

Ritmo Gymnastics

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DISPUTE RESOLUTION POLICY SUITE

Adopted – March 2021

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DISPUTE RESOLUTION POLICY SUITE

DISCIPLINE AND COMPLAINTS POLICY

1. DISCIPLINE AND COMPLAINTS POLICY – Ritmo Gymnastics

1.1 Definitions

- i. The following terms have these meanings in this Policy Suite:
 - a. “Club” – Ritmo Gymnastics
 - b. “Case Manager” – A Person appointed by the Club, who need not be a member or affiliated with the Club, to administer this *Discipline and Complaints Policy*. The Case Manager will comply with the position description described in Appendix “A”
 - c. “Complainant” – The Party alleging an infraction
 - d. “Days” – Days including weekend and holidays
 - e. “Person or Persons” – All members defined in the Club’s bylaws or policies, including the Club itself, as well as teams and all Persons engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, directors and officers of the Club
 - f. “In writing”- A letter, fax or email sent directly to the Club
 - g. “Respondent” – The alleged infracting Party

1.2 Purpose

- i. All Persons and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Club’s policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

1.3 Application of this Policy

- i. This Policy applies to all Persons and all matters that may arise during the course of the Club’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Club activities, and any meetings.
- ii. This Policy also applies to all Persons’ conduct outside of the Club’s business, activities, and events when such conduct adversely affects relationships within the Club (its work and/or sport environment) or is detrimental to the image and reputation of the Club. The jurisdiction of this Policy will be determined by the Club at its sole discretion.
- iii. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, when applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

- iv. An employee of the Club found to have been a Respondent will be subject to appropriate disciplinary action subject to the terms of the Club's *Human Resources Policy*, as well as the employee's Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.

1.4 Reporting a Complaint

- i. Any Person may report any complaint to the Club. A complaint must be in writing and must be filed within 30 days of the alleged incident. Such formal complaints must be accompanied by a fee in the amount of \$200.00. Complaints and applicable fee must be submitted to:

INSERT POSITION or TITLE
CONTACT INFORMATION (FAX, EMAIL, MAILING ADDRESS)

- ii. A Complainant wishing to file a complaint outside of the 30 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the 30-day timeframe will be at the sole discretion of the Case Manager.
- iii. At the Club's discretion, the Club may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Club will identify a Person to represent the Club.
- iv. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this Policy.
- v. Upon formal receipt, the Club will review the complaint within 15 days to determine jurisdiction and the required next steps.
- v. Upon submitting a complaint, the complainant understands and agrees that costs of mediation and/or further dispute resolution costs will be shared equally between the complainant and the respondent, unless otherwise ordered by the Discipline Panel. If the complaint is successful, the \$200.00 filing fee shall be applied to their share of the mediation and/or dispute resolution costs. If the complaint is deemed frivolous, the \$200.00 filing fee will be retained by the Club.

1.5 Case Manager

- i. Upon the receipt and review of a complaint, the Club will appoint, or request the appointment of an independent, third Party, unbiased Case Manager to manage and administer complaints submitted in accordance with this Policy. Such appointments are not appealable. Case Manager services will be accessible at no cost through Sask Sport (for so long as Sask Sport provides this service) from an external firm or pool of Persons with knowledge and

expertise in dispute resolution. The Club and the complainant will each bear 50% of the costs of the Case Manager.

- ii. The Case Manager has a responsibility to:
 - a. Determine whether the complaint is within the jurisdiction of this Policy or frivolous
 - b. Propose the use of the Club's *Alternate Dispute Resolution Policy*
 - c. Appoint the Discipline Panel, if necessary
 - d. Coordinate all administrative aspects and set timelines
 - e. Provide administrative assistance and logistical support to the Panel as required
 - f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

1.6 Procedures

- i. If the Case Manager determines the complaint is:
 - a. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
 - b. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and delineate the applicable next steps
- ii. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
- iii. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.
- iv. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Club's *Alternate Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the *Alternate Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
- v. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.

