



Policy Manual, Revision 4

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

All E.H.M.A. Members are expected to adhere to the policy manual while participating in E.H.M.A. activities. E.H.M.A. Members will be introduced to the key components of the policy manual through the Codes of Conduct and other associated E.H.M.A. documents and are encouraged to take their time to review the Policy Manual in their free time.

In extreme or otherwise unusual cases which actively threaten E.H.M.A. Members then the E.H.M.A. Board may apply the expectations of the Policy Manual to conduct outside of E.H.M.A. Activities.

1. Objectives

1.1. E.H.M.A. strives to:

- provide a safe, welcoming, and professional environment,
- focus on what is best for our community and organization,
- lead the HEMA community by example.

2. Culture

2.1. To adhere to and exceed its objectives, E.H.M.A. will:

- 2.1.1. Dedicate itself to providing a harassment free experience for everyone, regardless of belief, body size, disability, gender identity, mental health, physical appearance, race, religion, or sexual orientation.
- 2.1.2. Actively assess the conduct of Members, Participants, and Attendees to ensure they align with our objectives and the contents of this manual.
- 2.1.3. Actively communicate the content and intent of the policy manual to Members and Participants.
- 2.1.4. Create and maintain an inclusive space through the creation and use of inclusive policies, utilization of welcoming and inclusive language
- 2.1.5. Respectfully engage with the HEMA community and other communities.
- 2.1.6. Openly receive, actively seek, and respectfully address feedback.

3. Governance

3.1. All E.H.M.A. activity is to be directed by a Board of five Members.

3.2. Each of the five Board Members will fill one of the following roles and be responsible for performing the outlined functions:

- 3.2.1. Administrative Officer: responsible for the creation and maintenance of documentation.
- 3.2.2. Membership Officer: Responsible for advertising, the support of membership, chairing meetings, and acquisition of E.H.M.A. equipment.
- 3.2.3. Coordination Officer: responsible for ensuring that E.H.M.A. projects and action items are tracked and completed.



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- 3.2.4. Training Officer: responsible for the design and maintenance of training programs and class content.
- 3.2.5. Financial Officer: responsible for all financial accounts and transactions.
- 3.3. E.H.M.A. Activities that fall outside of the responsibilities outlined above will be assigned on an as-needed basis as the Board deems necessary.
- 3.4. E.H.M.A. Board Members must remain aware of conflicts of interest created by their role as a leader of the organization and their personal or professional lives.
 - 3.4.1. For E.H.M.A.'s purposes, a conflict of interest is defined as any situation where:
 - The concerns or actions of the Board Member will produce personal benefit for said Board Member to the detriment of E.H.M.A.
 - The concerns or actions of the Board Member will produce benefit for another organization or individual known to said Board Member to the detriment of E.H.M.A.
 - The concerns or actions of the Board Member aim to produce outcomes that are incompatible with E.H.M.A.'s objectives or well being as an organization.
- 3.5. If a conflict of interest arises then the Board Member in conflict will take action to ensure it is eliminated or managed.
 - 3.5.1. Attempts to eliminate Conflict of Interest must be made prior to managing it (Board Members are to attempt elimination first). Suggested methods of elimination include, but are not limited to, the following:
 - Passing decision or direction capacity to Board Members who are not in conflict.
 - Declining to engage in decisions or planning which produce the conflict of interest.
 - Maturely accepting decisions and outcomes produced by the Board in relation to the conflict of interest.
 - 3.5.2. If elimination is not possible then the Board Member finding themselves in a conflict of interest must work with other Board Members to ensure it is managed in a manner which best serves E.H.M.A. as an organization. Suggested methods of management include, but are not limited to, the following:
 - Openly discussing the conflict with other Board Members so they may assist in navigating the conflict.
 - Creating a check and balance with Membership to ensure the conflict does not negatively impact E.H.M.A.



