

LAW ENFORCEMENT TRAINING ASSOCIATION

CODE OF CONDUCT / DISCIPLINARY PROCEDURES

1. The following terms have these meanings in this Code:

- a) “Complainant” – The Party alleging an infraction
- b) “Respondent” – The alleged infracting Party
- c) “Parties” – The Complainant, Respondent, and any other Individuals, persons, or organizations affected by the complaint
- d) “Days” – Days irrespective of weekend and holidays
- e) “Administrator” – The President of the LETA who may receive an applicable complaint
- f) “Harassment Advisor” – The individual appointed by the Law Enforcement Training Association who has an overall responsibility to receive and adjudicate Code of Conduct complaints along with Disciplinary Procedures in a timely manner
- g) “Students” – All categories of membership or student of the Law Enforcement Training Association (dba “Police Judo”) including Instructors, Coaches, volunteers, and Directors of the Law Enforcement Training Association

Purpose

2. Affiliation with the Law Enforcement Training Association (LETA – dba “Police Judo”) brings many privileges and benefits. At the same time, Individuals are expected to meet certain obligations including complying with LETA policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the LETA.

3. Individuals must be aware that they are expected to model behaviour appropriate for the Individual’s role as a representative of Police Judo. This document outlines the conduct expected of Individuals and the Disciplinary Procedures that Individuals are subject to if there is a complaint about an Individual’s conduct.

Application of the Code of Conduct

4. The Code of Conduct applies to Individuals’ conduct during Police Judo training, coaching activities, and events including, but not limited to, practices, clinics, camps, tournaments, practices, tryouts, training clinics, and travel associated with coaching. Adult students should be aware that Police Judo includes simulation-based training, may involve the use of swear words or harsh language during verbalized training as well as other techniques that may include techniques outside traditional judo. Complaints related to this properly contextualized training will not constitute a complaint under the Harassment Policy.

5. The Code of Conduct also applies to Individuals’ conduct outside of Police Judo-related business, coaching activities, and events when such conduct adversely affects relationships with other Individuals or athletes, or when it is detrimental to the image and reputation of Police Judo.

Police Judo and NCCP Code of Ethics

6. Instructors, Coaches, and volunteer coaches of Police Judo agree to follow the NCCP Code of Ethics (2016), which describes five Ethical Principles and the corresponding Standards of Behaviour Expected of Coaches.

Physical safety and health of students/athletes	Ensure that training or competition site is safe at all times
	Be prepared to act quickly and appropriately in case of emergency
	Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level
	Strive to preserve the present and future health and well-being of athletes
Coaching responsibly	Make wise use of the authority of the position and make decisions in the interest of athletes
	Foster self-esteem among athletes
	Avoid deriving personal advantage for a situation or decision
	Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action
	Honour commitments, word given, and agreed objectives
	Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	Avoid situations that may affect objectivity or impartiality of coaching duties
	Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete
	Always ensure decisions are taken equitably
Respect	Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
	Preserve the dignity of each person in interacting with others
	Respect the principles, rules, and policies in force
Honouring sport	Strictly observe and ensure observance of all regulations
	Aim to compete fairly
	Maintain dignity in all circumstances and exercise self-control
	Respect officials and accept their decisions without questioning their integrity

7. Instructors, Coaches, and volunteer coaches of Police Judo who do not follow the NCCP Code of Ethics may have violated the LETA Code of Conduct with Disciplinary Procedures and may be subject to sanction under the terms of this document.

Responsibilities

8. Individuals have the following responsibilities:

Dignity

9. Maintain and enhance the dignity and self-esteem of students and other Individuals by:

- a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation
- b) Focusing comments or criticism appropriately and avoiding public criticism of students, coaches, officials, organizers, volunteers, employees, or members
- c) Consistently demonstrating a spirit of good sportsmanship, sport leadership, and ethical conduct d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- d) Consistently treating individuals fairly and reasonably
- e) Ensuring adherence to the rules of the sport and the spirit of those rules