The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
 - b. Copies of any written documents which the Parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
 - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - d. The Discipline Panel may request that any other Person participate and give evidence at the hearing
 - e. The Discipline Panel may allow any oral evidence and document anything relevant to the subject matter of the complaint, as evidence at the hearing , but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - f. The decision will be by a majority vote of the Discipline Panel
- vi. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
 - vii. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
 - viii. If a decision affects a 3rd Party to the extent that the 3rd Party would have recourse to a complaint or an appeal in their own right, that 3rd Party will become a subsequent Party and a part of the complaint procedure to the complaint in question and will be bound by the decision.
 - ix. In fulfilling its duties, the Panel may obtain independent advice or legal counsel.

1.7 Decision

- i. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Club. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

1.8 Sanctions

- i. The Panel may apply the following disciplinary sanctions, singularly or in combination:
 - a. Verbal or written reprimand
 - b. Verbal or written apology
 - c. Service or other contribution to or by the Club
 - d. Removal of certain privileges
 - e. Suspension from certain teams, events, and/or activities
 - f. Suspension from all Club activities for a designated period of time
 - g. Withholding of prize money or awards
 - h. Payment of the cost of repairs for property damage
 - i. Suspension of funding from the Club or from other sources
 - j. Expulsion from the Club
 - k. Any other sanction against Persons or the Club considered appropriate for the offense
 - l. Notwithstanding Section 1, subsection 1.4, paragraph 1.4.6 - determine who pays the costs of mediation and/or other dispute resolution costs. Failure to pay may result in withdrawal of member in good standing status
 - m. Make any reasonable order to resolve and remedy the dispute if the Club is at fault.
- ii. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.
- iii. Infractions that result in discipline will be recorded and records will be maintained by the Club.

1.9 Suspension Pending a Hearing

- i. The Club, in consultation with the Case Manager, may determine that an alleged incident is of such seriousness as to warrant suspension of a Person, pending completion of a criminal process, a hearing or a decision of the Panel.

1.10 Criminal Convictions

- i. A Person's conviction for one of the following *Criminal Code* offenses, will be deemed an infraction under this Policy and will result in expulsion from the Club.
 - a. Any child pornography offences
 - b. Any sexual offences
 - c. Any offence of physical violence

- d. Any offence of assault
 - e. Any offence involving trafficking or possession of illegal drugs
 - f. Any offense that involves a loss of life, injury to third parties, or any significant breach of trust
- ii. If any person convicted of a Criminal Code offense, including, but not limited to all offenses listed in 1.10.1, can provide proof they have received a full pardon for their offense, they will be exempt from expulsion from the Club on the basis of that infraction under this Policy.

1.11 Confidentiality

- i. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

1.12 Timelines

- i. 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 Discipline Panel may direct that these timelines be revised.

1.13 Records and Distribution of Decisions

- i. Any decisions must be communicated to Gymnastics Saskatchewan. Other Persons or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

1.14 Appeals Procedure

- i. The decision of the Panel may be appealed in accordance with the Club's *Appeal Policy*.
- ii. In the event the Discipline Panel imposes sanctions against the Club, and the Club refuses to comply, the complainant may forward the complaint to Gymnastics Saskatchewan.

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DISPUTE RESOLUTION POLICY SUITE

APPEAL POLICY

2. APPEAL POLICY – *Ritmo Gymnastics*

2.1 Definitions

- i. The following terms have these meanings in this Policy:
 - a. “Appellant” – The Party appealing a decision
 - b. “Appeals Panel” – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal
 - c. “Club” – Ritmo Gymnastics
 - d. “Case Manager” – A Person appointed by the Club, who need not be a member or affiliated with the Club, to administer this *Appeal Policy*. The Case Manager will comply with the position description described in Appendix “A”
 - e. “Days” – Days including weekend and holidays
 - f. “In writing” - A letter, fax or email sent directly to the Club
 - g. “Person or Persons” – All members defined in the Club’s Bylaws or policies, including the Club itself, as well as teams and all Persons engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club
 - h. “Respondent” – The body whose decision is being appealed

2.2 Purpose

- i. This *Appeal Policy* affords Persons with the right to appeal certain decisions made by the Discipline Panel.