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- 3.6. Board Members may be involved in assisting another Board Member with their responsibilities as required.
 - 3.7. The E.H.M.A. Board Members will be assisted in the operation of E.H.M.A. by a Council of volunteers.
 - 3.7.1. Council Members may propose, volunteer, and assist with classes, events, activities, and projects.
 - 3.7.2. For proposed activities or projects the Board may review them prior to starting if they find it necessary. The Board will approve/decline all reviewed propositions. In the case a proposal is declined then the Board will provide its reasoning.
 - 3.7.3. The E.H.M.A. Board will ensure that Council Projects/Activities will have a suitable Board Member assigned to them if deemed necessary.
 - 3.7.4. The E.H.M.A. Board will endeavor to develop Council Members to better understand E.H.M.A. functions.
 - 3.8. Members who are in good standing and interested in assisting with E.H.M.A. activities or functions may approach a Board Member, or be approached by a Board Member, to take on duties on a volunteer basis as an E.H.M.A. Council Member.
 - 3.8.1. The E.H.M.A. Board may set or outline expectations of the Council as required. Expectations, if set or outlined, will be clearly communicated to both existing and potential Council Members.
 - 3.8.2. So long as the E.H.M.A. Board finds the Member in good standing they may be added to the E.H.M.A. Council at the Board's discretion.
 - 3.8.3. E.H.M.A. Council Members are not responsible for directing E.H.M.A. activities or direct governance of E.H.M.A..
 - 3.9. 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 or operations.
- 4. Association**
- 4.1. The E.H.M.A. Board has the sole right to determine which organizations will be formally associated with.
 - 4.2. If E.H.M.A. intends to formally associate with another club, league, business, association, or other organization within the sport, it will be thoroughly assessed prior to joining to ensure that E.H.M.A.'s objectives and standards, as they appear above and throughout this manual, align with the spirit of that organization.
 - 4.3. E.H.M.A. Members will be provided with the details of the association and provided adequate time to give feedback to the E.H.M.A. Board.
- 5. E.H.M.A. Board Actions and Change Management**



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- 5.1. Each change or action taken by the E.H.M.A. Board must be discussed prior to implementation. The objective of this discussion is to reach consensus between all active E.H.M.A. Board Members.
 - 5.1.1. The E.H.M.A. Board must make all reasonable attempts to reach consensus.
 - 5.1.2. In the event that the E.H.M.A. Board cannot reach consensus on an action, they have two courses of action available to them:
 - 5.1.2.1. The issue may be presented to all Members for additional feedback, provided the action is not sensitive to private information or related to the financial or legal well being of E.H.M.A.. The intention of gathering this feedback is to push the E.H.M.A. Board towards consensus.
 - 5.1.2.2. If the action is sensitive to private information, is related to the financial or legal well being of E.H.M.A., or if presenting the issue to all Members as described in 5.1.2.1. fails to create consensus, then a vote amongst E.H.M.A. Board Members may be held. A vote must have at least three E.H.M.A. Board Members vote to be considered valid. The results of all votes will be recorded in a written format.
 - 5.1.2.2.1. Board Members are to abstain from any vote/decision or infraction investigation if a conflict of interest arises.
 - 5.1.2.2.2. If, for whatever reason, conflict of interest leaves less than three Board Members participating in the vote, then the above requirement will be waived.
 - 5.2. E.H.M.A. will maintain a Board consisting of an odd number for the purpose of avoiding deadlocked votes and consolidation of control.
 - 5.2.1. Any one Board Member is never to have sole control of E.H.M.A.
 - 5.2.2. Changes in Board structure or policy that shift executive control to a President or one Board Member will be considered null and void regardless of voting results.
 - 5.3. If a Board Member resigns or is removed through an infraction (forced termination), they must be replaced as soon as practicable.
 - 5.3.1. 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.
- 6. Confidential Information**
- 6.1. 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. This private information is deemed Confidential in nature.



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- 6.1.1. E.H.M.A. will only collect information from Members which is relevant to E.H.M.A. activities.
 - 6.1.2. All private information handled will be controlled by E.H.M.A. Board Members in such a way as to ensure it stays confidential. This extends beyond the physical records of that content to include verbal discussion.
 - 6.1.3. Confidential information will be securely stored by an E.H.M.A. Board Member.
 - 6.2. 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.
- 7. Safety, Equipment, and Training**
- 7.1. 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.
 - 7.2. E.H.M.A. will verify through documentation that Members and Participants understand the E.H.M.A. Waiver along with the Student Code of Conduct.
 - 7.3. 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.
 - 7.4. 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.
 - 7.4.1. 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 safe 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.
 - 7.5. 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.
 - 7.5.1. E.H.M.A Board Members will make every effort to work with Members or Participants to assess, test, and discuss their equipment.
 - 7.6. To ensure that risks of injury are mitigated as much as possible, all Members will be required to:
 - 7.6.1. Wear protective headgear and hand protection during technique drills.



