



# **Discipline & Complaints Policy**

**UCCMS Compliant**

**ALPINE CANADA ALPIN  
DECEMBER 2022**

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## **Discipline and Complaints Policy**

(the “Policy”)

### **PURPOSE**

1. Registered Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, by-laws, rules, and regulations of Alpine Canada Alpin (“ACA”), as updated, and amended from time to time.
2. Non-compliance with any of ACA’s policies, by-laws, rules, or regulations, as applicable, may result in the imposition of sanctions pursuant to this Policy or the by-laws of ACA or, as applicable.

### **APPLICATION**

#### **Application – General**

3. This Policy applies to all Registered Participants and to any alleged breaches of ACA’s policies, by-laws, rules, or regulations.
4. In addition to potentially being subject to disciplinary action pursuant to this Policy, an employee of ACA, Member or affiliated organization may also be subject to consequences in accordance with the employee’s employment agreement or ACA, Member, or affiliated organization’s human resources policies, if applicable.

### **REPORTING**

#### **UCCMS Participants**

5. Incidents that involve alleged Maltreatment or Prohibited Behaviour (as those terms are defined in the UCCMS) that occurred or continued as of November 3, 2022 involving a UCCMS Participant must be reported to the OSIC (<https://sportintegritycommissioner.ca/report>) and will be addressed pursuant to the OSIC’s policies and procedures.
6. Incidents that involve alleged Maltreatment or Prohibited Behaviour that occurred before November 3, 2022 may be reported to the OSIC; however, the OSIC shall determine the admissibility of such complaints in accordance with the relevant and applicable OSIC Guidelines regarding the initial review and preliminary assessment, and the matter may only proceed pursuant to the OSIC’s procedures with the express consent of the Parties involved where the Parties have not been designated by ACA as a UCCMS Participant.
7. If the Independent Third Party receives a complaint that they consider would otherwise fall within the above sections, they shall refer the matter to the OSIC and notify the individual(s) that made the complaint of such action.

## **Registered Participants**

8. Any complaints involving alleged breaches of ACA's policies that do not fall within Sections 5 or 6 above may be reported by a Registered Participant to the Independent Third Party in writing. For the avoidance of doubt, this includes complaints referred back to the Independent Third Party by the OSIC following a determination made by the OSIC that a complaint initially reported to it does not fall within its jurisdiction.
9. Notwithstanding any provision in this Policy, ACA may, at its discretion, or upon request by the Independent Third Party, act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, ACA will identify an individual to represent the organization.
10. A Complainant who fears retribution or reprisal or who otherwise considers that their identity must remain confidential may file a complaint with the Independent Third Party and request that their identity be kept confidential. If the Independent Third Party considers that the Complainant's identity must remain confidential, the Independent Third Party may ask that ACA take carriage of the complaint and act as the Complainant.<sup>1</sup>
11. All complaints involving breaches of ACA policies, by-laws, rules, or regulations or those of ACA Members by Registered Participant will be directed to the designated reporting mechanism, as established by ACA, with an Independent Third Party. If the complaint primarily involves a violation of the policies, by-laws, rules, or regulations of a Member or an affiliated organization, in such circumstances, ACA shall have the right to request that a cost-sharing agreement is entered into with the Member as a pre-condition to ACA managing the complaint.
12. Directed through the independent third-party complaint intake mechanism.
13. Upon receipt of a complaint through the ITPC, the Independent Third Party may determine that a complaint primarily involves a violation of the policies, by-laws, rules, or regulations of a Member or affiliated organization, and the Member and/or affiliated organization fails to enter into a cost-sharing agreement within a reasonable timeline, ACA may, at its discretion, may conduct the necessary proceedings. In such circumstances, ACA's costs to conduct the proceedings, including legal fees, shall be reimbursed by the Member and/or affiliated organization to ACA. [Remove if unnecessary]

## **MINORS**

14. Complaints may be brought by or against a Registered Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.

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<sup>1</sup> In such circumstances, the Complainant(s) may be required to provide evidence during the disciplinary process.