2.3 Scope and Application of this Policy

- i. Any Person who is directly affected by a Discipline Panel decision will have the right to appeal that decision, provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the ‘*Grounds for Appeal*’ section of this Policy.
- ii. This Policy will not apply to decisions relating to the following, for which there are no rights of appeal:
 - a. Employment
 - b. Infractions for doping offenses
 - c. The rules of the sport including team selection
 - d. Budgeting and budget implementation
 - e. Operational structure and committee appointments
 - f. Volunteer appointments and the withdrawal or termination of those appointments
 - g. Commercial matters
 - h. Decisions made under this *Appeals Policy*

2.4 Timing and Conditions of Appeal

- i. Persons who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to the Club, the following:
 - a. Notice of the intention to appeal
 - b. Contact information and status of the Appellant
 - c. Name of the Respondent and any affected parties, when known to the Appellant
 - d. Date the Appellant was advised of the decision being appealed
 - e. A copy of the decision being appealed, or description of decision if written document is not available
 - f. Grounds for the appeal
 - g. Detailed reasons for the appeal
 - h. All evidence that supports the appeal
 - i. Requested remedy or remedies
 - j. An appeal fee of five hundred dollars (\$500) which will be refunded if the appeal is successful or forfeited if the appeal is denied
- ii. Persons who wish to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.
- iii. Appeals must be submitted to:

INSERT POSITION OR TITLE

CONTACT INFORMATION (FAX, EMAIL, MAILING ADDRESS)

2.5 Case Manager

- i. Upon the receipt of an appeal, the Club will appoint a different independent Case Manager than who managed the original complaint to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable. Such appointments are not appealable. Case Manager services will be accessible free through Sask Sport for so long as Sask Sport provides this service. The Appellant and the Respondent will each bear 50% of the costs of the Case Manager.

2.6 Grounds for Appeal

- i. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include:

- a. If the Hearing Panel made a decision in which it did not have the authority or jurisdiction
- b. If the Hearing Panel failed to follow the procedures listed in the *Discipline & Complaints Policy*, its own procedures (further, specific procedures provided to parties), or made a procedural error
- c. If the Hearing Panel made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d. If the Hearing Panel made a decision that was grossly unreasonable

2.7 Alternate Dispute Resolution

- i. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the *'Timing of Appeal'* section of this Policy), the Appeals Committee may suggest, and the Parties may consent to the appeal being heard under the Club's *Alternate Dispute Resolution Policy*.
- ii. Appeals resolved by mediation under the Club's *Alternate Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

2.8 Screening of Appeal

- i. The Case Manager will have the following responsibilities:
 - a. Determine if the appeal falls under the scope of this Policy
 - b. Determine if the appeal was submitted in a timely manner
 - c. Decide whether there are sufficient grounds for the appeal
- ii. If the appeal is denied on the basis of insufficient grounds because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the Respondent will be notified, in writing, by the Case Manager of the reasons for this decision. This decision may not be appealed.
- iii. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
- ix. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

2.9 Procedure for Appeal Hearing

- i. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.
- ii. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
 - a. The hearing will be held within a timeline determined by the Case Manager or the Panel
 - b. The Parties will be given reasonable notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
 - c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
 - d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e. The Panel may request that any other Person participate and give evidence at the hearing
 - f. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g. If a decision in the appeal may affect another Party to the extent that the other Party would have recourse to an appeal in their own right under this Policy, that Party will become a Party to the appeal in question and will be bound by its outcome
 - h. The decision to grant or reject the appeal will be by a majority vote if the Panel is greater than two
- iii. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
- ix. In fulfilling its duties, the Panel may obtain independent advice.

2.10 Appeal Decision

- i. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
 - a. Reject the appeal and confirm the decision being appealed
 - b. Grant the appeal and refer the matter back to the initial decision-maker for a new decision

- c. Grant the appeal and vary the decision
- ii. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Club within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

2.11 Confidentiality

- i. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

2.12 Final and Binding

- i. The decision of the Panel will be binding on the Parties and on all Persons involved in the appeal and is not appealable to Gymnastics Saskatchewan.
- ii. No action or legal proceeding will be commenced against the Club or Persons in respect of a dispute, unless the Club or Persons have refused or failed to provide or abide by the appeal process as set out in this Policy.
- iii. In that event where the Club is the Respondent, and subject to an appeal decision, the Club shall comply with the decision. In default of complying with the decisions of the Appeals Panel, the Appellant may forward their complaint to Gymnastics Saskatchewan.

