



# Appendix A

AXEMEN CODES OF CONDUCT AND  
DISCIPLINARY POLICY

2023

## Definitions

The definitions provided herein are based on the Lacrosse Canada (LC) Safe Sport Policy Suite definitions in the LC *Safe Sport Manual*:

- 1) *"Affected Party"* - Any Individual or entity, as determined by the President, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right under the *Appeal Policy*.
- 2) *"Appellant"* - The Party appealing a decision pursuant to the *Appeal Policy*.
- 3) *"Board"* - The Board of Directors of the Calgary Axemen Lacrosse Club.
- 4) *"Complainant"* - The Party making a complaint pursuant to the *Code of Conduct and Disciplinary Policy*.
- 5) *"Days"* - Days including weekends and holidays.
- 6) *"Discrimination"* - Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- 7) *"Event"* - An event sanctioned by the Axemen Lacrosse Club, or any activity that takes place as part of participation in the club.
- 8) *"Harassment"* - A vexatious comment (or comments) or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - i Written or verbal abuse, threats, or outbursts;
  - ii Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iii Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
  - iv Leering or other suggestive or obscene gestures;
  - v Condescending or patronizing behaviour which is intended to undermine self esteem, diminish performance or adversely affect working conditions;
  - vi Practical jokes which endanger a person's safety, or which may negatively affect performance;
  - vii Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual's positive development, but is required to be accepted as part of a team or group, regardless of the individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
  - viii Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix Deliberately excluding or socially isolating a person from a group or team;
  - x Persistent sexual flirtations, advances, requests, or invitations;
  - xi Physical or sexual assault;
  - xii Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
  - xiii Retaliation or threats of retaliation against a person who reports harassment to the Axemen Lacrosse Club.
- 9) *"Individuals"* - Refers to all categories of membership defined in the Axemen Lacrosse Club's bylaws, as well as all individuals employed by, or engaged in activities for which the Axemen Lacrosse Club is responsible in whole or in part for organizing, including, but not limited to, athletes,

coaches, convenors, officials, volunteers, managers, administrators, committee members, Board Members, spectators, and parents/guardians of athletes.

10) *"Maltreatment"* - Any volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:

i Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:

- a. Verbal Acts: verbally assaulting or attacking an Individual, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to an Individual's identity (e.g. race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forums.
- b. Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
- c. Acts that Deny Attention or Support: acts that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

ii Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:

- a. Contact behaviours: including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; and deliberately hitting another with objects;
- b. Non-contact behaviours: including but not limited to isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g. requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to training or competition prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

- iii Sexual Maltreatment: including but not limited to any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples of Sexual Maltreatment include, but are not limited to:
  - a. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
    - a) Vaginal penetration by a penis, object, tongue, or finger; and
    - b) anal penetration by a penis, object, tongue, or finger.
    - c)
  - a. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including but not limited to:
    - a) Kissing:
    - b) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts
    - c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
    - d) making another touch themselves, the Individual, or someone else with or on any of the body parts listed in i.a. above;
    - e) any intentional touching in a sexualized manner of the relationship, context or situation.
- ii Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour.
  - a. Neglect, or acts of omission, include without limitation, not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods (e.g., caliper tests); disregarding the use of Prohibited Substances or Methods by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, subjecting Individuals to the risk of Maltreatment.
- iii Grooming - includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary violations' which have been professionally identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing

personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts).

