

Definitions of Membership:

- ❑ Edmonton Historical Martial Arts: abbreviated as (E.H.M.A.), encompasses the organization and its membership as a whole.
- ❑ Board Member: refers to the five E.H.M.A. Members that run the organization and conduct training.
- ❑ General Member: refers to those who attend E.H.M.A. Activities and are actively paying monthly E.H.M.A. dues.
- ❑ Participant: refers to those who are attending an E.H.M.A. Activity but are not an active member paying monthly E.H.M.A. dues (individuals that are attending their first free class or attending a drop in-class).
- ❑ Member: refers to Board Members, General Members, and Participants.

Definitions of Activities:

- ❑ Warm Up: a light duty physical activity used to prepare Members at the start of each class. Warm up is usually followed by a review of the guards with the instructor's chosen weapon.
- ❑ Demonstration: an instructor driven display of a technique. Done with control and at a slower speed. Designed to show what members will be practicing for the next portion of a class.
- ❑ Technique Drill: the practice of the demonstrated technique above by members present. Technique Drills are done with control and at slower speeds so that Members can better learn the content.
- ❑ Live Drill: the practice of the demonstrated technique by members done at near-full or full speed.
- ❑ Sparring: the practice of techniques freely used against an active opponent. Sparring is performed at full speed by practiced Members and carries a significant number of protocols outlined in this document.

The activities and conduct of Edmonton Historical Martial Arts (E.H.M.A.) Members (Board Members, General Members, and Participants) are governed by the policies below.

All E.H.M.A. Members must adhere to the policy manual while participating in E.H.M.A. Activities.

Several E.H.M.A. Policies may apply to the conduct of members outside of E.H.M.A. Activities to ensure that a safe and open environment is provided for our Members. E.H.M.A. Members are therefore further urged to adhere to the policy manual while conducting themselves in public.

1. Objectives

- 1.1. E.H.M.A. aims to provide a safe and professional environment for Members to practice Historical Martial Arts.
- 1.2. E.H.M.A. is committed to welcoming, respecting and valuing the diversity of its Members.

2. Governance

- 2.1. All E.H.M.A. activity is to be governed by a Board of five Members.
- 2.2. Each of the five Board Members will fill one of the following roles and be responsible for performing the outlined functions:
 - 2.2.1. Administrative Officer: responsible for the creation and maintenance of documentation.
 - 2.2.2. Membership Officer: responsible for the acquisition and vetting of new Members.
 - 2.2.3. President: responsible for ensuring that E.H.M.A. policies and codes of conduct are adhered to.
 - 2.2.4. Training Officer: responsible for the design and maintenance of training programs and class content.
 - 2.2.5. Treasurer: responsible for all financial accounts and transactions.
- 2.3. Board Members may be involved in assisting another Board Member with their responsibilities as required.
- 2.4. E.H.M.A. Activities that fall outside of the responsibilities outlined above will be assigned on an as-needed basis by the acting President.
- 2.5. The E.H.M.A. Board has the sole right to change policies, content, fees, and any other matter related to E.H.M.A. Activities.
- 2.6. Each change must be voted on by present Board Members. Each Board Member has an equal vote. The majority vote wins.
- 2.7. Records of all votes will be kept through meeting minutes.
- 2.8. Any change requiring a vote must have at least three Board Members present.
- 2.9. Board Members are to abstain from any vote or infraction investigation if a conflict of interest arises.
- 2.10. E.H.M.A. will maintain a Board consisting of an odd number. This is for the purpose of avoiding deadlocked votes and consolidation of control.
- 2.11. The President, or any one Board Member, is never to have sole control of E.H.M.A. Changes in Board structure or policy that shift executive control to the President or one Board Member will be considered null and void regardless of voting results.
- 2.12. If a Board Member resigns or is removed through an infraction they must be replaced as soon as practicable.
- 2.13. In the event a Board Member must be replaced the remaining Board Members will identify another Member who is both willing and capable of filling the empty

role. This method of replacement is to be reviewed no later than October 2021 to ensure stability during E.H.M.A.'s first two years of operation.

- 2.14. Rotation, process of selection, and changes to Board Members will be reviewed annually beginning in October 2021 to ensure stability during E.H.M.A.'s first two years of operation.