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DISPUTE RESOLUTION POLICY SUITE

CASE MANAGER POSITION DESCRIPTION

3. CASE MANAGER POSITION DESCRIPTION

3.1 Purpose

- i. In some of its policies, the Club requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

3.2 Policies

- i. The following Policies require the appointment of a Case Manager:
 - a. *Discipline and Complaints*
 - b. *Appeal*
 - c. *Alternate Dispute Resolution Policy*

3.3 Appointment

- i. The Case Manager, whether or not appointed by the Club at its sole discretion, shall be experienced with the management of disputes in an unbiased manner. The Person must not be connected in any way to the issue being disputed (and/or the outcome of the dispute) and must be an independent third-Party, unbiased Person, not connected with the Club.
- ii. The Case Manager's appointment does not need to be approved by any of the parties involved in the dispute, excluding the Club.

3.4 Discretion – Complaints

- i. When a complaint is filed, the Case Manager is required to:
 - a. Determine whether the complaint is frivolous and within the jurisdiction of the *Discipline and Complaints Policy*
 - b. Propose the use of the Club's *Alternate Dispute Resolution Policy*
 - c. Appoint the Panel, if necessary
 - d. Coordinate all administrative aspects and set timelines
 - e. Provide administrative assistance and logistical support to the Panel as required
 - f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

3.5 Discretion – Appeals

- i. When an appeal is filed, the Case Manager is required to:

- a. Propose the use of the Club's *Alternate Dispute Resolution Policy*
 - b. Determine if the appeal falls under the scope of the *Appeal Policy*
 - c. Determine if the appeal was submitted in a timely manner
 - d. Decide whether there are sufficient grounds for the appeal
 - e. Appoint the Panel, if necessary
 - f. Coordinate all administrative aspects and set timelines
 - g. Provide administrative assistance and logistical support to the Panel as required
 - h. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
- ii. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the *Appeal Policy*, has been properly argued. The Case Manager will need to carefully consult the Club's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

3.6 Discretion – Alternate Dispute Resolution

- i. When the parties agree to the jurisdiction of the *Alternate Dispute Resolution Policy*, the Case Manager may be required to:
- a. Appoint the mediator or facilitator
 - b. Coordinate all administrative aspects and set timelines
 - c. Provide administrative assistance and logistical support to the mediator or facilitator as required

3.7 Hearing Format – Discretion

- i. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, but are not limited to:
- a. In person
 - b. Conference call / Video or Web Conference
 - c. Written submissions
 - d. Conference call plus written submissions
- ii. In determining the format of the hearing, the Case Manager should consider:
- a. The distance between the parties
 - b. The animosity between the parties
 - c. The time commitment and location of the Panel

- d. The timelines for a decision
- e. The language barriers between the parties
- f. The gravity of the complaint/appeal

3.8 Panel Appointment

- i. The Case Manager is required to appoint a Panel of one person, or in extraordinary circumstances, three, to decide the issue. The Person(s) should have all or at the very least, most of the following characteristics:
 - a. Experience in dispute resolution
 - b. Experience with sport disputes
 - c. No connection to either Party
 - d. Decisive
- ii. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable Policy.

3.9 Communication

- i. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each Party. The parties must adhere to the deadlines set by the Case Manager or by the applicable Policy and the process must move forward even if a Party misses a deadline.
- ii. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

3.10 Suggested Procedure

- i. The Case Manager may implement the following procedure to facilitate the *Discipline and Complaints Policy* or the *Appeal Policy*:
 - a. Receive the written complaint or appeal
 - b. Communicate with the Complainant/Appellant that they have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (It should be noted, that after this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
 - c. Determine whether the complaint is within the jurisdiction of the applicable Policy
 - d. Communicate to the parties that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (It

should be noted, that after this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)

- e. The Case Manager shall advise the Complainant/Appellant of the right to submit a rebuttal, provided the rebuttal is limited to issues raised by the Respondent and is not an opportunity to provide new evidence
- f. Appoint the Panel
- g. Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques
- h. Support the Panel in rendering a written decision within a prescribed timeline

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ALTERNATE DISPUTE RESOLUTION POLICY

4. ALTERNATE DISPUTE RESOLUTION POLICY – *Ritmo Gymnastics*

4.1 Definitions

- i. The following terms have these meanings in this Policy:
 - a. “Club” – Ritmo Gymnastics
 - b. “In writing”- A letter, fax or email sent directly to the Club.

