



CKNS

Policies and Procedures

Manual

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INTRODUCTION

The following manual contains the policies and procedures of Canoe Kayak Nova Scotia (CKNS) and is intended to provide reference material for instructors, members and individuals involved in recreational paddling in Nova Scotia.

General

All participants have the right to engage in a safe, healthy, and inclusive recreational paddling that is free from all forms of abuse, discrimination, harassment, violence, and other potential harm. Guided by our organizational values and in respect of every individual's fundamental rights, CKNS recognizes the inherent worth and dignity of all participants and aims to provide equitable paddling opportunities to all its members regardless of such factors as age, national or ethnic origin, race, religion, sex, sexual orientation, gender identity or expression, ability, socioeconomic background, language, or any other corresponding ground. Wherever possible, reasonable accommodations are to be made to allow participation by all members. Promoting, establishing, and maintaining a positive environment is the collective responsibility of each individual member of our paddling community. This means not engaging in, allowing, condoning, or ignoring behaviour that violates this Policy. Contravention of this Policy will be subject to review, investigation, and disciplinary under our Code of Conduct.

Values

CKNS values represent the contribution we hope to make to our sport as well as the way we will behave with our members and other stakeholders. CKNS will:

- be inclusive in programming and leadership;
- demonstrate integrity and safe paddling in all aspects of our organization;
- be supportive of our members, their groups, clubs and all paddlers in Nova Scotia;
- follow environmental responsibility in our programming.

Policy Interpretation

The following policies are meant to set a baseline for appropriate and inclusive actions by all participating individuals and organizations. When reviewing the policies, it is important to remember everyone in the paddling environment (and society) has a unique intersection of characteristics (e.g., age, indigenous identity, ethnic origin, gender, ability) that together compose their identity and everyone's unique identity should be recognized, valued, and respected.

Definitions

In this Policy Manual, the following terms and definitions are applied:

- “policies” means a set of agreed-upon courses of action adopted or proposed by the organization or government;
- the “organization” means Canoe Kayak Nova Scotia (“CKNS”)
- “paddle” or “paddling” means the activity of paddling with a kayak, canoe or stand-up paddle board

Document Cycle

CKNS acknowledges further societal changes will occur within the five-year review cycle of the CKNS policies. To comply with the interim additions, the changes will be entered in bold lettering with the date of change and supporting reference between brackets. Text superseded by the aforementioned change, if any, shall be shown with a strikethrough. This practice will facilitate the review process and relevance within the five-year review cycle.

CKNS Policy manual is a living document that should permit additions and subtractions for at least 5 years before the document has to be reviewed for accuracy and social changes in its entirety. As per aforementioned immediately below the document’s title the month and year of the last complete review should be inserted as follows:

CKNS Policy & Procedures

Approved: June 2023

Reviewed:

Next Review: January 2028

CODE of CONDUCT

Date of Approval: (previous to 2023)
Date of Last Review: December 14, 2023
Date of Next Review:

Preface

The initiation of this Code of Ethics and Conduct began with the dedication and enthusiasm of the CKNS members concerned about growing complex social situations and issues that may test the liability of leisure service organizations like CKNS. The CKNS Executive felt it was necessary to initiate a Code of Ethics and Conduct to keep current with organizational and social trends. This project's mandate is to identify these issues and set policies for them before they occur. This initiative is a responsible and proactive attempt to deal with, and prevent, these issues and situations before they occur. Moreover, it is an educational tool intended to act as a deterrent for these issues. CKNS is proud to provide leadership with this initiative, currently adopted by many other leisure service organizations. CKNS compiled this Code of Ethics and Conduct from resources made available by the following organizations:

Resources

- Athletics New Brunswick, Policy, Canadian Amateur Hockey Association - Constitution - By-Laws, Regulations, and History
- Canadian Athletes' Association - Harassment In Sport
- Canadian Coast Guard - Safe Boating Guide
- Canadian Equestrian Federation - Statement of Principle
- Canadian Soccer Association - Constitution and Administrative
- Guide Girl Guides of Canada - Policy Organization and Rules
- National Coaching Certification Program - Code of Conduct for Coaches and Athletes
- Nova Scotia Advisory Council on the Status of Women
- Nova Scotia Canada Games Code of Conduct
- Nova Scotia School Athletic Federation - Handbook 1994/1995
- Quebec Ice Hockey Federation - Discipline and Appeals
- Red Cross - Waterfront Supervision
- Guidelines for Small Craft Activities
- Services for Sexual Assault Victims (Avalon Centre)
- Halifax Softball Nova Scotia - Policies and Procedures
- Swimming Natation Canada - Code of Ethics and Conduct

Articles of Code of Conduct

Article 1 - Humanity

- 1.1 CKNS is a progressive organization, which seeks to further the social and technical development of members. CKNS is committed to creating an environment where each member can excel and support each member's right to membership in an environment, which is free of discrimination or harassment (e.g. involving sexual, physical, or verbal abuse).
- 1.2 Every member of CKNS is responsible for maintaining the highest standards of personal conduct in an environment that is free of discrimination and harassment. We are expected to treat each other with respect and dignity.