Harassment

10. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts
- b) The display of visual material which is offensive or which one ought to know is offensive in the circumstances
- c) Unwelcome remarks, jokes, comments, innuendo, or taunts
- d) Leering or other suggestive or obscene gestures
- e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- g) Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a beginner student by a more senior teammate, which does not contribute to either the student's positive development, but is required to be accepted as part of a team, regardless of beginner student'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 student based on class, number of years in training or student ability."
- h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing during training or practices
- i) Unwelcome sexual flirtations, advances, requests, or invitations
- j) Physical or sexual assault
- k) Behaviours such as those described above that are not directed towards a specific individual or group

but have the same effect of creating a negative or hostile environment

l) Retaliation or threats of retaliation against an individual who reports harassment to the CAC

11. Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- a) Sexist jokes
- b) Display of sexually offensive material
- c) Sexually degrading words used to describe a person
- d) Inquiries or comments about a person's sex life
- e) Unwelcome sexual flirtations, advances, or propositions
- f) Persistent unwanted contact

Inappropriate Behaviour

12. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

13. Avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events.

14. Respect the property of others and not wilfully cause damage.

15. Adhere to all federal, provincial, municipal and host country laws.

Athlete Safety

16. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved students.

17. Prepare students systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm students.

Students' Development

18. Support the coaching staff of a Police Judo Training camp, Police Judo Clinic; should a student qualify for participation with one of these programs.

19. Provide students (and the parents/guardians of minor students) with the information necessary to be involved in the decisions that affect the student.

20. Act in the best interest of the student's development as a whole person.

21. Respect coaches and instructors.

Student Protection

22. Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
23. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, tobacco, or marijuana.
24. Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the individual is in a position of power, trust, or authority over the athlete.
25. 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.

Disciplinary Procedure – Application

26. The Disciplinary Procedures applies to Individuals' conduct during Police Judo training, coaching activities, and events including, but not limited to, practices, clinics, camps, tournaments, practices, tryouts, training clinics, and travel associated with coaching. This Procedure does not prevent discipline from being applied, during a Police Judo sanctioned event, according to specific procedures in place for the particular event.
27. Individuals may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. Police Judo will respect decisions made by those bodies.

Reporting a Complaint

28. Any students, including but not limited to parents, club or organization representatives, coaches, or volunteers of Police Judo may report any complaint. Complaints about Instructors, Assistant Instructors, or volunteer Coaches should be submitted to a Police Judo certified instructor or the Police Judo Harassment Advisor. Complaints must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Harassment Advisor.
29. Complaints that are submitted about a Police Judo Instructor, will also be dealt with by the Harassment Advisor.
30. A complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Harassment Advisor. This decision may not be appealed.

Mediation

31. Before any complaint proceeds to the formal stage, the matter will first be reviewed by the Harassment Advisor, with the objective of resolving the dispute informally or with the assistance of a mediator. Complaints or disputes that are resolved informally or by means of mediation may not be appealed or subsequently re-

submitted as a complaint under these Disciplinary Procedures. The Harassment Advisor may determine, based on the circumstances, that mediation is not appropriate.

Complaint Administration

32. Should the efforts of the Harassment Advisor or any mediator not resolve the dispute, the Advisor will act as Case Manager to oversee management and administration of a complaint submitted in accordance with this Procedure. If the Advisor is unable to serve as Case Manager for reason of lack of neutrality or other conflict, then the Advisor will appoint an independent Case Manager. The Advisor will also have the discretion to appoint an independent Case Manager if the complaint is complex and, in his or her opinion, is best administered by someone having experience and specific skills in the management of disciplinary hearings.

33. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious, and within the jurisdiction of this Procedure. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Procedure, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
- b) Identify the Parties to the complaint, which may include the complainant
- c) Coordinate all administrative aspects of the complaint
- d) Provide administrative assistance and logistical support to the Tribunal as required
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Jurisdiction

34. This Procedure does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. Further sanctions may be applied in accordance with the procedures set out in this Procedure.

35. This procedure does not take precedence over any dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement.

36. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this document.

