be put into an excel spreadsheet in the order they applied.
- b. The committee will use a random number generator (Random.org's sequence [generator](#)) to populate a list of numbers at random, starting from 1 and ending at the number of applications received.
- c. Those numbers will be copied and pasted in the order generated by the tool into the excel spreadsheet next to the applicants, assigning them one of the random numbers generated in the sequence.
- d. Once participants are assigned lottery numbers, the committee will reformat the excel spreadsheet into numerical order of lottery numbers.
  - i. For example: If an applicant has a number 5 next to their name, they are lottery number 5 in the process.
- e. In numerical order, the committee will extend enrollment offers to the number of spots available for each NARIX event.
  - i. For example: If there are 75 spots, lottery numbers 1-75 will first be offered enrollment first.
- f. Anyone with a number beyond the capacity limit will be considered to be on the waitlist, ordered by the number they were assigned in the lottery.

- g. If any attendees that received a spot in the lottery decline enrollment, their spot will be offered to the next person on the waitlist.
  - i. For example: If an applicant in the first 75 declined, we would then offer enrollment to lottery number 76 and so forth working down the list until capacity for the NARIX event is reached.

## f. Volunteer Policies

### *i. General Volunteer Policies and Positions*

NARIX events depend on the help of great individuals who are willing to give their time and effort to support their fellow attendees. The positions needing to be filled for each event are: volunteer coordinator, food coordinator, camp counselor, medical/first aid, accessibility coordinator, check-in/door person, food helper, setup, and open space helper.

1. A Volunteer Coordinator will be chosen by the Steering Committee to help manage the volunteers before and during the event. A majority of the volunteer communication will be done through its own email address ([volunteer@narix.org](mailto:volunteer@narix.org)) to keep things organized. The position of Volunteer Coordinator will be chosen first and have its own selection process. An announcement and application process for this position will be shared online as soon as the next event's venue and dates have been confirmed. The position of Volunteer Coordinator will be offered a full-price ticket compensation.
  - a. The responsibilities for the Volunteer Coordinator are:
    - i. Regularly check and respond to emails/concerns/questions in the volunteer NARIX email, create and organize a volunteer schedule (with the help of the Steering

Committee), update an excel that keeps track of compensation, and acts as the point person/check in person for most of the volunteer positions at the NARIX event.

- b. The approximate time commitment for the Volunteer Coordinator is:
  - i. Bi-weekly calls with the Steering Committee up until two weeks before a NARIX event, a couple hours a week to manage email/questions, and approximately 4 hours during NARIX to point volunteers in the right direction.
- c. The ideal qualifications we look for in candidates for this position are:
  - i. Experience recruiting and managing volunteers
  - ii. Experience monitoring events and identifying additional personnel needs
  - iii. Efficient and prompt communication with volunteers and steering committee
  - iv. Experience managing logistical aspects of multiple volunteers at once
  - v. Prior NARIX experience

- 2. The Food Coordinator, Camp Counselor, Medical/First Aid, and Accessibility Coordinator positions will have their own selection process after the Volunteer Coordinator has been chosen and before the general applications are open for NARIX attendees.

These positions require unique skill sets and these volunteers are guaranteed a spot at the NARIX event with full-price ticket compensation. An announcement and Google form will be made available to apply for these positions. These positions will report directly to the Volunteer Coordinator and Steering Committee.

- a. Food Coordinator
  - i. Time Commitment

1. Approximately 15-20 hours before the event, 1-3 hours each on Friday, Saturday, and Sunday
- ii. Responsibilities:
  1. Meal plan for food that NARIX offers the attendees (Breakfast, lunch, and dinner on Friday, Breakfast and lunch on Saturday, Breakfast and lunch on Sunday, Snacks throughout the event), Coordinate with food helpers to set out and clear each meal, Create food allergy survey and manage signage at event
- iii. Preferred Qualifications
  1. Catering or Food service experience, including budget responsibility
  2. Ability to coordinate around allergens, dietary restrictions and food tolerances
  3. Ability to communicate (via signs, etc.) food ingredients
  4. Ability to delegate and coordinate a team of helpers at meal times
  5. Must be able to participate in at least one pre-event call
  6. Must be able to participate in walkthrough before official event kickoff
- b. Camp Counselor (3-5 people depending on size of event)
  - i. Time Commitment:
    1. Rotating 4-6 hour flexible shifts with other camp counselors between Friday morning and Sunday afternoon
  - ii. Responsibilities:
    1. Provide emotional support for the attendees through active listening,