Article 2 - Membership

- 2.1 Members are expected to present a positive image and conduct themselves with dignity when representing the CKNS; and inspire the true principles of learning and friendship.
- 2.2 Every member has the right to have input, through open discussion at the Board of Director level.
- 2.3 CKNS shall offer programs and/or provide resources to encourage any member seeking to advance their canoeing or kayaking skills.
- 2.4 Members shall not cause CKNS to become involved in any controversial matters that tests the integrity and respect of the Association.
- 2.5 Members shall fulfill all designated responsibilities and obligations, such as attending organized clinics or meetings.
- 2.6 Every member has the right to seek a position on the Board of Directors or any of the CKNS's committees.

Article 3 - Leadership

- 3.1 CKNS aims to provide opportunities for members to acquire knowledge and skills needed for effective leadership. CKNS programs are designed to be used in a flexible manner.

Participation in CKNS activities and programs should allow any person to:

- (a) feel accepted, respected and at ease,
- (b) experience personal growth and development with increasing confidence, competence, and self-worth,
- (c) experience the satisfaction, companionship, enjoyment, and fun of safe paddling in Nova Scotia,
- (d) set his/her own learning goals and have immediate learning needs met,

- (e) use life experiences and talents to acquire the knowledge and skills needed to improve present paddling skills, and
 - (f) develop and strengthen members' commitment to the aim, objectives, philosophy, program, and methods of CKNS.
- 3.2 In addition to the above, a Canoe Kayak Nova Scotia instructor should:
- (a) lead the way for CKNS activities with the aforementioned policies,
 - (b) Always maintain self-control; be ready for unexpected events,
 - (c) be impartial; observe and understand how the group responds,
 - (d) be knowledgeable, fully qualified, and capable of conveying ideas and motivating the group, and
 - (e) provide a safe and enjoyable learning experience for the group and for oneself.
- 3.3 Everyone involved in CKNS related activities should ensure that:
- (a) each program is planned, conducted, and evaluated under safe conditions and competent leadership, using appropriate education and paddling teaching methods,
 - (b) the program is designed to meet the needs of both participants and CKNS and to develop and strengthen unity of purpose within the CKNS,
 - (c) a comfortable atmosphere is established, fostering good relationships, and
 - (d) each participant is respected and accepted as a unique person with his/her own strengths, weaknesses, life experiences and learning needs.

Article 4 - Relationships

- 4.1 CKNS should be concerned with creating an environment that fosters friendship, enthusiasm, and the development of safe canoeing or kayaking skills among its members and other participants.
- 4.2 Members are responsible for setting and monitoring boundaries between a working relationship and friendship with other members or participants. This is particularly important, for example, in an instructor and clinic participant relationship, especially when the relationship involves a member of the opposite gender and/or the participant is a young person. The instructor must realize that certain situations or friendly actions could be misinterpreted, not only by the participant but by outsiders motivated by dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.
- 4.3 The relationship among CKNS members and the general public relies heavily on mutual trust and respect.

Article 5 – Commitment

- 5.1 Instructors participating in CKNS events should clarify, in advance, with clinic participants the number of sessions, fees, and the method of payment. They should also explore with participants the expectations of the outcome of instruction.
- 5.2 Instructors participating in CKNS events shall declare their qualifications and instruction experience with clinic participants.
- 5.3 CKNS members shall commit themselves to representing the Association in the best way possible at all times during CKNS related activities.

Article 6 - Commitment to Anti-Racism and Equity-Diversity & Inclusion

CKNS commits to actively implement the actions of the Anti-Racism Charter
CKNS commits to the principles of the Equity, Diversity and inclusion Policy.

Article 6 – Cooperation

- 6.1 Members should communicate and cooperate with their counterparts and other professionals in the best interests of CKNS and the development of paddling in Nova Scotia.

Article 7 – Advertising

- 7.1 With the approval of the Board of Directors, CKNS shall assist any member that undertakes to promote, communicate, or raise funds to further develop paddling in Nova Scotia.

Article 8 – Integrity

- 8.1 Members shall treat all persons with respect and shall not compromise their position by advocating measures which seek to gain an unfair advantage over others.
- 8.2 Members shall encourage respect for the environment and for protection of canoe trails and to lobby to keep natural resources in a pristine and natural state.

Article 9 - Abuse of Privilege

- 9.1 Members shall not abuse their position in order to obtain personal benefit or reward.

Article 10 - Personal Standards

- 10.1 Members shall constantly display high personal standards and project a favorable image of CKNS and of paddling.
- 10.2 Personal appearance shall project an image of health, cleanliness, and functional efficiency.
- 10.3 Instructors should never smoke when teaching a clinic.