Infractions

37. Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to others, to Individuals, the LETA, or to the public. Examples of infractions can include, but are not limited to, incidents of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour Disrespectful conduct such as outbursts of anger or argument
- b) Non-compliance with, or disregard for, Police Judo policies, procedures, rules, or regulations
Violations of the Code of Conduct
- c) Tampering
- d) Any incident of hazing

- e) Physical abuse
- f) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- g) Pranks, jokes, or other activities that endanger the safety of others
- h) Conduct that intentionally interferes with student training
- i) Conduct that intentionally damages the image, credibility, or reputation of the LETA
- j) Abusive use of alcohol, marijuana, provision of alcohol or marijuana to minors, or use or possession of illicit drugs and narcotics
- k) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others

Code of Conduct Sanctions

38. After the receipt, consultation with involved parties, and adjudication of a complaint, the Harassment Advisor may decide that the complaint is vexatious or frivolous and of no merit, in which case the complainant must be notified in writing; or after the receipt, consultation with involved parties, and adjudication of a complaint, the Harassment Advisor may decide to apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand from the LETA
- b) Verbal or written apology
- c) Further education, training, or counselling
- d) Service or other voluntary contribution to the LETA
- e) Removal of certain privileges for a designated period of time
- f) Suspension from certain competitions, activities, or events
- g) Suspension or expulsion from the LETA
- h) Fines
- i) Payment of the cost of repairs for property damage
- j) Any other sanction considered appropriate for the offense

39. Unless the Harassment Advisor decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Harassment Advisor will result in automatic suspension until such time as compliance occurs.

40. Infractions that result in discipline will be recorded and records will be maintained by the LETA.

41. Results must be conveyed to the LETA member within a timely fashion of the decision being made by the Harassment Advisor, by either the Harassment Advisor or a Police Judo Instructor. The Appeal process must also be explained to the LETA member who is being adjudicated during a Code of Conduct matter.

Suspension of LETA membership

42. . The Harassment Advisor may determine that an alleged incident is of such seriousness as to warrant immediate suspension of a student, coach, volunteer coach or instructor from the LETA.

Criminal Convictions

43. An Individual's conviction for any of the following Criminal Code offenses will be deemed an infraction and will result in expulsion from the LETA.

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

44. The complaints and discipline process is confidential and involves only the Parties, the Harassment Advisor, the Tribunal, and any independent advisors to the Tribunal. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

45. If the circumstances of the complaint are such that adhering to the timelines outlined by this Procedure will not allow a timely resolution to the complaint, the Harassment Advisor may direct that these timelines be revised.

Appeal Procedure - Tribunal

46. Within 30 days of a decision from the Harassment Advisor, this decision may be appealed to the LETA Tribunal for consideration.

47. This appeal request must be submitted in writing to the President of the LETA.

48. The Tribunal members must be free from conflict of interest.

49. The Appeal Tribunal will be established by the President of the LETA and be comprised of three members: one Board of Director, one certified Police Judo Instructor, and one senior member of the LETA as designated by the President.

50. As determined by the President of the LETA, the hearing may involve an oral in-person appeal, an oral appeal by telephone, an appeal based on a review of documentary evidence submitted in advance of the appeal, or a combination of these methods. The Appeal will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the appeal
- b) Copies of any written documents which the Parties wish to have the Appeal Tribunal consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Tribunal may request that any other individual, including the complainant, participate and give evidence at the appeal
- e) The Tribunal may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and will place such weight on the evidence as it deems appropriate
- f) If the Tribunal is made up of three persons, the decision will be by a majority vote. In fulfilling their duties, the Harassment Advisor and the Tribunal may obtain independent advice.

Decision

51. After hearing the matter, the Tribunal will determine whether an infraction has occurred and, if so, the sanctions imposed by the Harassment Advisor are to be maintained, revised, or withdrawn. Within fourteen (14) days of the hearing's conclusion, the Tribunal's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Police Judo Board of Directors. In extraordinary circumstances, the Tribunal may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period.

Records and Distribution of Decisions

52. Infractions that result in discipline will be recorded and maintained by the LETA and provided, at the LETA's discretion, to the LETA registry of instructors.

Dec 31st, 2018