15. Communication from the Independent Third Party, ACA Manager of Culture, Safety & Risk or Discipline Panel (as applicable) must be directed to the Minor's representative.
16. If the Minor's representative is not their parent/guardian, the representative must have written permission to act in such a capacity from the Minor's parent/guardian.
17. A Minor is not required to attend or participate in an oral hearing, if held, or participate in an investigation if conducted. In such circumstances, no adverse inference can be drawn against the Minor.

#### **INDEPENDENT THIRD-PARTY RESPONSIBILITIES**

18. Upon receipt of a complaint, the Independent Third Party has a responsibility to:
  - a) Determine whether the complaint falls within the jurisdiction of this Policy;
  - b) Determine whether the complaint is frivolous, vexatious or if it has been made in bad faith<sup>2</sup>;
  - c) Determine whether the complaint primarily involves a violation of the policies, by-laws, rules, or regulations of ACA or a Member/affiliated organization.<sup>3</sup>
  - d) Determine if the alleged incident should be investigated pursuant to **Appendix A – Investigation Procedure**; and
  - e) Choose which process (Process #1 or Process #2, as outlined below) should be followed to hear and adjudicate the matter.

#### **Available Process**

There are two different processes that may be used to hear and adjudicate complaints. Subject to Sections 5-7, the Independent Third Party decides which process will be followed at their discretion, and such decision is not appealable.

**Minor Infraction Process** - the complaint contains allegations involving the following behaviours:

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<sup>2</sup> As indicated in the Sport Dispute Resolution Centre of Canada's Investigation Guidelines, a Reported complaint shall not be characterized as vexatious if the evidence demonstrates that there was a reasonable basis for filing and pursuing it. For a complaint to be considered to have been made in bad faith, the Independent Third Party must consider that it was filed consciously for a dishonest purpose or due to the moral underhandedness of the Complainant and that there was an intention to mislead.

<sup>3</sup> In making this assessment, if the Independent Third Party determines that a complaint primarily involves a violation of the policies, by-laws, rules, or regulations of a Member or affiliated organization, the applicable behavioural standard of the organization will apply, using the process as set out in the Policy.

- a) Disrespectful conduct or comments
- b) Minor acts of physical violence, unless the physical violence is between a Person in Authority and a Vulnerable Participant, in which case the matter will be addressed under Process #2
- c) Conduct contrary to the values of ACA or those of one of its Members or affiliated organizations
- d) Non-compliance with the policies, procedures, rules, or regulations of ACA or those of one of its Members or affiliated organizations
- e) Minor violations of the policies or bylaws of ACA or those of one of its Members or affiliated organizations.

\*\*\* The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #1.

**Major Infraction Process** - the complaint contains allegations involving the following behaviours:

- a) Repeated incidents described in Process #1
- b) Hazing
- c) Abusive, racist, or sexist comments, conduct or behaviour
- d) Incidents that constitute Prohibited Behaviour under the Code of Conduct and Ethics (the "Code") or the UCCMS which are not dealt by OSIC
- e) Major incidents of violence (e.g., fighting, attacking)
- f) Pranks, jokes, or other activities that endanger the safety of others
- g) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- h) Conduct that intentionally damages the image, credibility, or reputation of ACA or that of one of its Members or affiliated organizations
- i) Consistent disregard for the by-laws, policies, rules, or regulations of ACA or those of one of its Members or affiliated organizations
- j) Major or repeated violations of the *Code* or any other policies, by-laws, rules or regulations that designate this *Discipline and Complaints Policy* as applicable to address such alleged breaches

- k) Intentionally damaging the property of ACA, one of its Members or affiliated organizations, or improperly handling any of the aforementioned organizations' monies
- l) Inappropriate use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics
- m) A conviction for any *Criminal Code* offense

The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #2.