Article 11 – Safety

- 11.1 Instructors have a responsibility to ensure the safety of- clinic participants within the limits of their control.
- 11.2 All reasonable steps should be taken to establish a safe working environment.
- 11.3 The instruction and the manner in which it is done should be in keeping with regular and approved practice of CKNS.
- 11.4 The activity being undertaken should be suitable for the age, experience, ability, and needs of the participants, as well as the physical environment, weather conditions, instructor/participant ratio, and other safety factors.
- 11.5 The participants should be systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.
- 11.6 CKNS adheres to the regulations outlined in the Safe Boating Guide (published by the Canadian Coast Guard), provincial, and municipal government regulations. The industry standard of safety shall be followed.
- 11.7 During CKNS activities, members shall ensure that each SUP, canoe or kayak is checked for worthiness, is equipped according to Transport Canada regulations, and is suitable for the weather conditions and the type of trip involved. In addition, the number of persons in a canoe or kayak shall be appropriate to the type and size of the craft being used, and other factors of safety mentioned above.
- 11.8 Each person involved in the paddle activity shall properly wear a Transport Canada approved life jacket or PFD. Members are to encourage the use of and set examples for using life jackets or PFDs at all times when in a canoe or kayak or on a paddleboard.
- 11.9 Each instructor participating in a CKNS event should keep current her/his first aid certification.
- 11.10 Instructors participating in CKNS events shall ensure that a first aid kit is present at all related activities.

Article 12 – Competence

- 12.1 Instructors participating in CKNS events shall confine themselves to practice teaching in those fields of instruction in which they have been

- trained/educated and which are recognized by, CKNS or Paddle Canada.
- 12.2 Members should regularly seek ways of enhancing their professional development and self-awareness.
- 12.3 Instructors should welcome evaluation of their work by colleagues and be able to account to participants, CKNS and Paddle Canada for their actions.
- 12.4 Members have a responsibility to themselves and others to maintain their own effectiveness, resilience and abilities.

Article 13 - Public Slander of Colleagues

- 13.1 Members shall refrain from public slander of other CKNS members.

Article 14 – Misrepresentation

- 14.1 Members shall ensure that they do not in any way misrepresent their qualifications, affiliations, or professional competence to any member of the public.

Article 15 - Sexual Harassment

- 15.1 According to the Labor Code of Canada, sexual harassment is defined as any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence or humiliation to any employee (member); or that might, on reasonable grounds, be perceived by the employee(member) as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.
- 15.2 For this Code, Sexual Harassment shall also include the following: Sexual Harassment is any sexually oriented behavior of deliberate or negligent nature which adversely affects the working or learning environment. It includes, but is not limited to, the following:
- (a) sexual solicitation, or advance of a repeated, persistent or abusive nature made by a person who knows or ought to know that such solicitation is not appropriate, and/or
 - (b) implied or expressed promise of reward for complying with a sexually-oriented request, and/or
 - (c) reprisal in the form of either actual reprisal, or of the threat of actual reprisal or denial of opportunity for a refusal to comply with a sexually-oriented request, and/or
 - (d) sexually-oriented remarks or behavior on the part of a person who knows or ought to know that such remarks or behavior may create a negative psychological or emotional environment to work or learn.
- 15.3 It is a serious breach of professional ethics for any CKNS member to initiate or

participate in a sexually harassing relationship with any member of the general public who is under that person's control in any environment (e.g. an instructor/participant relationship).

15.4 CKNS is committed to addressing the issue of sexual harassment by establishing a Code of Ethics and Conduct for all members to comply with and encourage. To the best of its ability, CKNS will address the issue of sexual harassment by providing the following resources for its members, if required or when requested:

- (a) referral information for the complainant to seek legal action, support, counseling, if needed or desired,
- (b) prompt and effective grievance procedures that are fair to both the complainant and the accused,
- (c) appropriate sanctions resulting from deliberations from an effective grievance process,
- (d) action to protect the complainant from any reprisal or retaliation,
- (e) confidentiality in every aspect of the process, and
- (f) educational material designed to increase awareness and understanding of sexual harassment and its prevention.

Article 16 - Drugs and Alcohol

16.1 CKNS believes that paddling and alcohol/drug usage are fundamentally incompatible. Alcohol and drug use before and during paddling activities is forbidden. Responsible alcohol use during social occasions is permitted, provided all applicable laws and regulations are adhered to.

Article 17 – Confidentiality

17.1 In some instances, certain members may be aware of situations or issues of a personal and private nature that are not for public knowledge. Members are expected to respect a code of confidentiality in such cases.

Article 18 – Amendments

18.1 Once ratified and adopted, amendments to the CKNS Code of Ethics and Conduct may be made from time to time at the discretion of the Board of Directors, provided due notice has been served to all members and an appropriate forum has been chosen to consider any amendments.

Discipline Procedures

Definitions

19.1 "Complaint" refers to an allegation of misconduct made in writing to the CKNS Board of Directors that clearly identifies and describes the date, location, and alleged infraction or misconduct.

19.2 "Complainant" refers to the person(s) who makes a Complaint.