3. Confidential Information

- 3.1. Several pieces of information required for participation by E.H.M.A. Board Members will contain private information in the form of home addresses, phone numbers, physical preparedness questionnaires, and other personal details.
- 3.2. E.H.M.A. will never collect information from Members which is not relevant to its own activities.
- 3.3. All private information handled will be controlled by E.H.M.A. Board Members in such a way as to ensure it stays confidential.
- 3.4. Confidential information will be stored in a paper format and in a locked container owned by an E.H.M.A. Board Member.
- 3.5. Confidential information will be stored in a digital format to a limited extent (Names, emergency contacts, and phone numbers). This information will be stored in this format solely for the purpose of responding to emergencies and contacting members regarding club activities.
- 3.6. E.H.M.A. Board Members are required to keep all private information confidential regardless of format. Paper documents are to be viewed only by E.H.M.A. Board Members, digital information must be saved only to E.H.M.A. owned accounts, and all private/confidential information discussed above is never to be discussed in public.
- 3.7. In the situation that an E.H.M.A. Member becomes privy to another Member's private information, even if it is unrelated to E.H.M.A. Activities, it is never to be discussed or disclosed unless it is relevant to the safety of another Member.

4. Safety, Equipment, and Training

- 4.1. The practice of Historic Martial Arts entails several risks that can result in injury to Members. E.H.M.A is committed to the safety of their membership through the control of equipment and establishing guidelines for Members to mitigate these risks as much as possible.
- 4.2. E.H.M.A. Members must confirm that they have read and understand the E.H.M.A. Waiver along with the Student Code of Conduct. This confirmation, obtained through the Member's signature on those documents, must be obtained prior to participation in E.H.M.A. Activities.
- 4.3. All E.H.M.A Members are to take every step and precaution to ensure their own safety and that of other Members. Beyond the statements listed below, all members are expected to put safety first in any situation which may be unfamiliar to them.
- 4.4. A major component of mitigating this risk is the use of proper protective equipment and training weapons. All Members are urged to inspect their

- equipment prior to each use to ensure it is free of damage that may compromise its safety.
- 4.5. Protective equipment and training swords from dedicated historic martial arts manufacturers, other sport manufacturers, and vendors with positive track records will be the standard for equipment used by Members. Any new equipment, manufacturers, vendors, or altered equipment is subject to E.H.M.A Board Member approval prior to use.
 - 4.6. To ensure that risks of injury are mitigated as much as possible all Members will be required to:
 - 4.6.1. Wear protective headgear and hand protection during technique drills.
 - 4.6.2. If a drill is performed at a higher intensity (live drill) or targets an area of the body that is easily injured (such as the shins), the instructor will require Members to wear additional protection.
 - 4.6.3. If a drill being performed resembles sparring (live drill) then Members will be required to wear protective equipment that is adequate for the weapon being used (see 2.6.4).
 - 4.6.4. Wear protective equipment that is adequate for the weapons being used during sparring. The head, torso, forearms, elbows, hands, shins, knees, and groin must be adequately protected during sparring.
 - 4.6.5. Ensure that all training weapons are free of damage that may compromise the weapon during all E.H.M.A. Activities.
 - 4.6.6. Instructors demonstrating a technique are not required to wear protective equipment so long as both individuals performing the demonstration are well rehearsed in the technique and it is performed at a safe speed.
 - 4.6.7. Members performing the warm-up portion of class are not required to wear protective equipment so long as they are spaced in such a way that they will not be struck by other Members.
 - 4.7. E.H.M.A Board Members have the sole right to declare equipment as safe or unsafe. Any Board Member may use whatever discretion they feel is valid in this assessment. Any equipment deemed unsafe is not permitted for use in E.H.M.A Activities.
 - 4.8. All Members, during all activities, will:
 - 4.8.1. Perform actions and techniques with control and without the use of excessive force.
 - 4.8.2. Refrain from exposing the back of their head, torso, and limbs to an opponent.
 - 4.8.3. Refrain from striking the back of the head, torso, or limbs of their opponent regardless of whether these targets were presented intentionally.
 - 4.8.4. Refrain from striking any opponent on the foot or within six inches of the ankle.