4.2 Purpose

- i. The Club supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
- ii. The Club encourages all Persons and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Club believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.
- iii. The Club will adhere to such policies in the event the complaint is about the Club.

4.3 Application of this Policy

- i. This Policy applies to all disputes within the Club when all parties to the dispute agree that such a course of action would be mutually beneficial.

4.4 Facilitation and Mediation

- i. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Case Manager to mediate or facilitate the dispute.
- ii. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
- iii. The final decision will be communicated by the mediator or facilitator to the parties and the Club.
- iv. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Club’s *Discipline and Complaints Policy* or *Appeal Policy*.
- v. The costs of the dispute resolution process will be shared equally by the parties unless otherwise ordered by the Discipline Panel.

4.5 Final and Binding

- i. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
- ii. No action or legal proceeding will be commenced against the Club or its Persons in respect of a dispute unless the Club has refused or failed to provide or abide by its governing documents.

Ritmo Gymnastics

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DISPUTE RESOLUTION POLICY SUITE

CONFLICT OF INTEREST POLICY

5. CONFLICT OF INTEREST POLICY – *Ritmo Gymnastics*

5.1 Definitions

- i. The following terms have these meanings in this Policy:
 - a. “Club” – Ritmo Gymnastics
 - b. “Conflict of Interest” – Any situation in which an Person’s decision-making, which should always be in the best interests of the Club, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - c. “Persons” – All categories of membership defined in the Club’s Bylaws and Policies, as well as all Persons engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club
 - d. “In writing” - A letter, fax or email sent directly to the Club
 - e. “Pecuniary Interest” - An interest that an Person may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that Person, or another person with whom that Person is associated
 - f. “Non-Pecuniary Interest” - An interest that an Person may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss

5.2 Background

- i. Persons who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Club. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Club. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Club is connected to their own “pecuniary” or “non-pecuniary” interests. That would be a conflict of interest situation.

5.3 Purpose

- i. The Club strives to reduce and eliminate nearly all instances of conflict of interest at the Club – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Persons will conduct themselves in matters relating to conflict of interest and will clarify how Persons shall make decisions in situations where conflict of interest may exist.
- ii. This Policy applies to all Persons.

5.4 Obligations

- i. Any perceived conflict of interest, whether pecuniary or non-pecuniary, between an Person's personal interest and the interests of the Club, shall always be resolved in favour of the Club.
- ii. Persons will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Club, unless such business, transaction, or other interest is properly disclosed to the Club and approved by the Club
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - c. In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
 - d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Club, if such information is confidential or not generally available to the public
 - e. Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Club, or in which they have an advantage or appear to have an advantage on the basis of their Club with the Club
 - f. Without the permission of the Club, use the Club's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Club
 - g. Place themselves in positions where they could, by virtue of being an Club Person, influence decisions or contracts from which they could derive any direct or indirect benefit
 - h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Club Person

5.5 Disclosure of Conflict of Interest

- i. On an annual basis, all the Club's Directors, Officers, Employees, and Committee Members will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Club.
- ii. Persons shall disclose real or perceived conflicts of interest to the Club's Board immediately upon becoming aware that a conflict of interest may exist.
- iii. Persons shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

5.6 Minimizing Conflicts of Interest in Decision-Making

- i. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Person will be considered and decided with the following additional provisions:
 - a. The nature and extent of the Person's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b. The Person does not participate in discussion on the matter, and may be excluded from the meeting room
 - c. The Person abstains from voting on the decision
 - d. For board-level decisions, the Person does not count toward quorum
 - e. The decision is confirmed to be in the best interests of the Club
- ii. For potential conflicts of interest involving employees, the Club's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Club will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Club or give rise to a conflict of interest.

5.7 Conflict of Interest Complaints

- i. Any person who believes that an Person may be in a situation resulting in a conflict of interest should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Club's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.
- ii. The Club's Board decision as to whether or not a conflict of interest exists will be governed by the following procedures:
 - a. Copies of any written documents to be considered by the Board will be provided to the Person who may be in a conflict of interest situation
 - b. The Person who may be in a conflict of interest situation will be provided an opportunity to address the Club's Board orally or if granted such right by the Club's Board, in writing
 - c. The decision will be by a majority vote of the Club's Board
- iii. If the Person acknowledges the conflict of interest, the Person may waive the right to be heard, in which case the Club's Board will determine the appropriate sanction.