19.3 "Disciplinary Committee" refers to the Disciplinary Committee established pursuant to Article 22.

19.4 "Disciplinary Measure" refers to a determination made at the discretion of the CKNS Board of Directors to resolve a Complaint. A Disciplinary Measure may include a written reprimand or other measures deemed appropriate by the CKNS Board of Directors. A Disciplinary Measure shall not include the termination or suspension of the Respondent's membership.

19.4 "Respondent" refers to the person(s) against whom a Complaint is made.

19.5 "Response" refers to the Respondent's written response to the Complaint.

Article 20 - General

20.1 The statement of Discipline Policies and Procedures does not limit the freedom of CKNS to recommend that further legal procedures be taken in cases where this is deemed to be an appropriate course of action.

20.2 CKNS has the inherent power and duty to prescribe standards of conduct for its members; to determine what constitutes grounds for the discipline of its members; to suspend or terminate membership; or to otherwise reprimand any member who has failed to comply with the Policies as outlined in the Articles of Code of Conduct.

20.3 The discipline of members is for the protection of the public, canoeists, kayakers, paddleboarders, the profession, and for the maintenance of standards and principles of CKNS.

20.4 Any member whose membership has been suspended pursuant to these Discipline Policies and Procedures shall not take part in any CKNS related activity until the completion of the suspension.

20.5 CKNS shall not disclose to outside parties the name of the Complainant, the circumstances giving rise to a charge of misconduct, or the name of the Respondent until the Discipline Procedures process is completed.

20.6 A Complainant may be subject to disciplinary action if a Complaint contains false or vindictive charges of misconduct.

Article 21 Complaint Procedure and Disciplinary Measures

Article 21.1

When a Complaint is made, the CKNS Board of Directors shall inform the Respondent of the details of the Complaint within 14 days of the Complaint being received by the CKNS Board of Directors.

Article 21.2

The Respondent shall have 14 days from receipt of the notification of the Complaint to provide to the CKNS Board of Director a Response.

Article 21.3

A Complaint and Response may include a request, along with supporting reasons, that the Complaint be referred to a Disciplinary Committee.

Article 21.4

The CKNS Board of Directors shall review the Complaint and Response and either dismiss the Complaint without further action, determine an appropriate Disciplinary Measure or refer the Complaint to a Disciplinary Committee.

Article 21.5

Before determining a Disciplinary Measure the CKNS Board of Directors may wish to adopt appropriate dispute resolution solutions in arriving at a Disciplinary Measure, which may be informal and determined at the discretion of the CKNS Board of Directors.

Article 21.6

The CKNS Board of Directors shall determine as soon as it is practicably possible if it will be dismissing the Complaint, determining a Disciplinary Measure or referring the Complaint to a Disciplinary Committee.

Article 21.7

The CKNS Board of Directors shall notify the Complainant and Respondent in writing if the Complaint has been dismissed, referred to the Discipline Committee, or the details of the Disciplinary Measure.

Article 21.8

The decision of the CKNS Board of Directors to dismiss a Complaint, refer a Complaint to a Disciplinary Committee or determine a Disciplinary Measure is final.

Article 22 - Discipline Committee

22.1 A Discipline Committee shall be appointed by the CKNS Board of Directors within twenty-one (21) days of a Complaint being referred to the Disciplinary Committee.

22.2 The CKNS Board or Directors shall provide to the Discipline Committee the Complaint and the response, if any, submitted to the CKNS Board of Directors by the Respondent.

22.3 The Discipline Committee will be established consisting of at least three (3) members.

22.4 The Discipline Committee shall consist of at least one (1) woman and at least one (1) man. To ensure freedom of bias, no member of this committee shall have a significant personal or professional relationship with either the Complainant or the Respondent.

Article 23 - Discipline Hearings

23.1 A Discipline Hearing shall be convened within twenty-eight (28) days of the appointment of a Discipline Committee to allow an opportunity where the Complainant, the Respondent, and the Discipline Committee will meet to hear the evidence and to answer questions relating to a written report of misconduct. The hearing shall be held in a closed session.

23.2 A written record of proceedings shall be kept at all Discipline Hearings.

23.3 Within seven (7) days of the establishment of a Discipline Committee, all those

required to attend a Discipline Hearing shall be given twenty-one (21) days notice in writing of the place, date, and time of the Discipline Hearing.

23.4 Those who are required to attend a Discipline Hearing may include the Discipline Committee, the Complainant with or without a representative, the respondent with or without a representative, and any witnesses.

23.5 If the Complainant or their representative does not appear at the Discipline Hearing, the matter shall be dismissed. If the Respondent or their Representative does not appear, the hearing shall proceed.

23.6 All requests for the postponement of a Discipline Hearing must be received in writing by the Discipline Committee prior to the date of that hearing stating the reason for requesting a postponement. Upon receipt of a written request, the Discipline Committee will make a decision to postpone or continue with the hearing proceedings.

