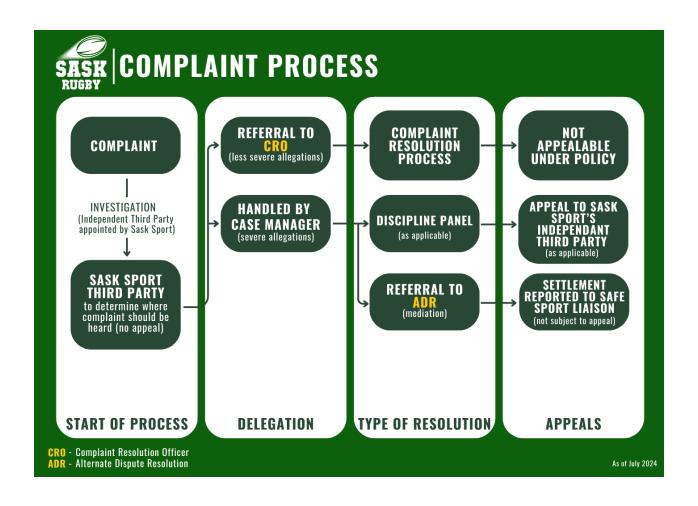
Saskatchewan Rugby

# Discipline and Complaints Policy Flowchart





## All complaints are to be reported to Sask Sport's identified Independent Third-Party for complaint reporting/handling,

and will be screened by the Independent Third Party (ITP) to determine next steps. Prior to determining whether a Complaint Resolution Officer or Case Manager/External Discipline Panel should be appointed, the ITP may propose use of Alternative Dispute Resolution techniques to resolve the dispute.

# Complainant files complaint to Independent Third Party

(May be referred by OSIC, PSO/Club, or SSI)

## Screening of Complaint (Section 18)

ITP (Independent Third Party) will determine if:

- a) The complaint is outside the jurisdiction of the Discipline and Complaints Policy or frivolous
- b) Propose the use of alternative dispute resolution
- c) Determine if the alleged incident should be formally investigated and/or
- d) Choose which process (Section 20 or Section 21) should be followed

# Complaint Contains Less Severe Allegations (Section 20)

#### Referral to Complaint Resolution Officer (CRO)

- ITP and PSO appoint a Complaint
  Resolution Officer
  The Complaint Resolution Officer will:
  (Sections 31-38)
  - a. Ask the Complainant and the Respondent for written submissions regarding the complaint or incident b. If the CRO deems necessary, convene the parties to a meeting, either in person or video or teleconference to gather additional information



#### Decision

- Thereafter, the CRO shall determine if a breach occurred and, if so, if one or more sanctions should be applied (Section 35)
- If Respondent is a staff person of the association, the CRO may refer to association's Human Resource Policies to determine appropriate sanctions (Section 6)



# Complaint is Resolved

Outcomes and those implications are communicated to parties, organizations and individuals (Sections 52-53)

Long-term suspensions, of 1 year or more, must be reported to Sask Sport to be added to long-term suspension listing



## Alternative Dispute Resolution Policy

- ADR may be pursued at any point in a dispute upon the consent of the parties
- The Independent Third Party will:

   Facilitate the appointment of a facilitator or mediator with consent of parties
  - b. Appoint a mediator or facilitator
- The mediator/facilitator will decide the format for mediation/facilitation
- If a negotiated settlement is reached, the settlement will be reported to the Association (Safe Sport Liaison)
- If a negotiated settlement is not reached, the complaint will be referred back to the Independent Third Party for next steps
- Any negotiated settlement will be binding on the parties and not subject to appeal

# Complaint Contains Severe Allegations (Section 21)

### Handled by Case Manager

 Following the determination that the complaint or incident should be handled under Process #2, the Independent Third Party will work with PSO to select a Case Manager (suitable options are listed on SSI website)



# The Case Manager has a responsibility to:

- a. Appoint an External Discipline Panel (who should be one arbitrator, or a Panel of three people in certain circumstances at the Case Manager's discretion. Arbitrators shall have experience with sport disputes and who is not in a conflict of interest)
- b. Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to the External Discipline Panel as required
- d. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
- e. In cooperation with the External Discipline Panel, will decide the format under which the complaint will be heard



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- After hearing the matter, the External Discipline Panel will determine whether an infraction has occurred and, if so, the sanction(s) to be imposed (Sections 57-65)
  If the Respondent is a staff person of the association, the External Discipline Panel
- may refer to the association's Human Resource Policies to determine appropriate sanctions (Section 6)
- The decision will be considered a matter of public record unless decided otherwise by the External Discipline Panel (Sections 52-53)