- iv Interference with or Manipulation of Process
  - a. An adult Individual violates the *Code of Conduct and Disciplinary Policy* by directly or indirectly interfering with a process instituted pursuant to the *Code* or any other Axemen Lacrosse Club policy, including the policies found in the by:
    - a) falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
    - b) destroying or concealing information;
    - c) attempting to discourage an Individual's proper participation in or use of the Axemen Lacrosse Club's processes;
    - d) harassing or intimidating (verbally or physically) any person involved in the Axemen Lacrosse Club's processes before, during, and/or following any proceeding;
    - e) publicly disclosing an Individual's identifying information, without the Individual's agreement
    - f) failing to comply with any temporary or provisional measure or other final sanction
    - g) distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
    - h) influencing or attempting to influence another Individual to interfere with or manipulate the process.
- v Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in the Axemen Lacrosse Club's policies, including those found in this *Code of Conduct and Disciplinary Policy*. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Axemen Lacrosse Club's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred and does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.
- vi Aiding and abetting:
  - a. any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. Aiding and abetting also includes, without limitation, knowingly:
    - a) allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals
    - b) providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
    - c) allowing any Individual to violate the terms of their suspension or any other sanctions imposed.
- iv Failure by an adult Individual to report actual or suspected Maltreatment of a Minor. This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to the Axemen Lacrosse Club, on a timely basis, all relevant information that the adult Individual is or becomes aware of, and requires making a direct report to the Axemen Lacrosse Club. Any report shall include the personally identifying information of

the potential Minor complainant (to the extent known), and any such information learned at a later date.

- v Failure to report inappropriate conduct: Any Individual who suspects or becomes aware of another Individual's inappropriate conduct. Even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to the Axemen Lacrosse Club. Persons in Authority who become aware of another Individual's inappropriate conduct have a responsibility for reporting the concern to the Axemen Lacrosse Club.
  - vi Intentionally filing a false allegation. An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.
- 11) "*Members*" - Members as defined in the bylaws of the Axemen Lacrosse Club.
  - 12) "*Minor*" - any Individual who is under the age of majority in the Province of Alberta at the time the alleged breach of any Axemen Lacrosse Club policy has occurred. Adult Individuals are responsible for knowing the age of a Minor.
  - 13) "*Participants*" - any individuals engaged in activities with the Calgary Axemen including, without limitation, players, coaches, parents and spectators.
  - 14) "*Parties*" - in the context of a complaint under the *Code of Conduct and Disciplinary Policy*, the Complainant and Respondent.
  - 15) "*Person in Authority*" - Any Individual who holds a position of authority within the Axemen Lacrosse Club, including, but not limited to, coaches, umpires, officials, managers, support personnel, chaperones, Committee members, and Directors and Officers.
  - 16) "*Police information check*" - Police Information Checks are more than a Canadian criminal record check. Also known as a Police Information Check (PIC), information is searched from three databases and the results will be provided on a Calgary Police Service certificate letter. Disclosure will include Canada-wide Criminal Record History, Vulnerable Sector Search (if required) and Police History; this includes Local Police Information and Alberta Provincial court records.
  - 17) "*Power Imbalance*" - A Power Imbalance may exist where, based on the totality of the circumstances, an Individual has supervisory, evaluative, a duty of care, or other authority over another Individual. A Power Imbalance may also exist between an Athlete and other adults involved in sport in positions such as high-performance directors, sport specific health-care providers, sport science support staff, care or support persons, guides or pilots. Maltreatment occurs when this power is misused. Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship, regardless of age, and is presumed to continue for Minor Athletes after the coach-Athlete relationship terminates or until the Athlete reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between consenting adults that preceded the sport relationship).
  - 18) "*Reporting (or Report)*" - The provision of information in writing by any person or an Individual to a relevant independent authority (the Independent Third Party or position charged with receiving a Report and determining next steps) regarding Maltreatment. Reporting may occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment. In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent.
  - 19) "*Respondent*" - The Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed.

