

Discipline and Complaints Policy Flowchart

Complainant files complaint to Independent Third Party (ITP)

The Independent Third Party's contact information can be found on RCA's website:
<https://rowingcanada.org/safe-sport/>

Screening of Complaint

The ITP shall:

- determine whether the complaint falls within the jurisdiction of this Policy;
- if it can be accepted pursuant to Section 13; and
- whether it is either a frivolous or vexatious complaint, or if it has been made in bad faith.

Case Dismissed

The case is dismissed if the ITP determines the case is frivolous or falls outside of policy jurisdiction. Complainant will be advised of reasons for dismissal.

Case Accepted

- The Case Manager will propose to the parties the Alternate Dispute Resolution Policy with the objective of resolving the dispute.

Alternate Dispute Resolution Policy

1. SRA supports Individuals in seeking to resolve their own conflicts and recognize that, in many cases, disputes can be resolved directly and quickly in an informal way.

2. If all Parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all Parties, shall be appointed to mediate or facilitate the dispute.

3. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the Parties must reach a negotiated decision.

4. If a negotiated decision is reached, the decision will be reported to the SRA.

5. If a negotiated decision is not reached, the complaint will be referred back to the Discipline and Complaints Policy for a Formal Hearing Procedure.

6. Any negotiated decision will be binding on the parties and not subject to appeal.

Formal Hearing Procedure (Alternate Dispute Resolution Unsuccessful or Denied)

1. The Case Manager appointed by SRA:

- Appoint a Discipline Panel
- Coordinate all administrative aspects and set timelines
- Provide administrative assistance and logistical support to discipline panel
- Ensure all evidence and submissions are disclosed to all parties and the Panel
- Provide any other service or support that may be necessary to ensure a fair and timely proceeding;
- Liaise with the RCA's Independent Third Party and to Sask Sport to communicate outcomes of complaints for record keeping purposes as provided for in the Discipline and Complaints Policy.

2. The Panel:

- May request other Individuals participate in the hearing
- will determine what is or is not evidence
- will render a written decision within 14 days of the completion of the hearing
- Distribute the decision to the Case Manager who will distribute the decision in accordance with the Discipline and Complaints Policy

3. Decisions may be appealed in accordance with the Association's Appeal Policy