conflict mediation, and incident reporting. These volunteers will make themselves available to be approached by attendees who feel like they need support in processing emotions or a specific situation. Camp Counselors will also proactively engage with attendees to create a welcoming and safe atmosphere. They also need to be able to participate in at least one pre-event call and a venue walkthrough before the official event kickoff. Full camp counselor policies are [here](#).

iii. Preferred Qualifications

1. Trauma professional/counseling experience preferred
2. Experience taking in 1st hand reports and handling them with sensitivity
3. Comfortable with on-call/adhoc schedule during event
4. Daily check-in with steering committee member assigned to camp counselor coordination to share status and document issues for steering committee awareness
5. Must be able to participate in at least one pre-event call

c. Medical/First Aid

i. Time commitment:

1. On call for NARIX event

ii. Responsibilities:

1. Be available to help attendees with first aid needs and be able to triage (to the best of their ability) any injuries



requiring further medical assistance

iii. Preferred Qualifications

1. Experience as Medical professional
2. Active CPR certification or equivalent experience
3. Provide minimum list of 1st Aid supplies before event
4. Comfortable with on-call/adhoc schedule during event
5. Triage and make recommendations for escalation

d. Accessibility Coordinator

i. Time Commitment:

1. On call for NARIX event

ii. Responsibilities:

1. Proactively coordinate & collaborate with Steering Committee to ensure that all aspects of NARIX are as accessible as possible, Manage and delegate specific accommodation needs for attendees of the con that notify NARIX of their accommodation needs beforehand, creatively and compassionately problem solve the best solution should accommodation issues arise that were not considered during NARIX planning, facilitating the introvert corner at the NARIX event

iii. Preferred Qualifications

1. Passion for accessibility and will specifically help identify and mitigate barriers to access for attendees
2. Experience with open space models

3. Must be able to participate in at least one pre-event call
4. Must be able to participate in walkthrough before official event kickoff
5. Set expectation that this is to help identify issues not solve them as a sole contributor

### 3. General Volunteers

- a. The rest of the volunteer roles are general volunteer roles. These roles will be filled by confirmed attendees who have already been offered an acceptance letter for that specific NARIX event. A list of the available positions, required hours, position responsibilities, and desired qualifications will be given and a link to a Google form to apply as a volunteer will be included to the NARIX event acceptance email.
- b. In general, volunteers will be managed by the Volunteer Coordinator and the Steering Committee member responsible for general volunteer oversight. Volunteers will report to the Volunteer Coordinator unless instructed otherwise.
- c. Volunteers will be offered a full or partial ticket compensation for their efforts, depending on the time and skills involved. The roles and compensation values are listed below and will be identified before the NARIX event and clearly communicated in the first call for volunteers.
- d. General volunteer positions will be assigned by the Volunteer Coordinator in collaboration with at least two Steering Committee members. They will be choosing the volunteers based on the stated qualifications that the applicant used to fill out the volunteer form.

ii. *Volunteer Compensation Schedule*

1. Specialized Volunteers

- a. Specialized volunteers attend NARIX gratis in consideration of the value of their specialized skill set or the magnitude of their responsibility and the time involved in their role.
- b. The list of specialized volunteer roles is as follows:
  - i. Volunteer Coordinator
  - ii. Food Coordinator
  - iii. Camp Counselors
  - iv. Medical Staff
  - v. Accessibility Coordinator

2. General Volunteers

- a. The rest of the volunteer positions will be given compensation on a tiered scale based on how many hours they are offering to give to the NARIX event. For an individual donating 4 or more hours of their time, NARIX is willing to offer them 50% off of their event ticket. For an individual donating 8 or more hours of their time, NARIX is willing to offer them a full price ticket compensation.

g. **Consent Policy**

- i. NARIX is committed to building a culture of consent. During the event, it is expected that attendees will respect each other's boundaries, both physically and emotionally.