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- 7.6.2. 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.
- 7.6.3. 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.
- 7.6.4. Wear protective equipment that is deemed adequate for the weapons being used during sparring. The head, torso, forearms, elbows, hands, shins, knees, and groin must be adequately protected during sparring.
- 7.6.5. Ensure that all training weapons are free of damage that may compromise the weapon during all E.H.M.A. Activities.
- 7.6.6. 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. Students participating in the demonstration must wear appropriate equipment.
- 7.6.7. 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 or Participants.
- 7.7. All Members, during all activities, will:
 - 7.7.1. Perform actions and techniques with control and without the use of excessive force.
 - 7.7.2. Refrain from exposing the back of their head, torso, and limbs to an opponent.
 - 7.7.3. Refrain from striking the back of the head, torso, or limbs of their opponent, regardless of whether these targets were presented intentionally.
 - 7.7.4. Refrain from striking any opponent on the foot or within six inches of the ankle.
 - 7.7.5. Immediately cease their activity if a piece of protective equipment fails or a training weapon breaks.
 - 7.7.6. Immediately cease their activity if any Member calls "halt".
 - 7.7.7. Adhere to the decisions of E.H.M.A. Board Members in regards to equipment which has been deemed safe or unsafe.
- 7.8. E.H.M.A. acknowledges that safety extends beyond the techniques and equipment used in activities and includes hazards such as: overexertion, overstretching, and other health hazards. As such, E.H.M.A. will actively endeavor to identify hazards to participants and implement controls to prevent or control the risks they present.



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7.8.1. Hazards identified in an ongoing E.H.M.A. Activity will be addressed immediately.

8. Live Blades

8.1. A live blade is a sharp blade, regardless of whether it is a reproduction or historic original. No sparring or multi-person drills involving live blades are permitted at E.H.M.A. Activities.

9. Tournaments

9.1. 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. will always endeavor to protect its members and part of this endeavor is to ensure they are covered by our insurance policies; as such additional controls are required. To ensure the safety of E.H.M.A. Members they are therefore governed by the following restrictions if they wish to participate as a Member of E.H.M.A.:

9.1.1. 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.

9.1.2. The E.H.M.A. Board will review the known details of the competitive tournament as well as the preparedness of the E.H.M.A. Member prior to providing permission.

9.1.3. An E.H.M.A. Board Member must be present at the tournament.

9.1.4. E.H.M.A. Board Member Instructors have the right to withdraw an E.H.M.A. Member's participation as a representative of E.H.M.A. from any tournament if they feel a Member's safety or well being is at risk.

9.2. A record of this permission is to be produced by the E.H.M.A. Board Member.

9.3. Any E.H.M.A. Member may choose to enter a tournament as an individual. The individual in these cases would not be a representative of E.H.M.A.

9.4.

10. Insurance

10.1. E.H.M.A. will maintain adequate insurance to cover E.H.M.A. Activities and damage to the venue prior to the activity.

11. Finances

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

11.2. E.H.M.A. will collect a Membership fee or Participation fee for the purpose of maintaining equipment, rentals, insurance, and other E.H.M.A. Activities.

11.2.1. E.H.M.A. will communicate the amount of these fees and payment schedule to new Members before the end of their first free class.

11.2.2. In the event a Member would be assisted by an alternate payment schedule they may approach a Board Member with said alternative. The Board will review the proposed alternative to ensure it is feasible and