5.8 Decision

- i. After hearing and/or reviewing the matter, the Club's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

5.9 Sanctions

- i. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a. Removal or temporary suspension of certain responsibilities or decision-making authority
 - b. Removal or temporary suspension from a designated position
 - c. Removal or temporary suspension from certain teams, events and/or activitiesThe board may consider other or additional action that may be considered appropriate for the real or perceived conflict of interest.
- ii. Any person who believes that a person has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Club to be addressed under the Club's *Discipline and Complaints Policy*.
- iii. Failure to comply with an action as determined by the Board will result in automatic suspension from the Club until compliance occurs or until a decision is made under the Club's *Discipline and Complaints Policy*.
- iv. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending and a decision of the Board and/or a Hearing Panel constituted under the Dispute Resolution process.

5.10 Enforcement

- i. Failure to adhere to this Policy may permit discipline in accordance with the Club's *Discipline and Complaints Policy*.

Ritmo Gymnastics

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DISPUTE RESOLUTION POLICY SUITE

CONFLICT OF INTEREST POLICY APPENDIX A - DECLARATION FORM

Ritmo Gymnastics

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DISPUTE RESOLUTION POLICY SUITE

CODE OF CONDUCT

7. CODE OF CONDUCT – *Ritmo Gymnastics*

7.1 Definitions

- i. The following terms have these meanings in this Code:
 - h. “Club” – Ritmo Gymnastics
 - i. “Persons” – All categories of membership defined in the Club’s Bylaws and Policies, including the Club itself, as well as all Persons engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club
 - j. “Harassment” – Behaviour that constitutes harassment is defined in section 7, subsection 7.4, paragraph ii.
 - k. “Workplace Harassment or Workplace Violence” – Behaviour that constitutes workplace harassment and workplace violence is defined in section 7, subsection 7.4, paragraphs iii. and iv.
 - l. “Sexual harassment” – Behaviour that constitutes sexual harassment and workplace violence is defined in section 7, subsection 7.4, paragraph v.

7.2 Purpose

- i. The purpose of this Code is to ensure a safe and positive environment by outlining the expectation of appropriate behaviour by all Persons, consistent with this Code. The Club supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all Persons are treated with respect and fairness.

7.3 Application of this Code

- i. This Code applies to Persons’ conduct during the Club’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Club’s activities, the Club’s office environment, and any meetings.
- ii. This Code also applies to Persons’ conduct outside of the Club’s business, activities, and events when such conduct adversely affects relationships within the Club and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Club. Such jurisdiction will be determined by the Club at its sole discretion.
- iii. Persons who violate this Code may be subject to sanctions pursuant to the Club’s *Discipline and Complaints Policy*.
- iv. An employee of the Club found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Club’s *Human Resources Policy*, as well as the employee’s Employment Agreement, as

applicable. Violations could result in a warning, reprimand, access restrictions, suspension and other disciplinary actions up to and including termination of employment/contract.

7.4 Responsibilities

- i. Persons have a responsibility to Maintain and enhance the dignity and self-esteem of the Club members and other Persons by:
 - a. Demonstrating respect to Persons regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - b. Focusing comments or criticism appropriately and avoiding public criticism of any Person or the Club
 - c. Consistently demonstrating the spirit of sporting behaviour, sport leadership, and ethical conduct
 - d. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - e. Consistently treating Persons fairly and reasonably
 - f. Ensuring adherence to the rules of the sport and the spirit of those rules

- ii. Persons have the responsibility to refrain from any behaviour that constitutes harassment. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts
 - b. The display of visual material which is offensive or which one ought to know is offensive
 - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d. Leering or other suggestive or obscene gestures
 - e. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g. Any form of hazing
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i. Unwelcome sexual flirtations, advances, requests, or invitations
 - j. Physical or sexual assault
 - k. Behaviours such as those described above that are not directed towards a specific Person or group but have the same effect of creating a negative or hostile environment
 - l. Retaliation or threats of retaliation against a person who reports harassment