- 20) *“Sexual Harassment”* - A vexatious comment (or comments) or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- i Sexist jokes;
  - ii Threats, punishment, or denial of a benefit for refusing a sexual advance;
  - iii Offering a benefit in exchange for a sexual favour; iv. Demanding hugs;
  - iv Bragging about sexual ability;
  - v Leering (persistent sexual staring);
  - vi Sexual assault;
  - vii Display of sexually offensive material;
  - viii Distributing sexually explicit messages or attachments such as pictures or video files;
  - ix Sexually degrading words used to describe an Individual;
  - x Unwelcome inquiries into or comments about an Individual’s gender identity or physical appearance;
  - xi Inquiries or comments about an Individual’s sex life;
  - xii Persistent, unwanted attention after a consensual relationship ends; xiv. Persistent unwelcome sexual flirtations, advances, comments, or propositions; and
  - xv. Persistent unwanted contact.
- 21) *“Social media”* - The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter.
- 22) *“Vulnerable Individuals”* - Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a Person in Authority.
- 23) *“Vulnerable sector check”* - Individuals applying for a police information check who may be working with vulnerable members of society are required to undergo a vulnerable sector verification. Vulnerable persons are those who are in a position of dependence on others (such as children or people with disabilities) or who are at a higher than normal risk of being harmed by an authority figure. A vulnerable sector verification determines if individuals working with the vulnerable sector have a sexual offence conviction for which they’ve received a pardon.
- 24) *“Workplace”* - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities utilized by the Axemen Lacrosse Club for work related social functions, work assignments outside offices, work-related travel, the training and competition environment (wherever located), and work-related conferences or training sessions.
- 25) *“Workplace Harassment”* - Vexatious comment(s) or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- i Bullying;
  - ii Workplace pranks, vandalism, bullying or hazing;
  - iii Repeated offensive or intimidating phone calls or emails; iv. Inappropriate sexual touching, advances, suggestions or requests;
  - iv Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;

- v Psychological abuse;
  - vi Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
  - vii Deliberately withholding information that would enable a person to do his or her job, perform or train;
  - viii Sabotaging someone else's work or performance;
  - ix Gossiping or spreading malicious rumours;
  - x Intimidating words or conduct (offensive jokes or innuendos); and
  - xi Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- 26) *"Workplace Violence"* – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker.
- Types of behaviour that constitute Workplace Violence include, but are not limited to:
- i Verbal or written threats to attack;
  - ii Sending to or leaving threatening notes or emails;
  - iii Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
  - iv Wielding a weapon in a Workplace;
  - v Hitting, pinching or unwanted touching which is not accidental;
  - vi Dangerous or threatening horseplay;
  - vii Physical restraint or confinement;
  - viii. Blatant or intentional disregard for the safety or wellbeing of others;
  - ix. Blocking normal movement or physical interference, with or without the use of equipment;
  - viii Sexual violence; and
  - ix Any attempt to engage in the type of conduct outlined above.

## Axemen Core Values

The Calgary Axemen Lacrosse Club's core values are outlined below. These values outline what we stand for within the Axemen Lacrosse Club. The following values are our guiding principles for the following codes of conduct and disciplinary policy.

**Sportsmanship** - Foremost of all values is to learn a sense of fair play. We will be humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

**Respect** - Treat all others as you expect to be treated. Get along with your teammates. Respect your coaches, teammates, parents, opponents, officials, and property.

**Integrity** - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game. We play by the rules and with class.

**Pursuit of Excellence at all levels** - Each member of the organization, whether player, volunteer or staff, should seek to perform at the highest level of his or her ability.

**Enjoyment and Fun** - It is important for the lacrosse experience to be fun, satisfying and rewarding for all participants. We encourage lifelong participation in the game of lacrosse.



**Loyalty** - We are loyal to the Axemen brand and we play with pride and passion while wearing the Axemen logo.

**Teamwork** - We value the strength of working together and a team first attitude.

**Commitment**- We exhibit commitment to your teammates, coaches, and yourself. Work hard to improve on and off the floor.

## Purpose

The purpose of this Policy is to ensure a safe and positive environment (within the Axemen Lacrosse Club's programs, activities, and Events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Axemen Lacrosse Club's core values. The Axemen Lacrosse Club supports equal opportunity, prohibits discriminatory practices and Maltreatment, and is committed to providing an environment in which all Individuals are treated with respect and fairness.

## Application of This Policy

This Policy applies to all Members as defined in the bylaws of the Calgary Axemen ("Members") as well as any individuals engaged in activities with the Calgary Axemen including, without limitation, players, coaches, parents, and spectators ("Participants"). This Policy applies to the conduct of Members and Participants at all Axemen activities, programs, and events.