Article 24 - Discipline Hearing Procedure

24.1 The Discipline Committee shall read the report of misconduct and shall then allow the Complainant or their representative the opportunity to amplify or qualify the report.

24.2 The Respondent or their representative shall be allowed to question the Complainant, or their representative, provided that the questions are relevant.

24.3 To minimise harm to the Complainant, the Discipline Committee may direct that only a representative for the Respondent be allowed to question the Complainant.

24.4 The Discipline Committee shall allow the Respondent or representative and any relevant witness to testify.

24.5 Any Discipline Committee member may question the Complainant, the Respondent(s), or any witness at any time during the hearing.

24.6 The Complainant and the Respondent shall be granted the opportunity to submit final comments, after which the hearing will be declared recessed and all those other than Discipline Committee members shall leave.

24.7 The Discipline Committee shall then consider the evidence, and shall, whenever possible, arrive at a decision prior to adjourning. In the event the Committee decides further investigation is required, it will act accordingly and notify all involved parties within twenty-one days.

24.8 If a further hearing is considered necessary, the Discipline Committee shall give twenty- one (21) days notice in writing of the place, date, and time of that hearing to all

involved parties, and all those required to attend a Discipline Hearing shall do so (see Sub article 23.5 above).

24.9 The decision of the Discipline Committee, and any action or sanctions shall be made known to the Complainant and the Respondent in writing within twenty-one (21) days of the hearing at which the decision was reached.

Article 25 - Discipline Committee Sanctions

25.1 The Discipline Committee has the authority to terminate the membership of the Respondent or suspend the membership of the Respondent for a stated period of time determined by the Discipline Committee.

25.2 The decision of the Disciplinary Committee is final.

CONFLICT OF INTEREST POLICY

Date of Approval: (previous to 2023)

Date of Last Review: December 14, 2023

Date of Next Review: _____

Definition

A “conflict of interest” is a situation in which a person has a private or personal interest that influences or appears to influence the objective exercise of their fiduciary duties with CKNS. Their private interest may differ from their duties to CKNS, and some type of benefit accrues or may accrue to them or a third party. The conflict occurs when the decisions of the individual are or could be questionable.

Purpose

The goal is to avoid any party questioning the motivation of any person associated with CKNS.

The conflict of interest:

- May be direct or indirect in that conflict of interest may impact on the person, or may benefit those close to that person (family, friend, employer, business interest, other society, etc),
- May be perceived, potential or a real conflict,
- Should be viewed from alternative and even opposing viewpoints.

A person may have a conflict of interest, if they are a general member, a board member, a volunteer, an employee, a sponsor, or a contractor with CKNS. The conflict may arise due to a deliberate or innocent action by the person. The initial responsibility to address the conflict is with the person who is or may be in conflict. The secondary responsibility is with the meeting chair or anyone else who is aware of the conflict.

Procedures

Potential conflict of interest situations happen. The problem is not that there could be a conflict of interest, but rather what is done to address the potential conflict. Mitigating conflict of interests is completed by progressive management of the issue:

- 1. Avoiding situations that may cause concern, or
- 2. Full disclosure of the conflict early and firmly (with reminders as

warranted),
3. #2, plus abstain from voting on an issue or motion,
4. #2 to #3, plus abstain from discussion of an issue or motion,
5. #2 to #4, plus withdraw from the meeting,
6. #2 to #5, plus resign from the CKNS Board, 7. #2 to #6, plus resign from CKNS membership.

The nature and extent of the conflict of interest and the mitigating procedures are recorded in the meeting minutes.

EQUITY, DIVERSITY AND INCLUSION POLICY

Date of Approval: _(previous to 2023)___

Date of Last Review: December 14, 2023

Date of Next Review: _____

Background/Introduction

CKNS acknowledges that the lands and waters of Nova Scotia, upon which all paddling activities are promoted and encouraged by CKNS, are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. Nova Scotia is also the home of the early settlers of African descent for over 400 years. Understanding the importance of our shared history, including a history of systemic racism, and the exclusion of racialized communities, CKNS has made a commitment to including, serving and representing the diverse people of our province.

Policy Statement

CKNS will strive to ensure that all Board members, CKNS members, and members of the public participating in paddling events, are able to engage in safe, healthy and inclusive spaces free from all forms of racism, abuse, discrimination, harassment, violence and other potential harms. (add in language about engaging with and encouraging diversity...?)

Definitions (from University of Toronto)

The following terms have these meanings in this Policy:

- a) *"Equity"* – Equity is the promotion of fairness and justice for each individual that considers historical, social, systemic and structural issues that impact experience and individual needs.
- b) *"Diversity"* – all the ways in which people differ. Is a measure of representation within a community or population that includes identity, background, lived experience, culture and more.
- c) *"Inclusion"* – is the creation of an environment where everyone shares a sense of belonging, is treated with respect, and is able to fully participate.

Objectives

- a) To be an EDI and Anti-Racism leader in recreational paddling in Nova Scotia, providing knowledge and practice, and leading by example in the greater community.