It is expected that NARIX attendees understand that consent is the mutual, informed, ongoing, and enthusiastic agreement for the activities the participants are engaging in. Enthusiastic being defined as sincere and uncoerced - not everyone displays outward demonstrations of enthusiasm.

It is expected that safewords will be respected at all times; by default NARIX event safewords will be considered to be yellow

(approaching a limit) and red (hard limit, stop all play).

Dungeon masters, camp counselors or other attending staff may be notified of alternative safewords/safe signals before play as appropriate and will do their best to respect them.

## h. Storytelling and Privacy

- i. NARIX strives to build an environment where attendees feel capable of sharing within their own comfort zones. If an attendee shares an incident or story during a discussion session, that incident remains confidential to that session and only spoken about in that session, unless the attendee makes it explicitly clear they are available to have follow up conversations outside of the discussion.

NARIX events often include discussion around difficult topics that affect our community. Attendees may have heard about specific incidents involving community members. NARIX expects that the agency of each attendee is respected by refraining from asking or demanding details or elaboration on stories shared by others. Having agency over one's stories is one of the biggest pieces of autonomy someone who has been harmed can have.

## i. Photography Policy

- i. All photography at NARIX is strictly opt-in.

Taking photos at NARIX is allowed only in situations where everyone in the frame of the photo consents to being in the photo.

Decisions regarding whether or where the photo may be shared should also be negotiated beforehand.

## j. Food Pantry

- i. In order to make the event more accessible and enjoyable, NARIX maintains a food pantry of snacks that is available to all attendees at any time during the event. This is stocked in part by NARIX as

part of the event budget, but donations from attendees are welcomed.

If a person wants to provide food for the pantry - they may deliver non-perishable food items to the pantry location at the venue. All snacks brought by attendees must include a visible ingredient list.

Any individual wanting to grab and go snacks may come to the shack at any time during the event and take food items. There is no need to ask or check in with anyone before taking a snack item.

## k. Open Space Management

### *i. Open Space Scheduling Blocks*

1. Sessions in general occupy a 90 minute time block, with 75 minutes allotted for the session, and 15 minutes allotted for transitions and as buffer for sessions running a little late.

Sessions at the end of a period before a meal or evening break may be 1 hour.

### *ii. Open Space Facilitation*

1. Two steering committee members will serve as open space facilitators at any given time during the event.
2. Facilitators will not control the board. They will be available near the board to answer attendee questions, assist with organizing sessions or connecting people with other attendees, and make logistical changes to accommodate various requests and changing circumstances.
3. Attendees are free to place sessions on any free space on the open space board, but if they want to rearrange any sessions or change spaces with an existing session, they must ask a facilitator to coordinate.
4. Facilitators will move through the event space giving time reminders at the end of sessions. If a session is running over,

facilitators will try to find a way for that session to continue that does not conflict with programming in the next block.

5. During the transition to a new session, facilitators will make announcements throughout the venue regarding what sessions will be happening next. Announcements will also be posted on Discord.

iii. *Types of Sessions*

1. Identification on the open space board
  - a. Each session type will use a different color of post-it note to help visually communicate to attendees regarding the nature of each session.

Each post-it note will display one of the 4 session type titles to ensure easy accessibility for anyone who doesn't perceive color clearly.

2. Free Range Rope Space
  - a. Some portion of the venue is left open at all times for people to lab, play, or do unstructured individual or small group activities.
3. Presenter Led Classes
  - a. This is a standard class with an instructor presenting material and participants following along and trying the exercises like one might find at a typical rope con.

In order to maintain the non hierarchical feeling of the open space, participants should refrain from putting more than 2 of these on the board per event.