- iii. Refrain from any behavior that constitutes workplace harassment, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace matters such as workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behavior that constitute workplace harassment include, but are not limited to:
- a. Workplace Harassment means:
 - Bullying
 - Repeated offensive or intimidating phone calls or emails
 - Inappropriate touching, advances, suggestions or requests
 - Displaying or circulating offensive pictures, photographs or materials
 - Psychological abuse
 - Discrimination
 - Intimidating words or conduct (offensive jokes or innuendos)
 - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- iv. Refrain from any behavior that constitutes workplace violence, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters such as workplace violence should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behavior that constitute workplace violence include, but are not limited to:
- a. Workplace Violence means:
 - Verbal threats to attack a worker
 - Sending to or leaving threatening notes or emails
 - Making threatening physical gestures
 - Wielding a weapon
 - Hitting, pinching or unwanted touching which is not accidental
 - Blocking normal movement or physical interference, with or without the use of equipment
 - Sexual violence
 - Any attempt to engage in the type of conduct outlined above
- v. Refrain from any behaviour that constitutes Sexual Harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- a. Sexual Harassment means:
 - Sexist jokes
 - Display of sexually offensive material
 - Sexually degrading words used to describe a person
 - Inquiries or comments about a person's sex life
 - Unwelcome sexual flirtations, advances, or propositions
 - Persistent unwanted contact

- vi. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Club or any other sport Club

- vii. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

- viii. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities

- ix. Take reasonable steps to manage the responsible consumption of alcoholic beverages/cannabis in social situations associated with Gymnastics Saskatchewan events

- x. Respect the property of others and not wilfully cause damage

- xi. Adhere to all federal, provincial, municipal and host country laws

- xii. Comply, at all times, with the Club's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

- xiii. When driving a vehicle with a Person:
 - a. Not have his or her license suspended
 - b. Not be under the influence of alcohol, cannabis, and/or illegal drugs or substances
 - c. Have valid car insurance

- xiv. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition

7.5 Board/Committee Members

- i. In addition to **section 7.4 Responsibilities (above)**, Club's Directors and Committee Members will have additional responsibilities to:
 - a. Function primarily as a member of the board and/or committee(s) of Club; not as a member of any other particular constituency
 - b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Club's business and the maintenance of Persons' confidence
 - c. Ensure that the Club's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Club
 - e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f. Behave with decorum appropriate to both circumstance and position
 - g. Keep informed about the Club's activities, the provincial sport community, and general trends in the sectors in which they operate
 - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Club is incorporated
 - i. Respect the confidentiality appropriate to issues of a sensitive nature
 - j. Respect the decisions of the majority and resign if unable to do so
 - k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l. Have a thorough knowledge and understanding of all Club governance documents
 - m. Conform to the bylaws and policies approved by Club

7.6 Coaches

- i. In addition to **section 7.4 Responsibilities (above)**, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate

- e. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g. Act in the best interest of the athlete's development as a whole person
- h. Comply with the Club's *Screening Policy*, if applicable
- i. Report to the Club any ongoing criminal investigation, conviction, or existing bail conditions, including but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance
- j. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis and/or tobacco
- k. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l. Dress professionally, neatly, and inoffensively
- m. Use inoffensive language, considering the audience being addressed
- n. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o. Not engage in an intimate or sexual relationship with an athlete under 18 years old
- p. Not engage in an intimate or sexual relationship with an athlete 18 years and older if the coach is in a position of power, trust, or authority over the athlete
- q. Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities
- r. Refrain from conduct that causes physical or emotional harm to Persons
- s. Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity

7.7 Athletes

- i. In addition to **section 7.4 Responsibilities (above)**, athletes will have additional responsibilities to:
 - a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
 - b. Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events

- c. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d. Adhere to the Club's rules and requirements regarding clothing and equipment
- e. Act in a sporting behaviour and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f. Dress in a manner representative of the Club; focusing on neatness, cleanliness, and discretion
- g. Act in accordance with the Club's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