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- compatible with E.H.M.A.'s operations. If accepted, the Board will maintain a record of the alternative.
- 11.2.3. E.H.M.A. will communicate all changes to the amount of fees due and/or the payment schedule of fees to Membership using in-class announcements and social media.
 - 11.3. E.H.M.A. may collect an annual fee for the purpose of maintaining equipment, rentals, insurance, and other E.H.M.A. Activities.
 - 11.3.1. E.H.M.A. will communicate to Members and Prospective Members when this fee is due and in what amount.
 - 11.3.2. The annual fee is waived for all Board Members awaiting reimbursement of operating costs.
 - 11.4. Failure to pay any fee will result in an E.H.M.A. Board Member seeking information to better ascertain the reason.
 - 11.4.1. If the E.H.M.A. Member is found to have a reasonable cause for difficulty with paying then the E.H.M.A. Board will consider alternative payment options per 11.2.2 and discuss this with the Member.
 - 11.4.2. A Member found to be abusing payment expectations will be suspended from E.H.M.A. Activities until fees are paid.
 - 11.5. Funds collected by E.H.M.A. will only be used for E.H.M.A. purposes.
 - 11.6. E.H.M.A. Fees are subject to any changes approved by the board.
 - 11.7. E.H.M.A. Board Members will discuss E.H.M.A. Finances during the Annual AGM.
 - 11.8. E.H.M.A. will endeavor to provide Members with insight into finances when and where possible for the purpose of transparency. E.H.M.A. is not required to disclose detailed financial reports to Members.
 - 11.9. In the event that E.H.M.A. dissolves its organization, it will sell off all surplus equipment. The funds from the sale of surplus equipment will first be used to refund unpaid investment by Board Members. Any excess funds generated outside of this purpose will be donated to a charity of the E.H.M.A. Board's choosing.
- 12. Expansion**
- 12.1. In the event that E.H.M.A. grows to such an extent that a permanent facility or full-time business becomes a possibility, all Board Members, Council Members, and Members will be notified to identify interested stakeholders. A review of all operational matters will be conducted between active Board members, as well as all Council members interested in becoming stakeholders. The contents of the Policy Manual will be open for revision at this time.
 - 12.2. In the event that E.H.M.A. moves to a permanent full time business, it will be done so to create privately owned shares.
- 13. Infractions**



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- 13.1. 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 or student code of conduct is breached, an infraction has occurred.
- 13.2. In the event that an E.H.M.A. Member is threatened by a member or situation
- 13.3. Infractions are to be brought to the attention of a Board Member as soon as possible.
- 13.4. Infractions are to be communicated to the E.H.M.A. Board in person, verbally, or in writing.
 - 13.4.1. In the event an infraction is reported anonymously, E.H.M.A. will trigger the investigation process to the greatest extent possible.
- 13.5. Once a Board Member has received notice of an infraction, they will communicate the details to relevant Members of the E.H.M.A. Board.
 - 13.5.1. All details of an infraction will be considered confidential from the moment it is reported.
 - 13.5.2. The identity of the reporting individual will be considered and be kept confidential to the greatest extent possible throughout the investigation process and afterwards.
 - 13.5.3. Incidents containing sensitive personal information, or incidents which have had individuals specifically request greater confidentiality, will be kept private to the greatest extent possible. This includes requests to limit the number of Board Members privy to specific details.
 - 13.5.4. Regardless of requests for privacy, severe infractions which threaten E.H.M.A. as an organization or its members as a whole will require the E.H.M.A. Board to become privy to more details.
 - 13.5.5. In the event a Board Member is accused of an infraction, they will not be informed prior to the investigation. Board Members will be treated as any other Member during an investigation. If required, a Board Member's functional capacity may be restricted for the duration of the investigation.
- 13.6. The E.H.M.A. Board will determine the severity of the incident. See Appendix II for further detail on how severity levels are defined.
- 13.7. The E.H.M.A. Board may, at any time during an investigation, suspend any Member from E.H.M.A. activities if they feel that the Member's attendance will further endanger other Members or interfere with an ongoing investigation.
 - 13.7.1. Any Member suspended in this manner will be credited for any monthly/daily fees already paid.
 - 13.7.2. All suspensions will be communicated to the Member in a manner that ensures the safety of vulnerable individuals. In extreme cases the Board may withhold the suspension communication if it is confident there is little/minimal risk to vulnerable individuals by doing so.
 - 13.7.3. The E.H.M.A. Board will maintain written records of all suspensions.



