



VALKYRIE WESTERN MARTIAL
ARTS ASSEMBLY

Reporting and Disciplinary Process

In this document, the term “coach” refers to any person acting in an instructional capacity on behalf of Valkyrie Western Martial Arts Assembly (“Valkyrie WMAA”). The term “management” refers to the directors of Valkyrie Martial Arts Inc, Courtney Rice and Kaja Sadowski, or their duly appointed representatives. The term “participant” applies to anyone participating in a Valkyrie WMAA class, workshop, or event, either in person or online (via a video chat service or social media platform). Such classes, workshops, and events are collectively referred to as “activities”.

The **Valkyrie Martial Arts Community Code of Conduct** (“Code of Conduct”) applies to all participants, coaches, and management. The **Instructor Code of Conduct** additionally applies to all coaches.

When any rule in the above documents has been violated, all participants and coaches have the right to report the issue to management, and have the issue resolved in a timely manner. Misconduct will be handled in accordance with the process outlined below.

General Response Guidelines

Time is of the essence when the safety of a participant or coach is at stake. All coaches are authorized to take appropriate, immediate action if misconduct occurs during an activity while they are present.

The following table lays out appropriate immediate and long-term disciplinary responses to misconduct. Please note that the list of examples in each category is not exhaustive, and that coaches and management reserve the right to address issues that have not been listed in this table, so long as they operate within its guidelines.

Misconduct Category	Examples	Immediate Response (any coach on scene)	Discipline and Follow-Up (management)
Firing Offences: irreparable breaches of trust and community safety	Assault (physical or sexual); abuse of power by coaches or senior students; stalking or ongoing harassment; retaliation against a good-faith complainant; deliberate endangerment of another participant	<ul style="list-style-type: none"> - Remove perpetrator(s) from the activity - Get the victim(s) to safety and provide any necessary medical care - get a complete statement of what happened from the victim(s) and any witnesses - Report incident to management and initiate the Complaint and Disciplinary Process 	<ul style="list-style-type: none"> - cancel perpetrator(s)'s membership and inform them in writing that they have been banned from Valkyrie WMAA activities - discuss possibility of pressing criminal charges with victim(s), if relevant - review full incident report and make adjustments to school policies, procedures, and staff training, if necessary
Red Flags: behaviour that singles out an individual or group for targeted abuse, or dramatically affects community safety through negligence	Verbal harassment; hazing or pranks; bullying and deliberate exclusion; deliberate misgendering; deliberate sabotage of training exercises in order to humiliate another participant or compromise their learning; repeat or ongoing major safety violations	<ul style="list-style-type: none"> - Remove perpetrator(s) from the activity - Get the victim(s) to safety and provide any necessary medical care - get a complete statement of what happened from the victim(s) and any witnesses - Report incident to management and initiate the Complaint and Disciplinary Process 	<ul style="list-style-type: none"> - based on the severity of the offense and perpetrator(s)'s prior conduct, temporarily or permanently ban them from Valkyrie WMAA activities and inform them of the verdict in writing - if ban is not permanent, work with victim(s) and coaches to make a plan for reconciliation and re-integration of the perpetrator(s) - review full incident report and make adjustments to school policies, procedures, and staff training, if necessary
Background Radiation: low-level behaviour that creates a hostile or unsafe training environment	Casual use of slurs and/or stereotypes; inappropriate sexual comments and/or attention; repeat or ongoing minor safety violations	<ul style="list-style-type: none"> - if necessary, remove perpetrator(s) from the activity - inform perpetrator(s) that their behaviour is inappropriate, and tell them how to correct the issue 	<ul style="list-style-type: none"> - review perpetrator(s)'s actions and history, and determine if remedial coaching or other corrective action is necessary; inform relevant coach(es) and the perpetrator(s) of any follow-up steps

		- follow up with victim(s) and confirm that the behaviour has been addressed, and provide any immediate assistance required - Report incident to management and initiate the Complaint and Disciplinary Process	- for repeat offenders, escalate to a temporary suspension or permanent ban and inform the perpetrator(s) in writing - review full incident report and make adjustments to school policies, procedures, and staff training, if necessary
--	--	--	---

Complaint and Disciplinary Process

A **participant** who has a complaint about a coach or fellow participant's conduct has the following reporting paths available to them:

- Speaking to any coach on duty
- Speaking or writing directly to management (info@valkyriemartialarts.com)
- Submitting an anonymous complaint via an authorized third party by speaking or writing to the Valkyrie Student Representative (studentrep@valkyriemartialarts.com)

A **coach** who has a complaint about a participant or fellow coach's conduct has the following reporting paths available to them:

- Speaking or writing directly to management (info@valkyriemartialarts.com)
- Submitting an anonymous complaint via an authorized third party by speaking or writing to a fellow coach

Once a complaint has been received by management, the following steps will be taken:

1. Management will appoint a qualified person to handle the complaint, hereafter referred to as the "adjudicator". In the majority of cases, Kaja Sadowski and Courtney Rice will act as adjudicators. If a complaint has been made against either Kaja or Courtney, or against any person with whom one of them has an intimate relationship, the affected member of management will recuse themselves from handling the complaint.

If both management members have a conflict of interest, they will work together with the complainant (or their representative, if the complainant is anonymous) to identify and appoint an appropriate adjudicator, and will agree to abide by all of the chosen adjudicator's decisions.

2. The adjudicator will collect as much information as possible about the incident(s) or conduct that led to the complaint. This may include asking additional questions of the complainant, collecting witness statements, reviewing available video or audio footage, and speaking directly to the subject of the complaint. All reasonable efforts will be made to maintain the anonymity of the complainant during this process.
3. If the adjudicator decides that the complaint is substantiated (i.e. that they believe, on reasonable grounds, that the subject of the complaint violated the **Code of Conduct, Instructor Code of Conduct**, or both), they will follow the disciplinary guidelines outlined in the table above. If the adjudicator decides that the complaint is not substantiated, no disciplinary action is necessary. In either case, they will record their decision and the reasoning/evidence behind it in a written report.
4. The adjudicator will inform both the complainant (or their representative), and the subject, of their decision. Both the complainant and subject may ask to review the written report at any time. If anonymity has been requested, the report may be modified in order to remove the complainant's name and other identifying details before being provided to the subject.

All records related to a complaint, including complainant, witness, and subject statements; and the adjudicator's report; will be retained as part of the school's permanent records regardless of whether the complaint is substantiated.

Both the complainant and subject may appeal an adjudicator's decision after reviewing the report. An appeal may be granted if it is made clear that important evidence was left out of the initial information-gathering process, or if a conflict of interest on the part of the adjudicator is revealed. In an appeal, a new adjudicator will be appointed with the agreement of both the complainant (or their representative) and the subject. The new adjudicator will review all evidence presented during the initial process, as well as any new evidence presented by the complainant and/or subject. They will then decide if the complaint is substantiated, and proceed with appropriate discipline.

If a complaint is found to have been made maliciously or in bad faith, the complainant may themselves face discipline. An unsubstantiated complaint made in good faith is not subject to any discipline, and any retaliation against a complainant is considered harassment under the **Code of Conduct**.