



Code of Conduct

- 1) **SAFETY FIRST:** All safety policies must be followed at all times (Maskwa follows the policies set by the Atlantic Division of Canoe Kayak Canada, which can be found at <https://www.adckc.ca/what-we-do>)

- 2) **NO BULLYING:** Bullying of any kind is unacceptable at Maskwa, and is considered to be an infraction of the rules. Examples of bullying / infractions include but not limited to:
 - a. **physical** - hitting, punching, kicking, spitting, tripping / pushing, mean or rude gestures, stealing, breaking someone's things.
 - b. **verbal** - name calling, insults, teasing, intimidation, homophobic or racist remarks, inappropriate sexual comments, taunting, threatening to cause harm
 - c. **social** - lying & spreading rumors, leaving someone out on purpose, telling others not to be friends with someone, embarrassing someone in public, damaging someone's social reputation or relationships
 - d. **cyber** - posting/sending hurtful texts, emails or posts, images or videos, making online threats, imitating others online or using their log-in, deliberately excluding others online, spreading nasty gossip or rumours.
 - e. **other** - other infractions include swearing, disrespecting Maskwa property, and not listening to the safety instructions of Maskwa staff

- 3) **MAJOR & MINOR LEVELS of INFRACTIONS:** In order to guide staff and our members in their determination, the following is a **non-exhaustive** list of major and minor levels of infraction examples:

Minor Infraction

- Disrespectful, inappropriate, offensive behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, and administrators;
- Disrespectful conduct such as outbursts of anger or argument to staff or other paddlers;
- Not listening to directions, or not adhering to the club's health measures;
- Unsportsmanlike conduct;
- Non-compliance with the bylaws, policies, procedures, rules, and regulations of Maskwa Aquatic Club;

Major Infraction

- Repeated minor infractions;
- Verbal threats;
- Bullying: sexually oriented comments, racial or ethnic slurs, taunting about a person's body, attire, age, ethnic or religion. Sexual, ethnic, racial graffiti or other vandalism;
- Endangering a person's safety;
- Intent to cause or causing bodily harm;
- Any incident of hazing;
- Incidents of physical abuse;
- Behaviour that constitutes harassment, sexual harassment or sexual misconduct;
- Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;
- Pranks, jokes or other activities that endanger the safety of others;
- Conduct that intentionally damages Maskwa property, including but not limited to boats, docks, club house, paddles, grounds;
- Any use of alcohol or any other illicit substance by minors;
- Use of illicit drugs and narcotics;
- Intentional disregard of the by-laws, policies, procedures, rules and regulations of Maskwa Aquatic Club.

- 4) **CONSEQUENCES OF INFRACTIONS:** Parents / guardians will be notified of each and every infraction, so that every attempt can be made to correct behavior and ensure that all program participants have a safe and enjoyable summer. However, after three major infractions, the child will be removed from the program with no refund. Below are the specific steps that will be taken:

Minor Infraction *(Note: Commodore & Paddle Chair to be copied on all email correspondence)*

1. 1st Incident – Email will be sent to notify parents. Child will be brought into the office to discuss their behavior with the Head Coach or Assistant Head Coach.
2. 2nd Incident – Incident report will be filled out, an email will be sent to notify parents, and a phone call home. Child will be brought into the office to discuss their behavior with the Head Coach or Assistant Head Coach.
3. 3rd Incident – This is now considered a **major incident**. An incident report will be filled out, an email will be sent to notify parents, and a phone call home will inform the parents that the person in question is now suspended from all activities at Maskwa. Length of suspension is subject to the Commodore & Paddle Chair's decision, with no reimbursements, refunds, or credits.

Major Infraction *(Note: Commodore & Paddle Chair to be copied on all email correspondence)*

1. 1st Incident (or 3rd incident of repeated minor infractions) – An incident report will be filled out, an email will be sent to notify parents, and a phone call home will inform the parents that

the person in question is now suspended from all activities at Maskwa. Length of suspension is subject to the Commodore & Paddle Chair's decision, with no reimbursements, refunds, or credits.

- 5) **INCIDENT & ACCIDENT REPORTING:** Staff should protect themselves by documenting every incident. Copies of the Incident Form can be found in paper format in the office.
- 6) **RESPECT:** Maskwa expects all members to respect: one another, Maskwa property, the personal property of others.
- 7) **CARE:** All Club equipment must be handled with care and returned to its place after use. Any abuse may result in loss of membership and Club privileges. Any damage may be the responsibility of the member or parent/guardian to repair or replace.
- 8) **LOSS OR DAMAGE:** The Club will not be responsible for loss or damage to any personal property of the Member, or their Guests.
- 9) **OTHER:** There is to be no smoking or vaping, no dogs (other than guide dogs), and no fishing on Maskwa property.