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- 13.8. The E.H.M.A. Board may change the severity of an incident over the course of its investigation.
- 13.9. The E.H.M.A. Board has the sole right to determine the severity of an incident at any time during its reporting and investigation.
- 13.10. 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.
- 13.11. E.H.M.A. will investigate each reported infraction by using any means available.
 - 13.11.1. E.H.M.A. will keep written copies of all infractions and may require Members to provide written statements.
 - 13.11.2. All material/information discovered throughout the course of an investigation is confidential. As such it will be handled as confidential information as described in the above sections.
- 13.12. 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.
- 13.13. E.H.M.A. will use the following definitions to guide its approach to future prevention:
 - 13.13.1. Minor infractions generally allow for improvement on the part of the Member to prevent future occurrences of the same behavior. The E.H.M.A. Board will generally be confident that the Member can be coached to avoid the same behavior in the future without taking further punitive action.
 - 13.13.2. Moderate Infractions generally allow for improvement on the part of the Member but are more serious in nature. Moderate infractions will also be heavily influenced by a Member's intention. When a Moderate infraction has been identified, the E.H.M.A. Board will determine whether to handle it as a Minor Infraction with Punitive Actions or as a Critical Infraction as described below.
 - 13.13.3. 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. Members found to have committed a Critical Infraction will have their membership with E.H.M.A. forcibly terminated as described in section 14.



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- 13.14. Once an investigation is complete, the E.H.M.A. Board will present its findings and its resolution to those Members involved so long as the presentation of findings does not produce a greater risk to the safety of the individuals involved.
 - 13.14.1. Findings and resolutions, where the E.H.M.A. Board deems appropriate, will be presented in writing.
 - 13.14.2. E.H.M.A. does not intend to further endanger or compromise its Members in any manner with the resolution of an investigation. Confidentiality will be maintained to the greatest extent that an infraction allows.
 - 13.14.3. In the event that findings involve a Board Member, and they remain a Board Member at the conclusion of the investigation, that Board Member will have full access to the details of the investigation withheld beyond what is shared in the resolution process.
 - 13.14.4. Findings and resolutions are always to be identified and delivered in good faith on the part of the E.H.M.A. Board.
- 13.15. Members and other Individuals are urged to take the findings and resolutions identified by the E.H.M.A. Board in good faith.

14. Forced Termination of Membership

- 14.1. In the 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.
- 14.2. E.H.M.A. will identify which appropriate steps are required to ensure the individual is barred from E.H.M.A. Membership and other E.H.M.A. Activities. Once identified, E.H.M.A. will complete the necessary actions.
- 14.3. 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 participating in online E.H.M.A. groups/activities.
- 14.4. In the event that an Individual's E.H.M.A. Membership is terminated, no refund of any fees paid will be provided.

15. Communications

- 15.1. E.H.M.A. will communicate with Members at the beginning and end of each E.H.M.A. Activity as necessary. Communications can range from changes to class structure, venue locations, and other relevant information.
- 15.2. The E.H.M.A. Board Members will hold no fewer than one Annual General Meeting (AGM) for all Members per year.
- 15.3. The Membership Meeting is to be held at a location or through a means that is both reasonably comfortable and accessible for Members.
- 15.4. All active E.H.M.A. Members will receive invites to the annual Membership Meeting.



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Appendix I: Definitions

Definitions of the Organization:

- Edmonton Historical Martial Arts: abbreviated as (E.H.M.A.), refers to the organization and its membership as a whole.

Definitions of Membership:

- Board Member: refers to the five E.H.M.A. Members that run the organization and conduct training.
- Council Member: refers to an E.H.M.A. Member who has chosen to assist E.H.M.A. in operational matters. Council Members function in conjunction with the E.H.M.A. Board.
- Member: refers to individuals attending E.H.M.A. Activities that are actively paying E.H.M.A. dues and have passed through their Prospective Membership. Board Members and Council Members are considered Members in addition to being Board Members.
- Prospective Member: refers to individuals attending E.H.M.A. Activities that are actively paying E.H.M.A. dues but are still being assessed by the E.H.M.A. Board to ensure they are a proper match for the organization.
- 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).

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.



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Appendix II: Infraction Severity

The below descriptions are to be used in identifying the severity of an infraction throughout the course of an investigation.

Although the below descriptions attempt to be as comprehensive as possible, they will not be able to capture the entire range of behavior they aim to curtail and eliminate. In the event that an infraction is not captured below, the E.H.M.A. Board has the sole right to decide what is and is not an infraction, along with the assignment of a severity level to that infraction.

If a behavior or action conflicts with E.H.M.A.'s Objectives or Culture, or presents a concern for the health and safety of participants, and is not listed below, it will still be treated as an infraction.

