



DISPUTE POLICY

All members of Bobsleigh CANADA Skeleton (BCS) are required to follow the procedures set forth in this document as the correct method to resolve a dispute, only after all other reasonable means or procedures designed to settle the situation have been exhausted. This operation of this Dispute Policy shall be carried out in accordance with the rules of Natural Justice.

BACKGROUND

Athletes representing the National Bobsleigh and Skeleton Team are expected to conduct themselves in a dignified and responsible manner at all times, maintaining respect and consideration towards the public, the coaches and other athletes.

The Athletes' Code of Conduct serves as the guide and basis for personal conduct. The BCS Dispute Policy interprets any breach or perceived infraction with the understanding of that consideration.

DEFINITIONS

For purposes of this policy:

<<CEO>> means Chief Executive Officer or a substitute as appointed from time to time by the board of directors of BCS;

<<days>> means days irrespective of weekend or holidays;

<<BCS>> means the body duly incorporated under the name Bobsleigh CANADA Skeleton and any members of BCS as well as all individuals engaged in activities with or employed by BCS including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel);

<<Code of Conduct>> means Athletes' Code of Conduct and any document, signed or to be signed by any athlete under the BCS Athletes' Agreement;

<<Panel>> means an arbitrator or three arbitrators as the case may be;

<<Parties>> means any member of BCS whose rights can reasonably be expected to be affected by a decision made under this Dispute Policy;

<<Major and minor infraction>> means the definition as described in Appendix A and B to this Policy.

<<Natural Justice>> English legal system doctrine that protects against arbitrary exercise of power by ensuring fair play. Natural justice is based on two fundamental rules: (1) no accused, or a person directly affected by a decision, shall be condemned unless given full chance to prepare and submit his or her case and rebuttal to the opposing party's arguments; (2) no decision is valid if it was influenced by any financial consideration or other interest or bias of the decision maker.

SCOPE AND APPLICATION OF THE BCS DISPUTE POLICY

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1. This policy applies to a dispute within BCS membership, its staff and volunteers arising from their respective responsibilities and obligations contained in all BCS Policies, rules and contracts.
2. **Part One** of the policy shall govern any dispute involving a minor infraction as described in Appendix A.
3. **Part Two** of this policy shall govern any dispute arising while in competition or where there is a critical lack of time .
4. **Part Three** of this policy shall govern any dispute involving a major infraction as described in Appendix B.

PART ONE

DISPUTES INVOLVING MINOR INFRACTIONS

I APPLICATION

5. Part One applies to minor infractions which may arise during the course of all BCS business, activities and events, including but not limited to, competitions, training camps, meetings and travel associated with these activities.
6. Disciplinary matters arising within the business, activities or events of provincial/territorial bobsleigh and skeleton associations, clubs, or affiliated organizations of BCS shall be dealt with using the discipline policies and mechanisms of such organizations.

II DISCIPLINARY PROCEDURES

7. All disciplinary situations involving minor infractions defined in Appendix A and occurring within the jurisdiction of BCS shall be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, committee arbitrator, competition chairperson, official, coach, team manager, team captain or head of delegation).
8. Procedures for dealing with minor infractions shall be informal as compared to Part Three and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
9. Minor infractions shall be recorded by the appropriate person having authority over the situation using the Incident Report from Appendix C to this Policy and sent to the CEO. Repeat minor offences may result in a further such incident being referred to as a major infraction.
10. If a party believes the decision of the person having taken the decision has violated the rule of natural justice, the decision may be appealed according to the BCS Appeal policy.

PART TWO

DISPUTES ARISING WHILE IN COMPETITION AND WHERE THERE IS A CRITICAL LACK OF TIME

11. Any dispute between BCS membership arising while in competition and where there is a critical lack of time resulting from a breach of BCS policies, rules and contracts, shall be governed by these provisions.