1. This Code applies to Individuals' conduct during Axemen Lacrosse Club business, activities, and Events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Axemen Lacrosse Club activities, and any meetings.
2. In addition, breaches of this Policy may occur when the Individuals involved interacted due to their mutual involvement in the club or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s) participation in the club.
3. An Individual who violates this policy may be subject to sanctions pursuant to the *Code of Conduct and Disciplinary Policy*. In addition to facing possible sanction pursuant to this policy, an Individual who violates this Policy during an event may be ejected by a representative of the club and the event may be delayed until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the event.
4. An employee of the Axemen Lacrosse Club found to have engaged in acts of Workplace Violence, Maltreatment or Workplace Harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any event of the Axemen Lacrosse Club, will be subject to appropriate disciplinary action subject to the terms of any of the Axemen Lacrosse Club's relevant and applicable policies as well as the employee's employment agreement (if applicable).

5. This Code also applies to Individuals' conduct outside of the Axemen Lacrosse Club's business, activities, and events when such conduct adversely affects relationships within the club (and its work and sport environment) and is detrimental to the image and reputation of the club. Such applicability will be determined by the Axemen Lacrosse Club at its sole discretion.

## Expected Standard of Ethical Conduct

The Calgary Axemen is committed to providing an environment in which all individuals are treated with respect. All Members and Participants of Axemen Lacrosse are expected to:

1. Conduct themselves at all times in a manner consistent with the core values of the Calgary Axemen Lacrosse Association.
2. Demonstrate through words and actions the spirit of sportsmanship, sports leadership, and ethical conduct.
3. Avoid behavior which brings Axemen or the sport of lacrosse into disrepute including, but not limited to, abusive use of alcohol, use of non-medical drugs or performance-enhancing drugs or methods, and use of alcohol by minors,
4. Adhere at all times to: Axemen Lacrosse Club bylaws, policies, procedures, rules, regulations, and directives, Calgary District Lacrosse Association, Alberta Lacrosse Association, and Lacrosse Canada operational policies, procedures, rules and regulations, Rules and regulations governing any competitions, in which the member participates on behalf of the Axemen. Rules and regulations established by the facilities in which the Member or Participant participates in any activity on behalf of Axemen. Any contracts or agreements executed with or by Axemen. Any sanction imposed by Axemen.
5. Care for and respect the property and assets of Axemen Lacrosse Club.
6. Refrain from engaging in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
7. Refrain from comments or behaviors which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behaviour which constitutes bullying, harassment or abuse will not be tolerated (see *Policies on the Prevention of Harassment, Bullying and Abuse*).

## Responsibilities

1. All individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Axemen Lacrosse Club's members and other individuals by:
    - i Treating each other with the highest standards of respect and integrity;
    - ii Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
    - iii Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
    - iv Avoiding to place themselves in a position of a real or perceived conflict of interest;

- i Not engaging in any fraudulent conduct, including the misuse of resources or any form of misrepresentation;
    - ii Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
    - iii Consistently treating individuals fairly and reasonably;
2. Ensure adherence to the rules of the sport and the spirit of those rules by:
  - a) Maintain and enhance the dignity and self-esteem of the Axemen Lacrosse Club's members and other individuals by:
  - b) Treating each other with the highest standards of respect and integrity;
  - c) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
  - d) Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
  - e) Avoiding placing themselves in a position of a real or perceived conflict of interest;
  - f) Not engaging in any fraudulent conduct, including the misuse of resources or any form of misrepresentation;
  - g) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
  - h) Consistently treating individuals fairly and reasonably; Ensure adherence to the rules of the sport and the spirit of those rules.
3. Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination or any form of Maltreatment;
4. Abstain from the non-medical use of drugs or the use of prohibited substances or methods. More specifically, the Axemen Lacrosse Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this program shall be considered an infraction of this policy and may be subject to further disciplinary action, and possible sanction. The Axemen Lacrosse Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Lacrosse Canada or any other sport organization.
5. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
7. Refrain from consuming tobacco products, or recreational drugs while participating in the Axemen Lacrosse Club's programs, activities, competitions, or events.
8. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.
9. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the Axemen Lacrosse Club Events (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where responsible for the supervision of Minors participating in events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Axemen Lacrosse Club events.
10. Respect the property of others and not willfully cause damage.
11. Promote the sport in the most constructive and positive manner possible.
12. When driving a vehicle with an Individual:
  - a) Not have his or her license suspended;
  - b) Not be under the influence of alcohol or illegal drugs or substances; and