### **PROVISIONAL SUSPENSIONS**

19. If it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a Provisional Suspension or interim measures may be imposed against any Registered Participant by ACA CEO after which further discipline or sanctions may be applied according to this Policy.
20. If an infraction occurs at a competition or during out of country training, it will be dealt with by the procedures specific to the competition or training, if applicable. Provisional Suspensions or interim measures may be imposed for the duration of a competition, training, activity, or Event only, or as otherwise determined appropriate by the ACA CEO or High-Performance Director.<sup>4</sup>
21. Notwithstanding the above, ACA and/or Independent Third Party may determine that an alleged incident is of such seriousness as to warrant the imposition of a Provisional Suspension of a Respondent pending completion of an investigation, assessment and/investigation by the OSIC, criminal process, the hearing, or a decision of the Discipline Panel.
22. Any Respondent against whom a Provisional Suspension or interim measure is imposed may make a request to the Independent Third Party or Discipline Panel (if appointed) to have the Provisional Suspension or interim measure lifted. In such circumstances, ACA shall be provided with an opportunity to make submissions, orally or in writing, regarding the Respondent's request to have their Provisional Suspension lifted. Provisional Suspensions or interim measures shall only be lifted in circumstances where the Respondent establishes that it would be manifestly unfair to maintain the Provisional Suspension or interim measures against them.
23. Any decision not to lift a Provisional Suspension or interim measure shall not be subject to appeal.

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<sup>4</sup> In-competition or out of country training discipline or sanction imposed by the applicable official or authority does not prevent a 'Participant' from facing additional disciplinary proceedings under the Code.

## Procedural Steps

### **PROCESS #1 (Minor Infractions): Handled by ACA Manager of Culture, Safety & Risk**

#### **ACA Manager of Culture, Safety & Risk**

24. Following the determination that the complaint or incident should be handled under Process #1, the Independent Third Party will forward the complaint to ACA Manager of Culture, Safety & Risk<sup>5</sup> who may:
- a) Propose alternative dispute resolution techniques, if appropriate; and/or
  - b) Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident. Both Parties shall also have the right to submit to ACA Manager of Culture, Safety & Risk, or their designate any relevant evidence, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos, or other recordings). Each Party shall have the right to receive the other Party's submissions and evidence, including the Complainant's complaint. In the case of oral submissions, each Party shall be present when such submissions are made (unless waived by a Party); and/or
  - c) Following receipt of the Parties' submissions, ACA Manager of Culture, Safety & Risk may convene the Parties to a meeting, either in person or by way of video or teleconference to ask the Parties questions and to allow the Parties to ask questions of one another.
25. Following their review of the submissions and evidence related to the complaint, ACA Manager of Culture, Safety & Risk shall determine if any of the incidents listed in Process #1 above have occurred and, if so, determine whether to impose a sanction and, if so, determine the appropriate sanction (see: **Sanctions**). If, after hearing the Parties and reviewing their submissions, ACA Manager of Culture, Safety & Risk considers that none of the incidents listed in Process #1 above have occurred, they shall dismiss the complaint.
26. ACA Manager of Culture, Safety & Risk will inform the Parties of the decision, which shall be in writing and include reasons. ACA Manager of Culture, Safety & Risk's decision will take effect immediately, unless specified otherwise by ACA Manager of Culture, Safety & Risk. Should the circumstances require a decision to be rendered immediately or within a short timeline, ACA Manager of Culture, Safety & Risk may render a short decision, either orally or in writing, followed by a written reasoned decision.
27. Any decision rendered by ACA Manager of Culture, Safety & Risk shall be provided to and maintained in the records of the relevant affiliated organization, Member, and ACA. Decisions will be kept confidential by the Parties and the aforementioned organizations and

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<sup>5</sup> The ACA Manager of Culture, Safety & Risk must be unbiased and not in a conflict of interest.



shall be retained and discarded in accordance with the relevant and applicable privacy legislation.

28. Decisions under Process #1 may only be published if deemed necessary and appropriate at the sole discretion of ACA Manager of Culture, Safety & Risk.

## **PROCESS #2: Handled by Independent Third Party and Discipline Panel**

### **Independent Third Party**

29. Following the determination that the complaint should be handled under Process #2, the Independent Third Party will propose the use of alternative dispute resolution methods, if appropriate. If the dispute is not resolved using alternative dispute resolution methods, the Independent Third Party will appoint a Discipline Panel of one (1) person from the Alpine Independent Supervisory Board (AISB) to hear the complaint. Thereafter, the Independent Third Party shall have the following responsibilities:
  - a) Coordinate all administrative aspects of the process and set reasonable timelines
  - b) Provide administrative assistance and logistical support to the Discipline Panel as required, including providing the Discipline Panel with any information related to previously imposed disciplinary sanctions against the Respondent(s) of the policies of ACA, any Member or any other sport organization that had authority over the Respondent
  - c) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
30. The Independent Third Party will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
31. If warranted based on the nature of the case, the Independent Third Party may, in their sole discretion, appoint a Discipline Panel of three (3) people from the AISB. When a three-person Discipline Panel is appointed, the Independent Third Party will appoint one of the Discipline Panel's members to serve as the Chair.
32. The Independent Third Party, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. This decision may not be appealed.
33. The hearing will be governed by the procedures that the Independent Third Party and the Discipline Panel deem appropriate for the circumstances. The following procedural directions will apply:

- a) The determination of procedures and timelines, as well as the hearing duration, shall be as expedient and cost-efficient as possible to ensure that costs to the Parties and ACA and/or the Member are reasonable
- b) The Parties will be given appropriate notice of the day, time, and place of the hearing
- c) Copies of any written documents which any of the Parties wishes to have the Discipline Panel consider will be provided to all Parties, through the Independent Third Party, in advance of the hearing and in accordance with the timelines set by the Independent Third Party
- d) The Parties may engage a representative, advisor, translator, transcription services or legal counsel at their own expense
- e) The Discipline Panel may request that any other individual participate and give evidence at the hearing
- f) If not a Party, ACA and/or the relevant Member shall be allowed to attend the hearing as an observer and will be provided with access to any documents submitted. With the permission of the Discipline Panel, ACA and/or the relevant Member may make submissions at the hearing or may provide the discipline panel with clarifying information that may be required for the Discipline Panel to render its decision<sup>6</sup>
- g) The Discipline Panel shall allow any evidence at the hearing filed by the Parties and may exclude any evidence is unduly repetitious or otherwise an abuse of process. The Discipline Panel shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to evidence filed by the Parties
- h) Nothing is admissible in evidence at a hearing that:
  - i. would be inadmissible in a court by reason of any privilege under the law of evidence; or
  - ii. is inadmissible by any statute.
- i) The decision will be by a majority vote of the Discipline Panel when the Panel consists of three people.

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<sup>6</sup> The purpose of this provision is not to provide the ACA or a Member with the possibility to try to influence whether a sanction is imposed and, if so, the duration or nature of the sanction. Instead, this provision is intended to provide the ACA or a Member with the possibility to provide the discipline panel with clarifying information when the parties have sought a particular sanction against an Individual, but they have misunderstood or misrepresented fundamental elements of the programming or membership structure (or other similar issues) and, if left unaddressed, could result in the discipline panel imposing a sanction that is unenforceable.

34. If the Respondent acknowledges the facts of the incident(s), the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
35. The process will proceed if a Party chooses not to participate in the hearing.
36. If a decision may affect another Party to the extent that the other Party would have recourse to a complaint or an appeal in their own right, that Party will become a Party to the complaint, shall be permitted to participate in the proceedings as determined by the Discipline Panel, and will be bound by the decision.
37. In fulfilling its duties, the Discipline Panel may obtain independent advice.

### **DECISION**

38. After hearing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. If the Discipline Panel considers that an infraction has not occurred, the complaint will be dismissed.
39. Within fourteen (14) days of the conclusion of the hearing, the Discipline Panel's written decision, with reasons, will be distributed to all Parties by the Independent Third Party, including to ACA and the relevant Member(s).
40. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the conclusion of the hearing, with the full written decision to be issued before the end of the fourteen (14) day period.
41. The Discipline Panel's decision will come into effect as of the date that it is rendered, unless decided otherwise by the Discipline Panel. The Discipline Panel's decision will apply automatically to ACA and all of its Members and associated organizations, [according to the terms of the Reciprocity Policy].
42. Unless the matter involves a Vulnerable Participant, once the appeal deadline in the *Appeal Policy* has expired, ACA or the Member (as applicable) shall publish on their website the outcome of the case, the provision(s) of the relevant policies that have been violated, the name(s) of the Registered Participants involved and the sanction(s) imposed, if any. If the matter is appealed, the publication provisions in the *Appeal Policy* shall apply. Identifying information regarding Minors or Vulnerable Participants will never be published by ACA or one of its Members.
43. If the Discipline Panel dismisses the complaint, the information referred to in Section 40 above may only be published with the Respondent's consent. If the Respondent does not provide such consent, the information referred to in Section 40 above will be kept confidential by the Parties, the Independent Third Party, ACA, and the Member (including the Respondent's club) and shall be retained and discarded in accordance with the relevant

and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this *Policy*.