These sessions can, however, be low stakes opportunities for educators to test out and refine new class ideas, as well as opportunities for NARIX participants who aren't able to attend other rope events to access some structured educational opportunities while attending NARIX.

#### 4. Skillshare Sessions

- a. Skillshare sessions are sessions devoted to a particular topic but not formally taught by any individual.

They may be organized by an individual who has a small thing to share and wants to workshop it with others, or wants to see other participants' variations of the idea.

They may also be organized by individual(s) who want to know more about a thing and would like other people to gather to help share ideas and advice.

In skillshare sessions, anyone may contribute. Each contributor should be mindful of the time they use and make sure they allow space for others to participate.

#### 5. Discussion Sessions

- a. Discussion sessions are group discussions on any given topic. They may be unstructured/popcorn style, or may choose to use a formal facilitation / stack management system. The individuals who posted the session should clarify at the beginning of the session how they intended the discussion format to work.

## 1. Rope Speed Dating

### i. Background

1. The rope speed dating session is an opportunity for people coming to NARIX who want to connect with new people at the event to meet each other in a low stakes way.

This activity takes place during the Thursday night social evening at the venue.

### ii. Timing and Structure

1. Rope Speed Dating involves 5 minute tying sessions in which people can do whatever they want. An announcement is

made after 4 minutes that there is 1 minute left. 2 minutes are allotted after each round to debrief and do aftercare if needed.

iii. Timekeeping

1. One volunteer per round serves as time keeper or announcer. It can be the same person each round or rotate through different people.

iv. Partner Finding

1. To best facilitate partner connections and minimize awkward or uncomfortable interactions, we use the following protocols:

People wishing to do a given round as a top hold a rope in their hands.

People wishing to do a given round as a bottom put their arms behind their backs.

Switches put their ropes on their heads.

If a person is interested in partnering with someone for a round, they can attempt to make eye contact. Anyone who returns eye contact may be approached and invited to do that session together.

m. Opening Circle

- i. See checklist here.

n. Closing Circle

- i. See checklist here.



## o. Camp Counselors

### *i. Identification and Availability*

1. A sign will be posted next to the open space board identifying who the current camp counselors on duty are at any given time
2. Camp counselors on active duty should wear something easily identifiable to attendees - previously, the signifier has been cat ears with multi color LED wires woven around them.
3. During sessions, camp counselors should roam the venue with indicators visible
4. During 15 minute session transitions, camp counselors should post up near the session board

### *ii. General role and expectations*

1. Camp Counselors should be available to provide emotional support to attendees, including empathetic and active listening/validation, conflict mediation, incident reporting and helping find resources for self care.
2. *Reactive presence:*
  - a. Camp counselors should make themselves available in the space to be approached by anyone who would like to talk to them about something
3. *Proactive presence*
  - a. Proactive intervention is something NARIS is still experimenting with and invites camp counselors to try in small doses.
  - b. Not everyone who needs support is comfortable approaching the counselors to ask for it. Camp counselors should experiment with proactively looking for people who seem like they are struggling

with finding a place for themselves at the event or connecting with others.

If a camp counselor sees someone that frequently seems to be alone or looks unsure or uncomfortable engaging with the space, they should gently approach them to make a bit of friendly conversation, and if it feels like it might be welcome, ask how their experience is and if there is anything the camp counselor can do to support them. Ways to support an attendee are to introduce them to people the camp counselor believes would be friendly and engaging, help get them involved in an activity by finding out what they're interested in and attempting to get some available people together to do that thing, etc.

This is delicate in that it would be easy to take it too far and make an attendee uncomfortable, but done well, it can make a significant positive impact on attendee's experiences. NARIX hasn't gotten to a point where we want to formalize this role or have someone dedicated to it full time, though it might in the future.

If camp counselors have occasional time and capacity to try it out during shifts, they should feel free to experiment a bit and report back to the steering committee what worked and what didn't.