- c) Have valid car insurance;
13. Adhere to all federal, provincial, municipal and host country laws.
  14. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
  15. Comply, at all times, with the Axemen Lacrosse Club's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.
  16. It is a violation of this Policy for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an athlete and a non-parent coach to share a hotel room when traveling, hiring, or assigning a coach who has a past history of athlete Maltreatment.
  17. Directors, Committee Members, and Staff
    - a) In addition to section 1, the Axemen Lacrosse Club Directors, committee members, and staff will have additional responsibilities to:
    - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Axemen Lacrosse Club's business and the maintenance of individuals' confidence,
    - c) Ensure that the Axemens's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities,
    - d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the Axemen Lacrosse Club,
    - e) Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism,
    - f) Behave with decorum appropriate to both circumstance and position,
    - g) Keep informed about the Axemen Lacrosse Club's activities, the sport community, and general trends in the sectors in which it operates,
    - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Axemen Lacrosse Club is incorporated including but not limited to the *Alberta Societies Act R.S.A. 2000*
    - i) Respect the confidentiality appropriate to issues of a sensitive nature,
    - j) Respect the decisions of the majority and resign if unable to do so,
    - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings,
    - l) Have a thorough knowledge and understanding of all of the Axemen Lacrosse Club's governing documents,
    - m) Conform to the bylaws and policies approved by the Axemen Lacrosse Club.

18. Coaches

In addition to section 1, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes,
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes,

- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments,
- d) Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs,
- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate,
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete,
- g) Act in the best interest of the athlete's development as a whole person,
- h) Comply with the Axemen Lacrosse Club's *Screening Policy*, if applicable,
- i) Report to the Axemen Lacrosse Club any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance,
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or methods and, in the case of minors, alcohol, cannabis, and/or tobacco,
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes,
- l) Not engage in a sexual relationship with an athlete under the age of majority,
- m) Disclose any sexual or intimate relationship with an athlete over the age of majority to the Axemen Lacrosse Club and immediately discontinue any coaching involvement with that athlete,
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights,
- o) Dress professionally, neatly, and inoffensively,
- p) Use inoffensive language, taking into account the audience being addressed.

#### 19. Athletes

In addition to section 1, athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete,
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events,
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason,
- d) Adhere to the Calgary District Lacrosse Association's rules and requirements regarding clothing and equipment,
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators,
- f) Dress to represent the sport and themselves well and with professionalism,
- g) Act in accordance with the Axemen Lacrosse Club's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

#### 20. Parents

In addition to section 1, parents/guardians and spectators at events will:

- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence,
- b) Condemn the use of violence in any form,
- c) Never ridicule a participant for making a mistake during a performance or practice,
- d) Provide positive comments that motivate and encourage participants' continued effort,
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same,
- f) Never question an official's or staff member's judgment or honesty,
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm,
- h) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers,
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators,
- j) Film or record practices or events without the knowledge and consent of individuals taking part,
- k) maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all games, practices and Axemen events (practices, meetings, etc.).

## **Retaliation, Retribution or Reprisal**

It is a breach of this Policy for any individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that individual from filing, in good faith, a complaint pursuant to any Axemen Lacrosse Club policy.

## **Policies on the Prevention of Harassment, Bullying and Abuse**

The Axemen Lacrosse Club is committed to a sport environment free from abuse. It is a breach of this policy for any individual to violate the Axemen Lacrosse Club's *Policies on the Prevention of Harassment, Bullying and Abuse*. The Axemen Lacrosse Club has a zero-tolerance policy for any type of abuse. Individuals are required to report instances of abuse or suspected abuse including physical abuse, sexual abuse, neglect, emotional abuse, maltreatment.

## **Alignment**

The Axemen Lacrosse Club recognizes that Individuals are also registered with the Calgary District Lacrosse Association, the Alberta Lacrosse Association, and the Lacrosse Canada. Decisions rendered by these organization, or other Member Clubs of these organizations, and all relevant provincial and federal governing authorities will be recognized and implemented by the Calgary Axemen Lacrosse Club.