- b) to ensure inclusive spaces where everyone feels valued, respected and safe to be their authentic selves.

Implementation Requirements for the Policy

General Operation

As part of its commitment to having equitable, diverse and inclusive operations, CKNS shall:

- a) Strive for a cross-section of society portrayed equitably in promotional materials and official publications, and that inclusive language is used in all communications;
- b) Strive for the removal of individual barriers to participation on the basis of identity, background, culture, and other diverse expression in CKNS's programs, training, and other opportunities;
- c) Encourage a combined balanced representation on the Board of Directors and committees by striving for no more than 75% representation is of one ethnic background.
- d) Strive to invite, engage and develop relationships with a diversity of people for all activities.
- e) Handle any instance of racist or discriminatory behaviour on the basis of identity according to CKNS's policies for complaints and dispute resolution.

Board Training

- a) All members of the CKNS Board will participate in the following training:
 - a. Safe Sport Training (online through Coach.ca-the Locker)
 - b. ADCKC Equity, Diversity and Inclusion education series
 - i. Attend or watch recording online
 - c. training module on the NS Charter for Anti-Racism

Volunteer Training

- CKNS will make training opportunities available to all CKNS volunteers as applicable, including any training listed above or other training as approved by the Board.

Paddle Events

All members of the public and CKNS are to be welcomed and included in events to the extent reasonably possible and treated with respect and value. A safe space to discuss equity, diversity, inclusion and accessibility is to be ensured.

Identity Areas of Equity, Diversity and Inclusion:

- Age
- National or Ethnic Origin
- Indigenous Identity
- Race and Colour of Skin
- Religion
- Sex
- Sexual Orientation
- Gender Identity or Expression
- Ability
- Socio-economic background

Based on the above Areas of EDI, no one shall be denied individual access to programming or opportunity for engagement with CKNS on the basis of their identity.

This policy will be overseen by the CKNS Board of Directors and is the responsibility of all members of CKNS.

ANTI-RACISM CHARTER

Date of Approval: May 3, 2023

Date of Last Review: December 14, 2023

Date of Next Review: _____

Purpose

The Anti-Racism Charter presents a commitment to continued learning and action on racism.

Statement

There is a responsibility on all those involved in the sector to acknowledge and address racism in recreation.

Collaboration across the recreation sector and beyond, along with building meaningful partnerships is necessary for any anti-racism initiative to have a positive impact.

There is no requirement for racialized people to lead this work, however ensuring there is ample opportunity for those with lived experience to communicate and impact change is necessary and fundamental to the work moving forward.

Recreation is a powerful tool that can bring diverse communities and individuals together. This distinctive characteristic makes it even more important to ensure that everyone is welcome to participate, lead and support the recreation activities that interest them.

MEMBERSHIP

Date of Approval: _____

Date of Last Review: December 14, 2023

Date of Next Review: _____

CKNS Portage Committee Members

Individuals who volunteer for two or more portage committee 'work parties' will be eligible for a one-year CKNS membership.

PADDLING EVENTS POLICY

Date of Approval: _June 15, 2022

Date of Last Review: _December 14, 2023_____

Date of Next Review: _____

Purpose

The purpose of the Paddling Events policy and procedures is to provide direction and guidance for the hosting of CKNS evening paddle events and longer outings, that are designed to be fun, engaging and social opportunities for the public in canoes, kayaks or paddle boards. Events are lead by an instructor or a CKNS paddle leader, and involve up to 6-10 boats or boards per leader, in pre-selected sites around the province.

Policy

CKNS sponsored and promoted paddle events will provide a safe experience for participants through the use of guidelines and rules for participants and guidelines for event leaders. CKNS will adhere to the requirements of its Insurance Provider, as pertains to paddling events. Also to be followed is a list of procedures, a safety briefing template, basic equipment lists, and leader standards. The leader guidelines and standards will be reviewed by CKNS staff or a board member at the beginning of the paddling season with leaders who have registered to lead a paddle event in the coming season.

Guidelines:

CKNS will provide a guideline package for the paddle events' leaders to review and follow. In addition, an email package containing guidelines for participants will be provided to the leaders to send out to registrants in advance of the paddle event.

Paddle Leader Guidelines contain:

1. Leader Standards, role and responsibility
2. List of Procedures
3. Basic Equipment list (for the Leader to use)
4. Safety Briefing template
5. Emergency action plan for the paddling site
6. Waiver forms
7. Membership forms
8. Simple report form (to e-mail back to CKNS)

Participant Registration Package (containing guidelines and rules):

1. Basic equipment list
2. Other requirements for the paddle event

Procedures

Procedures are the steps to be followed by CKNS, by the paddle event leaders and by participants, once they receive their registration package (guidelines).

