

Code of Conduct, Trakkers Membership and Guests

General Policy Statement

The Code of Conduct establishes the standards that govern the way members deal with each other, the media and the public at large. The Code of Conduct differs from the Club's By-laws in that it addresses acceptable/unacceptable behaviour.

By participating in a Club Activity or any other activity or undertaking which can be reasonably related to a relationship established between or among Members of the Club, Members agree to be bound to these rules and any other rules pertaining to that specific activity.

This policy applies to all Members and Guests. Members shall be specifically responsible for the actions of their guests. Members may face all sanctions set out herein for actions of their Guests.

Definitions:

1. "Activity" means any Club organized event including, but not limited to, day trips, general and special socials, charter trips, training, general Membership meetings or any other activity or undertaking which can be reasonably related to a relationship established between or among Members of the Club.
2. "Club" means the Trakkers Cross-Country Ski Club (Trakkers).
3. "Guest" means any person participating in a Club Activity who is not a Member.
4. "Harassment" means any behaviour that may be offensive or intimidating to another person, whether intentional or not. Harassment involves vexatious comments or conduct that are known to be unwelcome or that ought reasonably to be known to be unwelcome because they might reasonably be expected to cause insecurity, discomfort, offence, or humiliation to another person. This definition includes unwelcome and offensive comments, conduct, gestures or contact based on or related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, gender identity, gender expression, and disability, and any other grounds prohibited by provincial human rights legislation.

Sexual harassment includes but is not limited to: unwelcome comments about a person's appearance, sexual overtures, demands for sexual favours, sexually suggestive gestures, and uninvited sexual touching.

Racial harassment can take the form of unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, place of birth, colour, citizenship, culture or ancestry.

Harassment may result from a single significant incident or a series of incidents that may warrant an investigation by the Board.

5. "Unacceptable Behaviours" include but are not limited to: intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by a Member participating in a Club Activity or our community online.
6. "Member(s)" means any current Club Member.

The following Code of Conduct applies to all Members and Guests:

1. Abide by and uphold the decisions of the Board, the Club's By-laws and the Code of Conduct.
2. Treat other Members, Guests, staff of venues and other patrons (where a Club Activity is being held) fairly, equally and with respect and courtesy.
3. Behave responsibly and conduct themselves in a manner which will not damage the reputation of the Club, its Activities and Members.
4. Refrain from Unacceptable Behaviour or Harassment of other Members and Guests.
5. Abide by all local laws and regulations.
6. Illegal drugs are not permitted during Club Activities.
7. Acknowledge and abide by the Cross-Country Responsibility Code while skiing and/or snowboarding. For details refer to: <https://www.skipatrol.ca/safety-injury-prevention/responsibility-codes>.
8. Refrain from using the Club as a forum to publish, post, distribute, or disseminate any political, defamatory, abusive, profane, threatening, offensive, or illegal materials.
9. Refrain from promoting my products or services within the Club, and do not post commercial offers or promotions in the Club or on the Club's social media sites.

10. Honour personal debts to the Club:

- a. Pay any fees in a timely manner, in relation to a Club Activity which has been committed to, regardless of whether the Member attends the event or not.
- b. Acknowledge that tickets for Club Activity(s) cannot be transferred or sold to a non-Member.

11. Be honest in all Club-related matters, including not misrepresenting oneself; falsifying or fabricating information, either through omission or commission; or knowingly circulating false or misleading information.

12. In all cases, should there be damage to property, monetary restitution will be mandatory to continue Membership.

Violations of the Code of Conduct

The Board of Directors (hereinafter called 'the Board' and as defined in the Club's By-Laws) at any time may approach Members for discussion regarding any violation of conduct, to serve the interest of the Club and its Members. As well, the Director in charge of a Club Activity, an appointee or any Board Member may, at their discretion, deal with any violation of conduct by a Member participating in a Club Activity.

Any violation may be referred to Board and dealt with by the Board, including and up to provision of Section 10.5 of the Trakker's By-law, which enables the Board to:

The Board shall have authority to suspend or terminate the membership of any Member of the Corporation for any one or more of the following grounds:

- (a) violating any provision of the By-laws, the Letters Patent of the Corporation, any Code of Conduct applicable to the Member or any written policy of the Corporation; or
- (b) carrying out any conduct which may be detrimental to the objects of the Corporation as determined by the Board.

A membership may be suspended or terminated upon a vote of two-thirds (2/3) of the Board attending a duly constituted Board meeting of which notice specifying the intention to pass such resolution has been given. Notice in writing of the resolution to suspend or terminate the membership shall be given to the Member at least fifteen (15) days prior to the meeting of the Board and shall include a statement of the grounds for suspension or termination. The Member

receiving the notice shall be entitled to give the Board a written submission opposing the suspension or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding suspension or termination of Membership.

A Director receiving a complaint must forthwith notify the president who shall arrange for the complaint to be addressed at the next meeting of the Board or, if appropriate, call for a special meeting to address the complaint.

Confidentiality: The discussions held by the Board involving any complaint received shall be dealt with "in-camera". Where the complainant or respondent is a member of the Board of Directors, that member is barred from any involvement surrounding the management of the complaint.

No member of the Board may disclose the identity of the complainant or respondent or discuss the contents of the complaint outside of an "in-camera" session except as necessary with another member of the Board and/or the appointed investigative person, for the purposes of management of the complaint.

Neither the complainant nor the respondent may be present during any "in-camera" session unless specifically invited to be present by the Board for the purposes of management of the complaint.

Filing a Complaint: any complaint initiated under this policy must be submitted in writing to the President and to the Secretary and be signed by the complainant. To be accepted as a complaint under this policy, the event(s) prompting the allegation must have occurred within the previous six months.

Complaint Investigation: Where a complaint is received, the Board shall appoint an appropriate person, who may or may not be a member of the Board, to conduct an inquiry into the complaint's allegation(s).

The appointed person shall, within 45 days of the appointment, interview the complainant, the respondent and any witnesses and collect any other information and evidence deemed relevant. The appointed person shall return a report in writing, to the Board detailing the results of their inquiry, which shall include summaries of any interviews conducted.

Upon receipt of the "appointed person's" inquiry report, the Board must consider the results of the report and within 30 days make a determination on what, if any action is to be taken in accordance with Section 10 of the Club's by-laws.

Informal Resolution: Nothing in this policy or Trakkers by-laws prohibits the informal resolution of any such complaint entered into with the consent of both the complainant and the respondent. On consent of both the complainant and the respondent, the "appointed person" may act as the mediator to achieve any such informal resolution.

Where, during the course of the appointed person's inquiry, the complainant and respondent choose to resolve the complaint informally, the complainant and respondent must indicate in writing that they have resolved the matter informally and require no further action by the Board of Directors.

All registered members of the Trakkers Cross-Country Ski Club, including members of the Board, are expected to adhere to this policy, and will be held responsible by the Board in accordance with Trakkers by-laws for not following this policy.

Complainants or witnesses are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving a complaint under this policy.

For Charter Trip or any Trakker activity participants:

1. If any damage is caused by a Member participating on a Trakkers charter trip, the cost of repair will be charged to the Member and may be required to be paid before checking out of the accommodation for that Charter Trip.
2. The appointed Trip Leader has the right to remove charter trip or activity participants from the charter trip or activity if they do not abide by the Code of Conduct. All costs associated with the removal will be the trip participant's responsibility.
3. All Trip Leader decisions are final and supported by the Board.