44. Other individuals or organizations, including but not limited to, Members, Provincial/Territorial sport organizations, affiliated organizations, sport clubs, etc., shall be advised of the outcome of any decisions rendered in accordance with this Policy.
45. Records of all decisions will be maintained by ACA in accordance with their Privacy Policy.
46. When the Discipline Panel imposes a sanction, the decision shall include, at a minimum, the following details:
  - a) Jurisdiction;
  - b) Summary of the facts and relevant evidence;
  - c) Where applicable, the specific provision(s) of ACA's policies, bylaws, rules or regulations that have been breached;
  - d) Which Party or organization is responsible for the costs of implementing any sanction;
  - e) Which organization is responsible for monitoring that the sanctioned individual respects the terms of the sanction;
  - f) Any reinstatement conditions that the Respondent must satisfy (if any);
  - g) Which organization is responsible for ensuring that the conditions have been satisfied; and,
  - h) Any other guidance that will assist the Parties to implement the Discipline Panel's decision.

If necessary, a Party – or the organization that is responsible for implementing or monitoring a sanction – may seek clarifications from the Discipline Panel regarding the order so that it can be implemented or monitored appropriately.

### **SANCTIONS**

47. When determining the appropriate sanction, ACA Manager of Culture, Safety & Risk or Discipline Panel, as applicable, will consider the following factors (where applicable):
  - a) The nature and duration of the Respondent's relationship with the Complainant, including whether there is a power imbalance;
  - b) The Respondent's prior history and any pattern of misconduct, Prohibited Behaviour or Maltreatment;

- c) The respective ages of the individuals involved;
  - d) Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
  - e) The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the misconduct, Prohibited Behaviour or Maltreatment, and/or cooperation in the investigative and/or disciplinary process of ACA;
  - f) Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
  - g) Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the *Code*; addiction; disability; illness);
  - h) Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
  - i) A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
  - j) Other mitigating or aggravating circumstances.
48. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required, and a single incident of Prohibited Behaviour, Maltreatment or other misconduct may justify elevated or combined sanctions.
49. ACA Manager of Culture, Safety & Risk or Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:
- a) **Verbal or Written Warning** - A verbal reprimand or an official, written notice that a Registered Participant has violated the *Code* and that more severe sanctions will result should the Registered Participant be involved in other violations
  - b) **Education** - The requirement that a Registered Participant undertake specified educational or similar remedial measures to address the violation(s) of the *Code* or the UCCMS
  - c) **Probation** - Should any further violations of the *Code* or the UCCMS occur during the probationary period, this may result in additional disciplinary measures, including, without limitation, a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period

- d) **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of ACA. A suspended Registered Participant may be eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Registered Participant satisfying specific conditions noted at the time of suspension
- e) **Eligibility Restrictions** - Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions
- f) **Permanent Ineligibility** - Ineligibility to participate in any capacity in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of ACA
- g) **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate

50. ACA Manager of Culture, Safety & Risk or Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:

- a) Sexual Maltreatment involving a Minor Complainant, or a Complainant who was a Minor at the time of the incidents complained of, shall carry a presumptive sanction of permanent ineligibility
- b) Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions
- c) While a Respondent has pending charges allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made by the applicable process.

51. A Registered Participant's conviction for certain *Criminal Code* offenses involving harmful conduct shall carry a presumptive sanction of permanent ineligibility from participating with ACA. Such *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence

52. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

### **OSIC SANCTION**

53. As a Program Signatory to the OSIC, ACA will ensure that any sanctions or measures imposed by the OSIC's Director of Sanctions and Outcomes ("DSO") will be implemented and respected within ACA's jurisdiction (including at the provincial, territorial and club level) once ACA receives appropriate notice of any sanction or measure from the OSIC.

### **APPEALS**

54. The decision of an ACA Manager of Culture, Safety & Risk or Discipline Panel, as applicable, may be appealed in accordance with the *Appeal Policy*.