- c. If a camp counselor sees someone obviously in significant distress or obviously upset (crying in the corner, etc), it's probably also worth a gentle proactive check in to see if they would like any support or assistance. If the attendee declines, camp counselors should respect their boundaries and space and inform other counselors and event staff that that person has been checked in with and wishes to be left alone for now.

iii. *Scheduling and Structure*

1. There should be two camp counselors on shift at any given time.
2. Shifts can be flexible to accommodate each individual's desire to participate in the event as long as it feels fair to everyone and no one person is shouldering too much burden
3. If a camp counselor on duty needs a break for self care or needs additional humans to help out with something, they can check in with any of the other camp counselors or the steering committee member overseeing the camp counselor program for additional support

iv. *Attendee Support Procedures*

1. Protocols for Attendee Support:
  - a. Some attendees just need to talk and get emotional support and perspective and do not need further action beyond feeling listened to and supported. Camp counselors should practice active and empathetic listening to hear out the reporter
  - b. Camp counselors should ask attendees how they'd like to be supported
  - c. If an attendee is experiencing conflict with another attendee, if the camp counselor is comfortable with attempting to mediate, the camp counselor can offer to help the attendee talk through their issues directly or through an intermediary in an attempt to resolve the conflict
  - d. If the attendee wants to make an incident report or if they experienced harm, the attendee can make the report to the counselor or via the form on the website. Reporting either via the form or via a direct verbal report to the camp counselor initiated the incident

reporting process described [here](#). If the report is made to the counselor, the counselor should take detailed notes, have the attendee review and approve the notes, and submit the notes to any member of the steering committee immediately.

- e. Camp counselors should keep track of any concerning issues that came up during their shift and provide the steering committee with a summary.
- f. Camp counselors have discretion to provide emotional support and resolve disputes, but must escalate issues to a steering committee member when a report requiring some sort of official action or decision is received.

## 2. Reports regarding steering committee members

- a. If an attendee is voicing a complaint about a steering committee member, or experienced harm that a steering committee is responsible for, the camp counselor can offer to mediate to resolve the issue. Issues involving serious harm or an attendee that doesn't feel their issue can be easily resolved through mediated conversation should be escalated to another steering committee member other than the one being reported.

### v. *Post Mortem*

- 1. Counselors should plan to write a summary for the steering committee in the week or so post-event detailing what their general experience was like, what they think worked well about their role, what you think could be improved about their role, and anything else you think the steering committee needs to be aware of.

## p. Incident Reporting

### i. *General Policy*

1. NARIX believes in creating environments that align with shared community values defined [here](#).

NARIX wants to empower attendees and community members to share information about situations, individuals, groups and/or venues that they have concerns about. If a person feels an individual, group and/or venue does not align with the values or is potentially harmful to NARIX attendees, a report can be made. As an organization that serves people across many regions, the capacity to get directly involved in local issues is limited. Please use [this](#) report form to communicate regarding issues that impact the event, involve people who may attend the event, happened at the event, or require follow up action around the event policies.

Attendees and community members can also use [this](#) separate process to communicate concerns about NARIX Steering Committee members or the NARIX organization as a whole.

The steering committee will do its best to respect how the person who reports to us wants the matter to be handled, and will do its best to work with those who report in a way they feel most comfortable.

The steering committee's goal with incident reporting is to promote community safety, in line with our philosophy laid out [above](#).

If the steering committee receives information that leads to the belief that an individual, group and/or venue doesn't align with our values or poses a threat to community safety, it plans to act on that information to either work with the reported individual to ensure the harm is addressed, remove individual/s from our events, or not work with a venue, dependent on the specifics of the situation.

Reports submitted via the google incident report [form](#) are visible to any steering committee member. If the issues raised in a report impact future events, the report may be

shared with any new committee members working at that time to the extent that the information is relevant to decision making.

NARIX recognizes the complexity of these situations, and will follow every investigation wherever it leads. The steering committee will take whatever action it feels is most appropriate and relevant, based on the facts, to further its goals of promoting community safety.

NARIX will take what action we can to support people harmed at our events, and will remove people from the NARIX community if the steering committee believes they pose a threat to community safety, but is not equipped to take full responsibility for responding to criminal activity.