7.8 Officials

- i. In addition to **section 7.4 Responsibilities (above)**, officials will have additional responsibilities to:
 - a. Maintain and update their knowledge of the rules and rules changes
 - b. Work within the boundaries of their position's description while supporting the work of other officials
 - c. Act as an ambassador of the Club by agreeing to enforce and abide by national and provincial rules and regulations
 - d. Take ownership of actions and decisions made while officiating
 - e. Respect the rights, dignity, and worth of all Persons
 - f. Not publicly criticize other officials or any club or the Club
 - g. Act openly, impartially, professionally, lawfully, and in good faith
 - h. Be fair, equitable, considerate, independent, honest, and impartial in all dealings
 - i. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Persons
 - j. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Club at the earliest possible time
 - k. When writing reports, set out the true facts
 - l. Dress in proper attire for officiating

7.9 Parents/Guardians and Spectators

- i. In addition to **section 7.4 Responsibilities (above)**, Parents/Guardians and Spectators at events will:
 - a. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
 - b. Condemn the use of violence in any form
 - c. Never ridicule a participant for making a mistake during a performance or practice

- d. Provide positive comments that motivate and encourage participants continued effort
- e. Respect the decisions and judgments of officials and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff. Thus, parents are encouraged to discuss any questions with your athletes' coach, not the officials
- f. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole
- g. Respect the decisions and judgments of officials, and encourage athletes to do the same
- h. Never question an officials' or staffs' judgment or honesty
- i. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k. Refrain from the use of foul language and the harassment of competitors, coaches, officials, parents/guardians or other spectators

Ritmo Gymnastics

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DISPUTE RESOLUTION POLICY SUITE

APPENDIX B – COMPLAINT SUBMISSION FORM

8. APPENDIX B. Ritmo Gymnastics COMPLAINT SUBMISSION FORM

Ritmo Gymnastics is committed to being a leader in Saskatchewan in providing a safe, healthy, and inclusive gymnastics environment for all individuals. Participants in Ritmo Gymnastics programs and activities, including athletes, coaches, judges, sport administrators, parents/guardians, volunteers, and others should be able to engage in a positive sport environment free of abuse, discrimination, and potential harm. Ritmo Gymnastics is committed to ensuring that all of our participants are able to enjoy the sport in a safe and inclusive environment that is free of abuse, harassment, and discrimination. Ensuring that safe environment is a shared responsibility of each individual member in our gymnastics community. For events/activities related concerns, please complete the following form to the best of your ability and submit to the Director/Owner.

An individual who files a complaint has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk;
- To provide as much detail as possible about the alleged conduct, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in misconduct, details of what happened and/or what was said, cite specific references of the policy or code alleged to have been breached, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g., a letter, email, or note that pertains to any matter in issue;
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints;
- To uphold the strict confidentiality of all individuals involved in the matter;

To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to Ritmo Gymnastics. For more information, please review the Ritmo Gymnastics Discipline and Complaints Policy. If you have questions or concerns prior to submission, please contact the Director/Owner.

Section 1: Person Filing the Complaint		
Name:	Date of Submission:	
Mailing address:	City, Province:	Postal Code:
Member club:	Phone number:	
Email address:		

Section 2: General Complaint Information

Is this complaint being submitted on behalf of a minor (under 18 years old)? Yes/No

If yes, please provide the name, age, and Member club/province of the minor: _____

If yes, please state your relationship with the minor (e.g., parent/guardian, coach, other): _____

If you are not the parent/guardian of the minor, please confirm whether you have made the parent or guardian aware of the complaint: Yes/No

Please provide the name and contact information of the parent/guardian: _____

Have you contacted any authorities in relation to your concern(s)? Yes/No

If yes, please list the organization to which your concern was directed (e.g., police services, child protection agency):

Please list the date and time of contact: _____

Contact information for individual at respective organization: _____

Section 3: Nature of Complaint – Brief Explanation

<input type="checkbox"/> Athlete Assistance	
<input type="checkbox"/> Athlete Selection	
<input type="checkbox"/> Board Relationships	
<input type="checkbox"/> Coach Selection	
<input type="checkbox"/> Code of conducts	

<input type="checkbox"/> Harassment/Abuse	
<input type="checkbox"/> HR issue	
<input type="checkbox"/> General misconduct	
<input type="checkbox"/> Parent issue	
<input type="checkbox"/> Other	

Please describe the incident(s) of misconduct in as much detail as possible, including the name, member club/province, and role of the person(s) in which the complaint is against, nature of the incident(s), specific code element or policy provision breached, dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information.

Please attach additional pages and any supporting documentation that may be helpful in reviewing the complaint.