### **CONFIDENTIALITY**

55. The disciplinary process is confidential and involves only ACA, the Member (where applicable) the Parties, the Independent Third Party, ACA Manager of Culture, Safety & Risk, the Discipline Panel (as appropriate), and any independent advisors to the Discipline Panel.

56. None of the Parties (or their representatives or witnesses) or organizations referred to in Section 54 will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings, unless ACA is required to notify an organization such as an international federation, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.

57. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by ACA Manager of Culture, Safety & Risk or Discipline Panel (as applicable).

### **TIMELINES**

58. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Independent Third Party may direct that these timelines be revised.

### **STATISTICAL REPORTING**

59. ACA may publish a general statistical report of the activity that has been conducted pursuant to this *Discipline and Complaints Policy*. This report will not include any information that is confidential under this Policy, or that has been ordered to be kept confidential by a discipline or appeal panel, but may include the number of complaints Reported to the Independent Third Party (for [ACA] and Members), and statistics regarding the number of cases that were resolved through alternate dispute resolution, ACA Manager of Culture, Safety & Risk process, the discipline panel process, and the number of appeals

filed pursuant to the *Appeal Policy* and whether the appeals were upheld, partially upheld or dismissed.

## **PRIVACY**

60. The collection, use and disclosure of any personal information pursuant to this Policy is subject to ACA's Privacy Policy.
61. ACA, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, ACA Manager of Culture, Safety & Risk, Discipline Panel), shall comply with ACA's Privacy Policy (or, in the case if a Member, the Member's Privacy Policy) in the performance of their services under this Policy.

## **DEFINITIONS**

62. Terms in this Policy are defined as follows:

- a) ***Athlete*** – An individual who is an Athlete participant in ACA who is subject to the policies of ACA.
- b) ***Athlete Support Personnel*** - Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition
- c) ***Alpine Independent Supervisory Board (AISB)*** - A group of professionals, including but not limited to, lawyers, researchers, and sport administrators, independent of ACA who may serve as a Discipline Panel, responsible for the adjudication of Major Infractions under Process #2.
- d) ***Independent Third Party*** – the individual retained by ACA to receive reports and complaints, and to fulfill the responsibilities outlined in the *Discipline and Complaints Policy*, *Investigations Policy*, and *Appeal Policy*, as applicable. This individual must not be in a real or perceived conflict of interest or have a direct relationship with any of the Parties.
- e) ***Complainant*** – A Registered Participant who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in ACA's policies, by-laws, rules or regulations, or the UCCMS.
- f) ***Director of Sanctions and Outcomes*** – Responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the UCCMS (or other conduct rules, as applicable)
- g) ***Discipline Panel*** – A Panel of one or three people selected from the AISB who are



appointed by the Independent Third Party to decide on complaints that are assessed under Process #2 of this Policy.

- h) **Event** - An event sanctioned by ACA or a Member, and which may include a social Event.
- i) **Harassment** – as defined in the Code.
- j) **ACA Manager of Culture, Safety & Risk** – An individual appointed by ACA to decide on complaints that are assessed under Process #1 of this Policy. The responsibilities of ACA Manager of Culture, Safety & Risk may be designated to another individual from time to time, including to a director, head coach, staff member, or other individual affiliated with ACA but the designate must not be in a conflict of interest or have a direct relationship with any of the Parties.
- k) **Maltreatment** – as defined in the *UCCMS*
- l) **Minor** – as defined in the *UCCMS*.
- m) **Parties** – the individuals involved in a dispute.
- n) **OSIC** - Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner
- o) **Registered Participant(s)** – Refers to all categories of individual members and/or registrants defined in the By-laws of ACA who are subject to the policies, rules and regulations of ACA, as well as all persons employed by, contracted by, or engaged in activities with, ACA including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, or directors and officers.
- a) **Person in Authority** – Any Organizational Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, or directors and officers.
- p) **Power Imbalance** – as defined in the *UCCMS*
- q) **Provisional Suspension** – means that the Registered Participant is barred temporarily from participating in in any capacity in any Event or activity of ACA and its Members, or as otherwise decided pursuant to the *Discipline and Complaint Policy*, prior to the decision rendered in a hearing conducted pursuant to this Policy.
- r) **Respondent** – The Party responding to the complaint.