E.H.M.A. will use records of infractions and their resolution to set precedence to further guide future incidents. The Infraction Severity section and appendix will be maintained as precedence is set.

Minor Infractions:

- Usage of offensive, disrespectful, and/or pejorative language, terms, or pronouns without intent.
- Disregard for the safety of E.H.M.A. Members or other Historical Martial Arts practitioners without intent.

Moderate Infractions:

- Intentional usage of offensive, disrespectful, and/or pejorative language or terms.
- Intentional incorrect usage of pronouns.
- Intentional 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 or Board Members.
- Disrespect and/or disregard for E.H.M.A.'s inclusivity and/or attempts to create an inclusive and safe space.
- The discussion of sexually descriptive topics and/or use of explicitly sexual terms.
 - **Note** that this differs from topics and/or terms related to sexuality or orientation so long as they do not breach other definitions of an infraction.
- Intentionally aggravating another individual into committing an infraction or the intent to do so.
- Intentional disrespect and/or antipathy towards trauma or distress.



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- Intentionally mocking or disparaging another Member's or individual's skills or actions for the purpose of inflicting harm.
- Breaches of confidentiality as described in the policy manual.

Critical Infractions:

- Intentional non-consensual physical contact, up to and including sexual assault.
- Repeated unwelcome sexual/romantic attention or advances.
 - E.H.M.A. understands that individuals may attempt to form relationships within the organization. The initial attempt to form any relationships with any individual is not to be treated as an inherently critical infraction, so long as it does not breach other definitions of an infraction or this policy manual (for example, the attempt is accompanied by non-consensual contact). However, attempts to form a relationship beyond the first attempt, including the second attempt, are to be considered a critical infraction regardless of the presence of further breaches.
- Board Members pressuring any Member or individual with sexual or romantic intent.
- Intentional cause of bodily harm or injury, regardless of whether excessive force beyond the requirements of a technique is used.
- Intentional cause of mental or emotional harm through any means.
- Harassment and/or intimidation of any Member or individual in any format, regardless of its association with E.H.M.A. or E.H.M.A. events.
- Other unbecoming conduct that seriously threatens the health, safety, and/or well-being of E.H.M.A. Members, the organization of E.H.M.A. itself, or participants at E.H.M.A. events.



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Appendix III: Approved Equipment

This list will not be capable of capturing all potential equipment options and the E.H.M.A. Board retains the sole right to determine if equipment is safe, regardless of whether it is or is not present on the list below.

Proper equipment is critical to ensure the safety of members and participants and, as such, all equipment must be considered safe for use by the E.H.M.A. Board prior to use. This includes both protective gear and training swords.

The below list of manufacturers provide large catalogs of equipment which E.H.M.A. generally considers safe for use.

However, even the below manufacturers may have products which are unsafe depending on the intensity of activities as there is a range of sport uses for this equipment (HEMA, SCA, LARP, etc.). All members and participants are urged to speak with the E.H.M.A. Board prior to purchasing or utilizing any new equipment in class.

The below list of equipment is to function as a rough guide/catalog to manufacturers that produce approved equipment at E.H.M.A. events.

Protective Equipment:

- Absolute Fencing
- Absolute Force
- Leon Paul
- Sparring Gloves
- SPES
- Superior Fencing
- PBT

Training Weapons:

- Blackfencer
- Kvetun
- Regenyei
- Sigi
- Aureus
- Castille Armoury
- Balefire



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Revision History

Date	Changes
November 11, 2019	<ul style="list-style-type: none"> - Original document
June 18, 2020	<ul style="list-style-type: none"> - Updated language for board members resignations/replacements. - Updated safety sections and exercise definitions for insurance purposes - Added Covid-19 plans.
October 14, 2021	<ul style="list-style-type: none"> - Added objectives, culture, prospective member, council, association, volunteer, change management, and additional safety sections. - Redefined Board Member roles. - Created investigation procedures and supporting processes. - Updated live blade language for
February 26, 2023	<ul style="list-style-type: none"> - Simplified revision history section. - Changed the council role. - Simplified language throughout the entire document. - Removed sections which functionally repeat. - Changed language around conflict of interest. - Removed items supporting programs or documentation which is no longer required. - Updated investigation procedures to allow for proper flexibility in difficult reports.



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Approval

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