



# **Discipline & Complaints Policy**

**UCCMS Compliant**

**ALPINE CANADA ALPIN**

**APRIL 2025**

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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.

### **SCOPE OF 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**

#### **Canadian Safe Sport Program (CSSP) Participants**

5. Any incident that involves alleged Maltreatment or Prohibited Behaviour (as defined in the UCCMS) and involving a CSSP Participant must be immediately reported to the CCES and will be addressed pursuant to the CSSP’s policies and procedures.
6. Notwithstanding the requirement in Section 5, the CCES shall determine the admissibility of complaints related to any incidents that involve alleged Maltreatment or Prohibited Behaviour that occurred prior to April 1<sup>st</sup>, 2025 in accordance with the relevant and applicable CSSP Rules regarding the initial review and preliminary assessment as well as the terms of the CSSP Participant Consent Form.
7. If the Independent Third Party receives a complaint that they consider would otherwise fall within the above sections, they shall immediately refer the matter to the CCES 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 CSSP following a determination made by the CSSP 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 or any other individual who submits a report regarding a potential breach of the NSO's policies 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 individual/Complainant's identity must remain confidential, the Independent Third Party may ask that the NSO 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 directed through the independent third-party complaint intake mechanism.
12. Upon receipt of a complaint through the ITP, 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, 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.

### **MINORS**

13. 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.
14. Communication from the Independent Third Party, ACA Manager of Safety & Risk or Discipline Panel (as applicable) must be directed to the Minor's representative.
15. If the Minor's representative is not their parent/guardian, the representative must have

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

written permission to act in such a capacity from the Minor's parent/guardian.

16. 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**

17. 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;
  - 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>2</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:

- a) Disrespectful conduct or comments.

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<sup>2</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.

If the Independent Third Party determines that the Complaint or Report should be handled by a Member, PTSO or affiliated organization, that organization may use its own policies to address the complaint or may adopt this Policy and appoint its own Independent Third Party to fulfil the responsibilities listed herein. Where this Policy is adopted by a Member, PTSO or affiliated organization, any reference to Independent Third Party below shall be understood as a reference to the Independent Third Party of the PTSO or affiliated organization.

- 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 the CSSP.
- 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**

18. 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.
19. 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>3</sup>
20. 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 CSSP, criminal process, the hearing, or a decision of the Discipline Panel. For the avoidance of doubt, the NSO and/or Independent Third Party may impose additional interim measures or a Provisional Suspension in addition to any measures imposed by through the CSSP process.
21. 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.

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<sup>3</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.

22. Any decision not to lift a Provisional Suspension or interim measure shall not be subject to appeal.

### **Procedural Steps**

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

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

23. 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 Safety & Risk<sup>4</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 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 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.
24. Following their review of the submissions and evidence related to the complaint, ACA Manager of 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 Safety & Risk considers that none of the incidents listed in Process #1 above have occurred, they shall dismiss the complaint.
25. ACA Manager of Safety & Risk will inform the Parties of the decision, which shall be in writing and include reasons. ACA Manager of Safety & Risk's decision will take effect immediately, unless specified otherwise by ACA Manager of Safety & Risk. Should the circumstances require a decision to be rendered immediately or within a short timeline, ACA Manager of Safety & Risk may render a short decision, either orally or in writing, followed by a written reasoned decision.

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<sup>4</sup> The ACA Manager of Culture, Safety & Risk must be unbiased and not in a conflict of interest.



26. Any decision rendered by ACA Manager of 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 shall be retained and discarded in accordance with the relevant and applicable privacy legislation.

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

### **Independent Third Party**

27. 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.

28. The Independent Third Party will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

29. 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.

30. 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.

31. 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 to the matter, 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.
  - 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.
32. 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.
33. The process will proceed if a Party chooses not to participate in the hearing.

34. 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.

35. In fulfilling its duties, the Discipline Panel may obtain independent advice.

## **DECISION**

36. 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.

37. 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).

38. 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.

39. 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 Reciprocation Policy.

40. If the Discipline Panel dismisses the complaint, the information regarding the complaint 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*.

41. 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.

42. Records of all decisions will be maintained by ACA in accordance with their Privacy Policy.

43. 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**

44. When determining the appropriate sanction, ACA Manager of 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.
45. 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.
46. ACA Manager of 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.

47. ACA Manager of 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 or 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 in accordance with the applicable process.

48. 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.

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

### **CSSP SANCTION**

50. ACA will ensure that any sanctions or measures imposed by the CSSP will be recognized and enforced within ACA's jurisdiction (including at the provincial, territorial and club level), once ACA receives appropriate notice of any sanction or measure from the CCES.

### **APPEALS**

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

### **CONFIDENTIALITY**

52. The disciplinary process is confidential and involves only ACA, the Member (where applicable) the Parties, the Independent Third Party, ACA Manager of Safety & Risk, the Discipline Panel (as appropriate), and any independent advisors to the Discipline Panel.
53. None of the Parties (or their representatives or witnesses) or organizations referred to in Section 53 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.
54. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by ACA Manager of Safety & Risk or Discipline Panel (as applicable).

### **TIMELINES**

55. 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**

56. 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 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**

57. The collection, use and disclosure of any personal information pursuant to this Policy is subject to ACA's Privacy Policy.
58. ACA, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, ACA Manager of 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**

59. Terms in this Policy are defined as follows:

- a) **ACA Manager of 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 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.
- b) **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.
- c) **Athlete** – An individual who is an Athlete participant in ACA who is subject to the policies of ACA.

**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.

- d) **Canadian Safe Sport Program (CSSP)** – Program created by the Canadian Centre for Ethics in Sport (CCES) in accordance with its mandate to independently administer and enforce the UCCMS for CSSP Sport Organizations as defined in the CSSP Rules.
- e) **CSSP Participant** – an individual affiliated with a CSSP Sport Organization, has been defined by the CSSP Rules or otherwise designated by ACA and is therefore subject to the CSSP Rules. CSSP Participants may include an Athlete, a coach, a board member, an official, an Athlete Support Personnel, an employee, a Worker, an administrator, or a volunteer acting on behalf of, or representing a CSSP Sport Organization. CSSP Participants must complete certain requisites, including signing the required consent form.
- f) **CSSP Sport Organization** – a sport organization that has adopted the CSSP and has retained the services of the CCES to administer the CSSP.
- g) **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.
- h) **Event** - An event sanctioned by ACA or a Member, and which may include a social Event.
- i) **External Discipline Panel** – a Panel of one or three people who are appointed by the Independent Third Party to decide on complaints that are assessed under Process #2 of this Policy.



- j) **Harassment** – As defined in the Code.
- k) **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.
- l) **Maltreatment** – As defined in the UCCMS.
- m) **Minor** – As defined in the UCCMS.
- n) **Parties** – The individuals involved in a dispute.
- o) **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) **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.
- s) **Respondent** – The Party responding to the complaint.
- t) **UCCMS** – *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time by the relevant functions of the CCES.
- u) **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 an 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. A 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 CSSP.

### **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 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.

**Anonymity**

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.

**Confidentiality**

12. The collection, use and disclosure of any personal information pursuant to this Policy is subject to ACA's Privacy Policy.
13. ACA, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with the NSO's Privacy Policy (or, in the case if a Member, the Member's Privacy Policy) in the performance of their services under this Policy.