- s) ***UCCMS*** - *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time by the SDRCC
- t) ***UCCMS Participant*** - An Registered Participants affiliated with ACA who has been a) designated by ACA and b) who has signed the required consent form. UCCMS Participants may include an Athlete, an official, an Athlete Support Personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing ACA in any capacity.
- b) ***Vulnerable Participant*** – as defined in the UCCMS

## **Appendix A – Investigation Procedure**

### **Determination**

1. When a complaint is submitted pursuant to the *Policy* and is accepted by the Independent Third Party, the Independent Third Party will determine if the incident(s) should be investigated.

### **Investigation**

2. If the Independent Third Party considers that an investigation is necessary, they will appoint an investigator. The investigator must be an independent third-party with experience in investigating. The investigator must not be in a conflict-of-interest situation and should have no connection to either party.
3. Federal and/or Provincial/Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a employee in a Workplace. The investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial/Territorial legislation. The investigation may include:
  - a) Interviews with the Complainant
  - b) Witness interviews
  - c) Statement of facts (Complainant's perspective) prepared by investigator, acknowledged by the Complainant, and provided to the Respondent
  - d) Interviews with the Respondent
  - e) Statement of facts (Respondent's perspective) prepared by investigator, acknowledged by the Respondent, and provided to the Complainant

### **Investigator's Report**

5. Upon completion of their investigation, the investigator shall prepare a written report that shall include a summary of evidence from the Parties and any witnesses interviewed. The report shall also include a non-binding recommendation from the investigator regarding whether an allegation or, where there are several allegations, which allegations, should be heard by a Discipline Panel pursuant to the *Discipline and Complaints Policy* because they constitute a likely breach of the Code of Conduct and Ethics, the UCCMS or any other relevant and applicable ACA or Member policy. The investigator may also make non-binding

recommendations regarding the appropriate next steps (i.e., mediation, disciplinary procedures, further review, or investigation).

6. The investigator's report will be provided to the Independent Third Party who will disclose it, at their discretion, all, or part of the investigation to ACA and the relevant Members (if applicable). The Independent Third Party may also disclose the investigator's report – or a redacted version to protect the identity of witnesses – to the Parties, at their discretion, with any necessary redactions. Alternatively, and only, if necessary, other relevant Parties may be provided with an executive summary of the investigator's findings by the Independent Third Party.
7. Should the investigator find that there are possible *Criminal Code* offences, the investigator shall advise the Parties, ACA and, where applicable, the Member, and the matter shall be referred by the Independent Third Party to the police.
8. The Investigator must also inform ACA or the Member (as applicable) of any findings of criminal activity. The Organization or the Member (as applicable) may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization or any Member(s) (as applicable), or other offences where the lack of reporting would bring the Organization or the Member (as applicable) into disrepute.

### **Reprisal and Retaliation**

9. An [Organizational Participant/Individual/Registered Participant] who submits a complaint to the Independent Third Party or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Prohibited Behaviour be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy* or, as applicable, the policies and procedures of the OSIC.

### **False Allegations**

10. A Registered Participant who submits allegations that the Investigator determines to be malicious, false, or for the purpose of retribution, retaliation or vengeance may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. The investigator may recommend to ACA or the Member (as applicable) that the [Organizational Participant/Individual/Registered Participant] be required to pay for the costs of any investigation that comes to this conclusion. Any Registered Participant who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full and shall be prohibited from participating in any Member and ACA Events, activities, or business. ACA or any Member(s) (as applicable), or the Registered Participant

against whom the allegations were submitted, may act as the Complainant with respect to making a complaint pursuant to this Section 10.

### **Confidentiality**

11. The Investigator will make reasonable efforts to preserve the anonymity of ACA, Respondent, and any other Party. However, ACA and its Members recognizes that maintaining full anonymity during an investigation may not be feasible.

### **Privacy**

63. The collection, use and disclosure of any personal information pursuant to this Policy is subject to ACA's Privacy Policy.
64. ACA, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, ACA Manager of Culture, Safety & Risk, Discipline Panel), shall comply with ACA's Privacy Policy (or, in the case if a Member, the Member's Privacy Policy) in the performance of their services under this Policy.