1. Setting up Leaders

In April, CKNS will reach out to the list of Paddle Canada certified instructors and to its membership to invite individuals to volunteer as paddle event leaders for the season. A list of volunteers and their preferred site for paddling will be developed along with their qualifications. New potential leaders that are not instructors will be contacted to learn more about their areas of experience and interest, and to ensure through that conversation that they have a good level of experience leading and managing paddling groups (with safety in mind). A Board member with certification as instructor can provide the review of new leaders.

Leaders that are proposing a paddle event in a new location will need to complete an Emergency Action Plan, and send it to CKNS.

In May, CKNS will share out to all leaders the guidelines for leaders and the registration package for participants (which also includes guidelines and rules)

2. Setting up Paddle Events

From the list of sites and dates provided by the paddle leaders, CKNS will update its events calendar to list the paddle events by month, and provide the list to the admin staff to post weekly messages through social media of the upcoming paddles. Posted information about each paddle event should enable the public to reach out directly by e-mail to the paddle leader to register for the evening event.

Registration

Interested participants will pre-register with the paddle leader by contacting them through e-mail. The leader manages the registrations and can decide to take registrations 3 to 5 days in advance of the paddle event. At the time of registration, the paddle leader sends the registrant their participation package. The Paddle Leader will need to stop registrations once the number of boats per paddle leader is ten.

3. At the Evening Paddle Event

The paddle leader will manage the waiver forms. These are signed on site and kept on file for a period of 2 weeks post paddle event.

Participants will be expected to bring their own equipment that is appropriate to the conditions and the site of the paddle event. For instance, a paddle event on the ocean should include a spray skirt. However, participants can arrange with the leader to borrow their equipment, at the discretion of the leader.

A safety briefing is provided by the leader and can be tailored to include additional safety messages relevant to each site. The leader goes over the safety briefing with the participants.

Maximum # of boats allowed at the event is ten per paddle leader.

The Leader will need to account for all participants, from start to finish.

The Leader will ask for or select one individual to be the “Sweep”. It is important that there is a designated sweep (deputy leader), who is meant to be the last in the line of boats travelling, no matter how slow any of the other boats may be.

Once the paddle event is complete, the leader will send a brief e-mail report to the CKNS administrative assistant (re # participants, where the paddle went, or whatever else they want to share).

4. Cancellations

At discretion of the leader based on current or forecasted weather, or personal situation, the leader can make the call to cancel the event. Leader will reach out to the registered participants to inform them of the cancellation or the postponement to a new date.

It is recommended that weather-related cancellation decisions are made a few days in advance if possible. Leader also contacts CKNS admin to inform of cancellation or postponement, so that the events calendar can be updated.

5. Basic Equipment List (for Participants)

- Own equipment for paddle event (or ask paddle leader if extra equipment is available)
- PFD
- Sound signalling device (i.e. pealess whistle)
- Heaving line at least 15m long
- Bailer or pump
- Extra pieces of clothing in a dry bag.

6. Basic Equipment List (for Instructor/Leader) *

- Extra paddles, extra spray skirt/cover
- Leader should have some form of communication, such as cell phone, on their person.
- First aid kit with the leader.
- Extra pieces of clothing stashed in a dry bag for participant.

7. Leader Standards and Responsibilities

- A qualified evening paddle event leader is either a Paddle Canada certified instructor or a paddle leader with over 15 years of experience as a paddler, and at least 2 years experience leading groups in paddling events.
- Is the host of the paddle event at a site of their choosing, yet making sure the site is at a beginner level or has a sheltered cove/bay for new paddlers.
- Leader selects a site that contains sufficient space for up to 10 vehicles.
- Leader registers the participants, sends a package to participants, and has participants sign waiver forms before the launch.
- The leader is responsible for keeping the group together during the duration of the paddle event.

- If a participant needs to leave the group, the leader will need to make the decision to either take the whole group back together, or allow the paddler to return to the launch site on their own.
- The leader makes the decision to cancel the paddle event ahead of time, if necessary.

8. Rules

- CKNS requires the wearing of a life jacket and the inclusion of [Paddle Canada required equipment](#) (see basic equipment list)
- No alcohol or drugs, prior to or at the site.
- Respect and patience for other participants and the leader.

9. Supporting Documents

- Safety Briefing (template contains basic safety messaging) - (to be completed based on a [Paddle Canada guide](#))
- Paddle Canada Safety Briefing for all Disciplines and Courses:
<https://www.paddlecanada.com/paddle-canada-safety-briefing-for-all-disciplines-courses/>
- Waiver Form
- Emergency Action Form

GENDER EQUITY POLICY

Date of Approval: December 14, 2023

Date of Last Review: _____

Date of Next Review: _____

Purpose

The purpose of this Policy is to ensure CKNS is committed to gender equity in its operations, programming, and governance.

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Gender”* - The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity.
 - b) *“Gender Equity”* – the fair allocation of resources, programs, and decision making to all individuals without discrimination on the basis of gender identity. Gender Equity also involves addressing any imbalances in the benefits available to individuals of different gender identities. For the purposes of this policy, when we consider gender equity issues, we are referring to the experiences of all Individuals who identify as girls and women.
 - c) *“Individuals”* – Individuals employed by or engaged in activities with, CKNS including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians, spectators at events, and Directors and Officers of CKNS.