## **Failure to Comply**

Failure by an individual to comply with the expected standard of conduct set out within this policy constitutes an infraction and may result in disciplinary action and the imposition of a sanction in accordance with the guidelines set forth in this policy.

## **Reporting an Infraction**

Any individual (the Complainant) may report to the Axemen Lacrosse Club President, or the VP Governance a complaint of an infraction by an individual (the Respondent). Such complaint must be in writing and must

be made within 5 days of the alleged infraction. This timeline can be waived or extended at the President or VP Governance's discretion. If the complaint involves the President, it shall be made to the VP Governance, who shall then retain the authority to make any determinations that would have been within the authority of the President under this policy.

## **Adult Representative**

1. Complaints may be brought for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
2. Communication from the Executive Director, President, VP Governance, or the Discipline Committee, as applicable, must be directed to the Minor's representative.
3. A Minor is not required to attend an oral hearing, if held.

## **Process**

1. Upon receiving a complaint, the President will provide it immediately to the Discipline Committee, or his/her designate if the President is not available or not able to act in this capacity.
2. The President (or designate) may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.
3. The Axemen Lacrosse Club may, in its sole discretion, act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Axemen Lacrosse Club will identify an individual representative of the organization.
4. Upon receiving a complaint, the President (or designate) will review the complaint and may:
  - a) Dismiss the complaint if he or she considers it to be trivial or vexatious.
  - b) Determine that the complaint does not fall within the jurisdiction of this policy and refer to it the appropriate body having jurisdiction.
  - c) Determine that the matter relates to a conflict within a Team or between Axemen teams and has not first been addressed using the Axemen Conflict Resolution process whereupon the President may refer the matter to the Complainant's Team Designate for resolution pursuant to that policy.
  - d) Direct that the infraction be dealt with informally as a minor infraction.
  - e) Refer the matter to the Discipline Committee to be dealt with formally as a minor infraction;  
or  
Refer the matter to the Discipline Committee to be dealt with formally as a major infraction.
5. All informal disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member or Participant involved: this person may include, but is not restricted to, a coach, official, director, officer, volunteer, or staff member.
6. When assigned by the President to informally address a complaint of a minor infraction, the appropriate person having authority over the Member or Participant involved shall:

- a) Determine if an investigation is required to ascertain whether an infraction has in fact occurred, if an investigation is warranted refer the matter to the President or VP Governance to be handled formally by the Discipline Committee as a minor infraction.
- b) Determine if the issue has followed the Axemen Issue Resolution Process outlined in the Communication and Issue Resolution Policy.
- c) Upon the facts of the case determine if an infraction has in fact occurred.
- d) Where it is determined that an infraction has occurred, decide the appropriate disciplinary sanction, and issue a written decision to the Complainant, the Respondent, and the President (email shall be considered appropriate for this purpose)
- e) Where it is determined that an infraction has not occurred, obtain the President's concurrence, then advise the Complainant and Respondent that the complaint has been dismissed, with reasons.
- f) Where a disciplinary sanction has been imposed, coordinate the application of the sanction with other Axemen representatives as necessary, and monitor compliance by those upon whom the sanction has been imposed.

7. The Discipline Committee shall consist of three members: the VP Governance, the Relevant Division Coordinator, a member of the Executive. The Executive member will be appointed by the President as required.

8. Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction. This investigation may be conducted by a member of the Discipline Committee or the Discipline Committee may enlist the aid of an investigator from outside the Axemen Lacrosse Club if deemed necessary.

9. The Discipline Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, an oral hearing using an online meeting platform, a hearing based on written submissions, or a combination of these methods.

10. The Respondent will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee.

11. After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Respondent, the Complainant, and the President.

12. Where the conduct being reviewed by this policy is of a sensitive nature, the Axemen Lacrosse Club will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or is in the best interests of the public.

13. In fulfilling its duties, and with the approval of the Executive Committee, the Discipline Committee may obtain independent advice.