- 4.8.5. Immediately cease their activity if a piece of protective equipment fails or a training weapon breaks.
- 4.8.6. Immediately cease their activity if any Members calls "halt".
- 4.8.7. Adhere to the decisions of E.H.M.A. Board Members in regards to equipment which has been deemed safe or unsafe.

5. Live Blades

- 5.1. A live blade is a sharp blade, regardless of whether it is a reproduction or historic original. No live blades are permitted at E.H.M.A Activities.

6. Tournaments

- 6.1. Competitive tournaments will present Members with a greater level of intensity than regular E.H.M.A. Activities. As competitive tournaments carry an increased intensity they also carry an increased risk of injury, E.H.M.A. Members are therefore governed by the following restrictions if they wish to participate as a Member of E.H.M.A.:
 - 6.1.1. An E.H.M.A. Member wishing to participate in a competitive tournament, even one not hosted by E.H.M.A., requires permission from an E.H.M.A. Board Member Instructor.
 - 6.1.2. The tournament must be sanctioned by E.H.M.A. Board Members.
 - 6.1.3. An E.H.M.A. Board Member Instructor must be present at the tournament.
 - 6.1.4. E.H.M.A. Board Member Instructors have the right to withdraw participation from any tournament if they feel a Member's safety or well being is at risk.
- 6.2. Permission to participate in a tournament will be given in writing. A copy of this written permission will be given to the Member and the original will be saved by E.H.M.A.
- 6.3. Any E.H.M.A. Member may choose to enter a tournament as an individual. However, they cannot claim to be a Member of E.H.M.A., utilize any E.H.M.A. equipment, or wear any E.H.M.A. clothing or patches.
- 6.4. Entering a tournament as an individual carries a significantly higher risk of injury. It is highly recommended that E.H.M.A. Members do not enter competitive tournaments without written approval to ensure they are properly covered under E.H.M.A.'s banner.
- 6.5. E.H.M.A. Members participating in competitive tournaments without approval, if discovered, will be committing an infraction as described below.

7. Insurance

- 7.1. E.H.M.A. will maintain adequate insurance to cover E.H.M.A. Activities, injury of Members, and damage to the venue prior to the activity.
- 7.2. E.H.M.A. will not host competitive tournaments without adequate insurance coverage.

8. Finances

- 8.1. E.H.M.A. will maintain Not-For-Profit status.

- 8.2. E.H.M.A. will collect a Monthly Membership fee of \$60.00 for the purpose of maintaining equipment, rentals, insurance, and other E.H.M.A. Activities.
- 8.3. Monthly membership Fees are due at the first class of each calendar month. The only exception is when a new member chooses to have their first class free. In these cases fees will be due on that member's second class.
- 8.4. E.H.M.A. will collect an annual fee of \$50.00 for the purpose of maintaining equipment, rentals, insurance, and other E.H.M.A. Activities. For new members this fee is due at the start of their second month. For all other members this fee is due by the end of November each year. This fee is waived for all Board Members awaiting reimbursement of startup costs.
- 8.5. E.H.M.A. will collect a fee of \$20.00 for any Members wishing to attend a single class.
- 8.6. Failure to pay any fee will result in a Member being barred from E.H.M.A. Activities until fees are paid.
- 8.7. Funds collected by E.H.M.A. will only be used for E.H.M.A. purposes.
- 8.8. E.H.M.A. Fees are subject to any changes approved by the board.
- 8.9. E.H.M.A. Board Members will prepare a truthful Annual Financial Memo to Members no less than once per year. This memo will contain an explanation of how fees are utilized and rationalize any changes. Members can expect to see how fees are utilized as a percentage of their monthly fee.
- 8.10. E.H.M.A. is not required to disclose detailed financial reports to Members. Members are not to expect exact dollar values in the Annual Financial Memo.
- 8.11. E.H.M.A. will not currently accept monetary donations.
- 8.12. In the event that E.H.M.A. dissolves its organization, it will auction off all surplus equipment. The funds from the sale of surplus equipment will first be used to refund any outstanding start-up fees. Any excess funds generated outside of this purpose will be donated to a charity of the E.H.M.A. Board's choosing.