For attendees who are not comfortable submitting a report under these circumstances, here is a list of resources we've compiled to help them find support.

ii. *Incident Report Timelines*

1. In general, NARIX believes accountability work requires time and thoughtfulness to be done well. The steering committee will work to do what is right rather than what is quick or convenient.

Issues that are not an imminent crisis will go through the deliberative process of consideration and communication outlined below and depending on the complexity of the issue, may take up to several months to work through.

On a case by case basis, the steering committee may decide a situation requires urgent response, and in those cases, interim action will be taken as appropriate.

If a report is made in-person during the NARIX event, and the reportee wants some action or response before the event closes, the steering committee will make every effort to address the situation during the event.

iii. *Incident Report Process*

1. When the steering committee receives an incident report form through the google incident report [form](#) or a private report to a committee member or camp counselor, it will discuss the situation among the committee members.
2. If the reporter indicated on the form that they want or are open to discuss the issue further, the committee member responsible for coordinating incident report processes will reach out to schedule a meeting. At least two steering committee members, (or if during a NARIX event, possibly a committee member and a camp counselor) will be involved in conversations regarding incident reporting.
3. All reports made will result in an investigation, unless the reporter specifically requests there not be an investigation due to a threat to their safety or well being.
4. During the investigation process, the steering committee may choose to interview any and all parties involved in or who witnessed the incident. These interviews may require multiple interactions and follow up conversations.
5. The committee will decide if further action needs to be taken if it believes an individual, group, or venue doesn't align with its values, or if it feels the situation poses a threat to community safety.
6. The committee will notify the people involved of its decisions with as much information as it can share, based on the committee's and reporter's physical and legal safety needs.
7. If an individual, group, or venue has been disqualified from NARIX events, the committee will be open to discussions after 6 months if the disqualified individual(s) demonstrates they've gone through an accountability process, have changed their behavior, and feel they can align with NARIX values.

In the course of evaluating a previously disqualified individual's accountability work, there will be a more rigorous vetting process than would be applied to attendees applying to our events.

## **4. Community Development Program Policies**

### **a. General Policy**

- i. NARIX believes that in order to pursue its mission of fostering in-person community, it needs to provide and cultivate ongoing resources and support beyond the confines of our events.

NARIX believes that a large barrier to the development of healthy communities is the lack of resources and access to education that promotes such communities, and would like to make strides to reduce these barriers.

NARIX steering committee members will coordinate the creation and maintenance of a mutual aid network among our community members and other community institutions to help local communities overcome these barriers.

Community members working on local community development or contributing to the resources will be able to collaborate on our Discord server year-round, as well as at our events, to provide mutual support and develop our resource list. All resources will be publicly available to anyone via our website.

### **b. Barriers**

- i. The barriers to community formation and development that the NARIX steering committee and community has identified to focus on are as follows:
  1. Access to space
  2. Access to education
  3. Access to suspension points



4. Frameworks for diversity and equity programs
5. Volunteer organization and leadership resources
6. Accountability and reporting procedure resources
7. General organizational policy resources
8. Access to mentorship

### c. Resources in Progress

- i. Written compilation of best practices for securing a space, ranging from low cost shared community spaces to commercially rented studio space
- ii. A network of volunteer educators willing to help seed new communities
- iii. Written compilation of best practices in rigging and networks of people with rigging experience who can advise how to best rig a space
- iv. Written guidebook of strategies and frameworks for approaching diversity and equity issues in a local community
- v. Resource compilation of best practices regarding volunteer recruitment, volunteer leadership, and organizational structures
- vi. Sample policy frameworks and template forms

### d. Peer to Peer Network Development

- i. NARIX recognizes that the process of building community and overcoming these barriers can be extremely challenging, and even empowering individuals with written resources can still leave people feeling under-resourced to tackle these challenges.

Through our events and Discord, NARIX aims to facilitate the growth of a peer to peer mentorship network to connect individuals who desire support and advice navigating local community barriers with experienced community members who are excited to provide individualized support, advice, and encouragement.