14. The Axemen Lacrosse Club reserves the right, and at times may be obligated to consult with, and report to Calgary District Lacrosse Association or Alberta Lacrosse Association any information regarding complaints filed, investigations, disciplinary hearings, and any resulting sanctions.



15. In circumstances where an investigation indicates concern that a member has acted in contravention to the law, the Axemen Lacrosse Club shall report the matter to the appropriate authorities and reserves the right to suspend the member indefinitely pending a resolution to any legal proceedings.

## Minor Infractions

Minor infractions include, but are not limited to:

- a) Use of obscene or vulgar language or gestures to anyone at any time,
- b) Abusive or disrespectful language or comments (toward players, coaches, parents, officials, other players, or spectators),
- c) Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing,
- d) Minor incidents of violence (e.g., pushing between peers or teammates)
- e) Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner,
- f) Questioning the coach(s) coaching during or after practices or games,
- g) Questioning the officials during or after games,
- h) Approaching a coach or referee immediately following a game to voice a complaint (not following the "24 Hour Rule"),
- i) Conduct contrary to the Core Values of the Axemen Lacrosse Club,
- j) Non-compliance with the Axemen Lacrosse Club's bylaws, policies, procedures, rules, regulations, or guidelines.

## Major Infractions

Major Infractions include, but are not limited to:

- a) Repeated minor infractions,
- b) Behaviour that constitutes Harassment, Sexual Harassment, Bullying, Workplace Harassment, Workplace Violence or Maltreatment (see the Axemen Lacrosse Club's *Policies on the Prevention of Harassment, Bullying and Abuse*),
- c) Actions that contain an element of discrimination (e.g., racism, sexism, discrimination based on sexual orientation),
- d) Major incidents of violence (e.g., fighting, attacking, sucker punching),
- e) Pranks, jokes, or other activities that endanger the safety of others,
- f) Conduct that intentionally interferes with a competition or with any individual's preparation for a competition,
- g) Conduct that intentionally damages the Axemen Lacrosse Club's image, credibility, or reputation,
- h) Consistent or significant disregard for the Axemen Lacrosse Club's bylaws, policies, rules, regulations, or guidelines,
- i) Major or repeated violations of the Axemen Lacrosse Club's *Code of Conduct*,
- j) Intentionally damaging the property of the Axemen Lacrosse Club or improperly handling the Axemen Lacrosse Club's monies,
- k) Abusive use of alcohol, any use of alcohol by minors, or use or possession of illicit drugs and narcotics,
- l) A conviction for any Criminal Code offense,
- m) Any possession or use of prohibited substances or methods.

## Disciplinary Sanctions

1. Following the determination that the complaint or incident should be handled as a **minor infraction** the person having authority over the Member or Participant will review the submissions related to the incident and determine one or more of the following sanctions:
  - a) Verbal or written warning,
  - b) Verbal or written reprimand,
  - c) A request for a verbal or written apology,
  - d) Service or other voluntary contribution to Axemen Lacrosse Club,
  - e) Removal of certain privileges of membership for a designated period of time,
  - f) Removal from the current activity,
  - g) Suspension from certain team events or activities,
  - h) Suspension from all Axemen Lacrosse Club activities for a designated period of time,
  - i) Other sanction considered appropriate for the offense.
2. For minor infractions the person having authority over the Member or Participant shall provide the respondent with a written decision, which shall include reasons (email will be considered appropriate for this purpose). If applicable the person having authority over the Member or Participant will inform the Respondent of the sanction, which shall take effect immediately.
3. Following the determination that the complaint or incident should be handled as a **major infraction** the Discipline Committee shall review the submissions related to the incident and determine one or more of the following sanctions:
  - a) Verbal or written warning,
  - b) Require a verbal or written apology,
  - c) Service or other voluntary contribution to Axemen Lacrosse Club,
  - d) Removal of certain privileges of membership,
  - e) Suspension from certain Axemen events or activities,
  - f) Suspension from all Axemen activities for a designated period of time,
  - g) Expulsion from membership,
  - h) Other sanction deemed appropriate by the Discipline Committee.
4. It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity. Any suspensions given will apply to all teams the participant is involved with.
5. *Criminal Convictions:* An Individual's conviction for a Criminal Code offense will be deemed an infraction under this Policy and will result in expulsion from the Axemen Lacrosse Club. Criminal Code offences may include, but are not limited to:
  - a) Any child pornography offences,
  - b) Any sexual offences,
  - c) Any offence of physical violence,
  - d) Any offence of assault,
  - e) Any offence involving trafficking of illegal drugs.
6. The suspension of a member for a duration of 1 season or more, or the expulsion from membership will require ratification by a 2/3 majority vote of the Board of Directors, at a meeting where there is a quorum of the Board.