Requirements for Gender Equity

2. Gender Equity requires:
 - a) Ensuring that everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sport and physical activity;
 - b) Providing everyone with a full range of activity, program and leadership choices that meet their needs, interests and experiences; and
 - c) Examining organizational practices and policies to ensure they do not hinder participation or leadership based on gender.
3. Gender Equity does not require:
 - a) Making the same programs, education, training, resources and facilities available to

all individuals. Some may be the same as those offered to one gender, some may be altered, and some may be altogether different to satisfy the requirements for equity.

Benefits of Gender Equity¹

4. CKNS recognizes the following benefits of gender equity:
 - a) Attracting more girls and women to recreational paddling enhances the revenue base and increases the market segment to which CKNS appeals;
 - b) Fully representing the population base and tapping the resources of every member results in a larger, stronger and more effective organization;
 - c) Skilled girls and women can provide CKNS with an important, larger talent pool of administrators, coaches, board members and officials;
 - d) Being inclusive of all individuals in sport attracts public interest and private investment which in turn attracts more members to CKNS;
 - e) Taking the lead in promoting girls and women brings prestige, a stronger reputation and support to CKNS;
 - f) Working together, all genders can learn to build equal partnerships, increase knowledge sharing and improve the safety of paddling for all;
 - g) Providing opportunities for parents and children of girls and women to get involved can enhance both family relationships and the paddling activity;
 - h) Sport and physical activity can provide opportunities for people to understand and respect their bodies which fosters a healthy lifestyle and mitigates health issues; and
 - i) By fulfilling its legal responsibility to treat everyone involved in CKNS fairly and making a commitment to gender equity, CKNS will be better able to mitigate risk.

Operations

5. As part of its commitment to having gender equitable operations, CKNS will
 - a) Strive for the equitable portrayal of girls and women in promotional materials and official publications, and for gender-inclusive language used in all communications;
 - b) Strive for the removal of individual barriers to participation on the basis of gender in CKNS's programs, training, and other opportunities.;
 - c) Encourage gender-balanced representation on the Board of Directors and on all committees by striving for no more than 60% of the elected positions on the Board of Directors and for two-thirds of elected/appointed positions on Committees from one gender; and
 - d) Handle any instance of discriminatory behaviour on the basis of gender according to CKNS's policies for complaints and dispute resolution.

¹ See: <https://womenandsport.ca/gender-equity/what-is-gender-equity/>

Programming

6. As part of its commitment to equitable programming for Individuals, CKNS will
 - a) Commit to the equitable allocation of resources, financial and otherwise, and the provision of services for girls and women.
 - b) Strive for the achievement of equitable opportunities is a key consideration when developing, updating, or delivering programs and policies.
 - c) Provide opportunities for leadership development for girls and women.
 - d) Ensure that individuals are neither disadvantaged nor denied access to programming on the basis of gender.

Human Resource Management

7. As part of its commitment to the use of equitable human resource management practices, CKNS will
 - a) Aim to achieve a gender-balanced representation of staff, administrators, coaches, Directors, officials and volunteers.
 - b) Adopt, whenever possible, flexible work practices such as flex-time, job-sharing and home-based offices;
 - c) Use interview techniques that do not discriminate based on gender; and
 - d) Adopt a pay scale reflecting equal pay for work of equal value for its employees.

Ongoing Commitment to Gender Equity

8. CKNS resolves to incorporate gender equity matters in its strategies, plans, actions, and operations and will regularly evaluate its progress.
9. If an Individual does not believe CKNS is demonstrating its commitment to gender equity as described in this Policy, the Individual may submit a complaint under the terms of CKNS's policies for complaints and dispute resolution.

Updating the Policy

10. This Policy is based on a template developed by Canadian Women & Sport and Sport Law and Strategy Group in December 2019 for use within the Canadian sport sector. CKNS is encouraged to contact Canadian Women & Sport every two years for policy updates, and for guidelines on how to enact the policy requirements described herein.

GENDER EQUITY STATEMENT

Date of Approval: November 22, 1996

Date of Last Review: December 14, 2023

Date of Next Review: _____

**Approved date: November 22, 1996 Moved by: Bruce Tanner Seconded by:
Roy Mackenzie Where: Board Meeting**

Gender Equity and access has always been an integral part of Canoe Kayak Nova Scotia and the Canadian Recreational Canoe Association (CRCA). The Nature of canoeing encourages the equal participation of males and females.

Canoe Kayak Nova Scotia and the CRCA are committed to ensuring that all members - men and women - have equal access to a complete range of opportunities within all aspects of the activity.

Any member of Canoe Kayak Nova Scotia may partake in any area of its operation. Women and Men are encouraged to participate in all areas of the Organization as well as Board and Executive Members, ensuring that benefits for all members, regardless of gender, shall be consistent and equal.