9. Infractions

- 9.1. The contents of this policy manual are expected to be adhered to by all Members. In the event that an item in the policy manual is breached an infraction has occurred.
- 9.2. Infractions are to be brought to the attention of a Board Member as soon as possible.
- 9.3. Infractions are to be communicated to the E.H.M.A. Board in person or in writing. E.H.M.A. may require Members to make a written statement depending on the severity or circumstances of the incident itself.
- 9.4. Serious infractions cannot be reported anonymously. This is to allow E.H.M.A. to properly investigate and resolve infractions in good faith.
- 9.5. Once a Board Member has received notice of an infraction they will communicate the relevant details to the rest of the E.H.M.A. Board. The only exception to this process is if a Board Member is responsible for the infraction. In this case the Board Member accused of an infraction will be investigated.

- 9.6. The E.H.M.A. Board will determine the severity of the incident:
 - 9.6.1. Minor Infractions include but are not limited to cases of: offensive and/or disrespectful uses of language or terms, disregard for the safety of E.H.M.A. Members or other Historical Martial Arts practitioners, disregard for equipment or facility, disregard for the direction given by instructors, and other unbecoming conduct.
 - 9.6.2. Critical Infractions include but are not limited to cases of: intentional non-consensual contact, intentionally harmful use of offensive and/or disrespectful language or terms, intentional cause of harm, injury, or excessive force beyond the requirements of a technique, and other unbecoming conduct that seriously threatens the health, safety, and/or well-being of E.H.M.A. Members or the organization of E.H.M.A. itself.
- 9.7. In the event that the reported infraction is of a criminal nature, the E.H.M.A. Board will further assess if it must be reported to local authorities. If a reported infraction is deemed to be of a serious criminal nature, E.H.M.A. will report it to the local authorities regardless of confidentiality.
- 9.8. The E.H.M.A. Board has the sole right to determine the severity of an incident.
- 9.9. The E.H.M.A. Board may change the severity of an incident over the course of its investigation.
- 9.10. E.H.M.A. will investigate each reported infraction by using any means available.
- 9.11. E.H.M.A. will keep written copies of all infractions and may require Members to provide written statements.
- 9.12. All material/information discovered throughout the course of an investigation is confidential.
- 9.13. Once E.H.M.A. deems an investigation as complete, it will identify the cause of the infraction and how to best prevent it from occurring again. Depending on the severity of the infraction, this prevention can range from document/standard changes and coaching or warnings to Members up to and including termination of E.H.M.A. Membership.
 - 9.13.1. Minor infractions generally allow for improvement on the part of the Member to prevent future occurrences of the same behaviour. The E.H.M.A. Board will generally be confident that the Member can be coached to avoid the same behaviour in the future.
 - 9.13.2. Critical Infractions generally do not allow for improvement on the part of the Member and/or present a situation that is deemed immediately intolerable by the E.H.M.A. Board. Critical Infractions may also be repeated occurrences of Minor Infractions that the E.H.M.A. Board deems intolerable.
- 9.14. Once an investigation is complete, the E.H.M.A. Board will present its findings and its resolution to those Members involved. Findings and resolutions will always be presented in writing. Findings and resolutions are always to be identified and delivered in good faith on the part of the E.H.M.A. Board.

- 9.15. Members are urged to take the findings and resolutions identified by the E.H.M.A. Board in good faith.

10. Forced Termination of Membership

- 10.1. In the unfortunate event that the E.H.M.A. Board deems an Individual as no longer fit to be an E.H.M.A. Member, their membership will be terminated.
- 10.2. In the event that an Individual's E.H.M.A. Membership is terminated, they will be barred from attending E.H.M.A. Activities, paying further dues, and making donations of any kind.
- 10.3. In the event that an Individual's E.H.M.A. Membership is terminated, no refund of any fees paid will be provided.

11. Communications

- 11.1. E.H.M.A. will communicate with Members at the beginning and end of each E.H.M.A. Activity. Communications can range from changes to class structure, venue locations, and other relevant information.
- 11.2. The E.H.M.A. Board Members will hold no fewer than one Membership Meeting per year.
- 11.3. The Membership Meeting is to be held at a location that is both reasonably comfortable and accessible for Members.
- 11.4. All active E.H.M.A. Members will receive invites to the annual Membership Meeting.