7. For major infractions the chair of the Discipline Committee shall provide the respondent with a written decision, which shall include reasons (email will be considered appropriate for this purpose). If applicable the chair of the Discipline Committee will inform the Respondent of the sanction, which shall take effect immediately.

## Appeals Policy

1. This policy identifies the procedures to be followed when an individual wishes to appeal a decision made by an official of the Axemen Lacrosse Club.
2. This Policy applies to all Members as defined in the bylaws of Axemen, as well as any individual participant engaged in activities with Axemen, including, without limitation, coaches, players, parents, and spectators.
3. *Timing of the Appeal:* An individual who wishes to appeal a decision (“Appellant”), shall have 72 hours from the time they received notice of the decision, to submit the following: written notice of their intention to appeal; detailed reasons for the appeal, and an appeal fee of \$200.00. All to be submitted directly to the President of the Axemen Lacrosse Club. Any consideration of an appeal after the 72-hour window has closed, will be at the sole discretion of the President, or designate.
4. *Grounds for Appeal:* Appeals may only be heard if sufficient grounds exist surrounding the decision-maker or decision made (irrespective of the events precipitating the decision), as detailed below:
  - a) Decision-maker did not have authority or jurisdiction as set out in Axemen lacrosse Club governing documents, to make such decision;
  - b) Decision-maker failed to follow procedures as laid out in the bylaws or approved Policies of Axemen Lacrosse Club in making the decision;
  - c) Decision was influenced by bias;
  - d) Decision-maker exercised their discretion for an improper purpose; or,
  - e) Decision made was grossly unreasonable.
5. *Screening of Appeal:* Within 72 hours of receiving the notice of appeal, the President shall decide if the appeal constitutes sufficient grounds as set out in this policy. If the President is not available, a member of the Executive Committee will be designated to perform this function.
  - a) If the appeal is denied due to insufficient grounds, then written notice shall be provided to the Appellant, and the \$200 Appeal fee returned.
  - b) This decision is at the sole discretion of the President or the President’s designate and may not be appealed.
6. *Appeals Panel:* Should the President find sufficient grounds to proceed, then he/she shall appoint an Appeal Panel (the ‘Panel’) within 7 days of having received the original notice of appeal.
  - a) The Panel will be comprised of 3 people who have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the Appeal.
  - b) The Panel’s members shall select from themselves a Chairperson who will be authorized to arrange all preliminary matters of the appeal (ie: date and location of hearing; deadline for exchange of documents, clarification of issues in dispute; procedural matters; order and procedure of hearing; remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings).
  - c) All affected parties may be notified of these preliminary matters via email by the Chairperson.

7. *Procedure for the Appeal:* The Panel shall govern the Appeal by such procedures as it deems appropriate, provided that:

- a) The hearing is held within 7 days of the Panel's appointment;
- b) All affected parties are given 5 days' notice of the hearing (date, location, time); The hearing will be held in person, within the geographic boundaries of the Axemen Lacrosse Club;
- c) Written documents to be considered by the Panel must be submitted by the affected parties, at least 2 days in advance of hearing. These may be submitted by email to the Chairperson, for further distribution to the Panel;
- d) Affected parties may be accompanied by 1 other person (advisor/counsel) who will not address the Panel directly;
- e) There shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties; and
- f) Decisions shall be by majority vote of the Panel, where the Chairperson carries one vote.

## **Player/Parent Notification**

Players and parents will be informed of this Policy before the start of the season.