

## 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 Bylaws 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. Examples of prohibited harassment include: racial or religious slurs; homophobic jokes; mocking a person's disability or accent; and sexual harassment. Reasonable action, including disciplinary action taken by the Board relating to the management and direction of registered members or guests is not harassment.  
  
Sexual harassment may include: unwelcome comments about a person's appearance, sexual overtures, demands for sexual favours, sexually suggestive gestures; and uninvited sexual touching. Sexual harassment most commonly occurs in the form of behaviour by men towards women. However, it can also occur between men, between women, or as behaviour by women towards men.  
  
Racial harassment can take the form of unwelcome remarks, jokes, innuendos or taunting about a person's racial or ethnic background, colour, place of birth, citizenship, culture or ancestry.
5. "Unacceptable Behaviours" include: 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 Club's Bylaws and 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 defamatory, abusive, profane, threatening, offensive, or illegal materials.
9. Refrain from promoting my products or services within the Club and not post commercial offers or promotions in the Club or on the Club's social media sites.
10. Honour personal debts to the Club:
  - 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.
  - Acknowledge that tickets for Club Activity(s) cannot be transferred or sold to a non-Member.

**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 his/her 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 Article 12(d) of the Trakkers bylaws, which enables the Board to:

(d) suspend or terminate a member's membership in the Club for cause, provided that the member has been given at least thirty (30) days written notice of the proposed suspension or termination setting out the nature of the allegation and giving the member an opportunity to be heard, and the Board may report any such suspension or termination to the membership at the next annual general meeting of members.

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 of Directors 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 of Directors 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 of Directors for the purposes of management of the complaint.

Filing a Complaint: any complaint initiated under this policy must be submitted in writing 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 his/her 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 Article 12(d) of Trakkers 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.

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

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.