Appendix I: Operations under Covid-19 Pandemic Conditions

The Covid-19 Pandemic, beginning in March of 2020, has dramatically altered the environment in which we operate and our Members practice. To ensure that E.H.M.A. is following all local legislation, and ensuring the safety of members who wish to participate, the following policies will be maintained for the duration of the pandemic

1. Provincial Health Orders

- a. E.H.M.A. will adhere to all provincial health orders to the best of their understanding.
- b. E.H.M.A. will utilize the most recent communication from the *Return to Sport, Physical Activity, and Recreation - Stage 2* document in writing the policies below. As of June 12th, 2020 this is the version published by the Government of Alberta on June 9th, 2020.
- c. E.H.M.A. will further comply with all orders and recommendations of provincial officers enforcing these health orders.

2. Adherence to General Facility Guidelines

- a. E.H.M.A. will host classes outdoors so long as weather permits to reduce the chance of transmission.
- b. E.H.M.A. will ensure that all indoor training locations have adequate ventilation.

3. Communication

- a. E.H.M.A. will communicate the dangers of Covid-19 transmission prior to each class.

4. Transmission Prevention

- a. E.H.M.A. acknowledges that Covid-19 transmission is most likely when individuals are in close proximity and handling contaminated surfaces.
- b. No shared food/drink will be provided by E.H.M.A..
- c. E.H.M.A. Members will not be permitted to share food/drink at E.H.M.A. activities.
- d. All E.H.M.A. Members will be verbally and visually screened for Covid-19 symptoms prior to the start of any activity.
- e. Any Member showing signs of Covid-19 or indicating risks during the verbal screening will not be permitted to participate in the activity.
- f. E.H.M.A. will provide hand sanitizer at all E.H.M.A. Activities and Members will be encouraged to utilize it frequently.
- g. E.H.M.A. Members who own their own equipment are not permitted to share any equipment which has direct body contact such as gloves, masks, jackets, and leg protection.
- h. E.H.M.A. Members who do not own their own equipment will be assigned a pair of gloves and a mask for the duration of the pandemic. If a Member will no longer

be using a piece of equipment after use (two weeks or more of absence, purchased their own equipment, etc) then the used equipment will be thoroughly cleaned and left to dry for no fewer than seven days prior to being assigned to a new Member.

- i. Training weapons may be shared by Members so long as they are handled with gloves.
- j. E.H.M.A. will communicate and enforce social distancing guidelines. This means that Members must remain 2 m/6 ft apart during warm-up and demonstration portions of class. Members must additionally remain distanced when not participating in Technique Drills, Live Drills, and Sparring.
- k. Technique drills will be modified in such a way that Members will have as minimal of contact as possible. No technique drills involving grappling will be performed.
- l. E.H.M.A. Members will be further encouraged to:
 - i. refrain from touching their eyes, nose, mouth, and face during Activity,
 - ii. practice respiratory etiquette,
 - iii. maintain adequate hygiene,
 - iv. Utilize the AB Trace Together app.

5. Membership Cohort

- a. For the purpose of limiting the spread of Covid-19, E.H.M.A. will consider its Members to be a Mini-League as outlined in the phase 2 guidelines.
- b. E.H.M.A. Members are to refrain from attending any event held by another organization practicing martial arts.
- c. If any E.H.M.A. Member participates with another organization practicing martial arts, they are to inform the E.H.M.A. Board immediately. The Member will not be permitted to attend any E.H.M.A. Activity for a minimum of two weeks since their last contact with another organization.
- d. Members who fail to inform the Board immediately or attend an E.H.M.A. Activity without informing the board will be handled as an Infraction as outlined in Section 9 of the Policy Manual.

6. High Intensity Training/Activities

- a. E.H.M.A. has identified Live Drills and Sparring as high intensity activities according to the phase 2 guidelines.
- b. E.H.M.A. will not permit Live Drills and Sparring during activities until the Board declares it is comfortable doing so.
- c. When the Board permits Live Drills and Sparring, E.H.M.A. will communicate that the risks of transmission during high intensity activities is higher than usual.
- d. All E.H.M.A. Members are to restrain from performing grapples. If grapples do occur incidentally then members are to break from the grapple as soon as is reasonably safe.

7. Enforcement

- a. E.H.M.A. will ensure that Board Members enforce public health orders when violations occur are observed. Repeat offences will be handled as an Infraction as outlined in Section 9 of the Policy Manual.