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12. As this dispute is while in competition or where there is a critical lack of time every effort should be made by all parties to bring the issue to resolve within 72 hours of the receipt of a written complaint by the CEO.
13. The term «while in competition» shall mean any period of time where the BCS member is in or out of Canada under the auspices of BCS, including traveling to competitive events, participating in or training for such events and traveling home after the events.

Formation of the Panel

14. Within 24 hours of having received the written complaint the CEO shall establish a Hearing Panel (the «Panel») and select the Panel.

Number of Arbitrators

15. The Panel shall be composed of a sole arbitrator where:
 - a. The parties so agree;
 - b. The CEO determines that a sole arbitrator is warranted, taking into account the complexity of the dispute;
 - c. The statutes, regulations or other applicable rules so require.
16. The Panel shall be composed of a three arbitrators Panel where:
 - a. The parties so agree;
 - b. The CEO determines that three arbitrators are warranted, taking into account the complexity of the dispute.
17. In the case where the Panel is composed of a sole arbitrator, the CEO shall select the said arbitrator.
18. In the case where the Panel is composed of three arbitrators, they shall be selected according to the following:
 - a. One arbitrator nominated by the CEO;
 - b. One arbitrator nominated by the complainant; and
 - c. The third arbitrator shall be selected by submission of candidates by the CEO and the complainant and shall be selected by the two arbitrators already nominated;
 - d. Where the dispute policy applies but is exclusively between two BCS members, the nomination of the arbitrator in paragraph a. above shall be made by the other party to the dispute.
19. Where the Panel is composed of three arbitrators, the Panel shall select a chairperson.
20. The decision regarding Panel size shall be at the sole discretion of the CEO and may not be appealed.
21. Independence and qualifications of Panel:
 - a. Every arbitrator shall be independent of the parties and shall immediately disclose any circumstances likely to affect their independence;
 - b. No arbitrator shall have a conflict of interest with respect to the dispute before the panel.

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Notice to the parties

22. As soon as possible, but within 12 hours of the formation of the Panel, the CEO shall advise the parties and transfer the file to the Panel.
23. The parties have the right to be assisted or represented at the hearing before the Panel. If representation is retained by either party it shall be at their own expense.
24. Notwithstanding any other process or procedure contained in this Policy, nothing shall prevent the Panel from assuming jurisdiction when the complaint, dispute or the breach of any policy, rules or contract arises while in competition and when there is a critical lack of time to respond to a complaint or the breach and to impose, in a reasonable and fair manner, sanctions or disciplinary action against an BCS member.
25. Any sanction, discipline or remedy imposed upon the BCS member by the Panel shall:
 - a. shall be communicated to the BCS member by the CEO as soon as possible with written follow up within three business days;
 - b. be consistent with paragraph 69 of this Policy;
 - c. be reasonable and proportionate to the conduct complained of after reasonably investigating the manner and hearing the BCS member's version of events in a procedurally fair manner;
 - d. where a decision is made by the Panel that results in the removal of a BCS member(s) from a competition, such a decision may only be implemented by the Panel after the Panel consults and obtains written approval from the CEO and the President of BCS or their representatives. The BCS member(s) shall have the right to request a meeting (in person, electronically or via telephone) with the CEO and the President before such a decision be rendered
26. The decisions of the Panel shall be binding on all parties. Failure by a BCS member to comply with a decision and remedy properly imposed by the Panel shall result in an automatic suspension of all the BCS member's privileges and there shall be no further right to participate at such event or competition, until such time as the sanctions, discipline or other remedies are complied with.
27. Where a dispute is of a highly sensitive nature, BCS shall keep all proceedings under Part Two of this policy confidential, except where disclosure is directed by the Panel as part of the remedy to resolve the dispute, is required by law, by order of a Court of competent jurisdiction, pursuant to Canada's Doping Policy or is in the best interests of the public.
- 28.** An appeal from this Dispute Policy may be made based upon the stipulation for Grounds for Appeal contained with the BCS Appeal Policy.

PART THREE

DISPUTES INVOLVING MAJOR INFRACTIONS

II. INITIATION OF COMPLAINTS

29. Any intent to dispute must be made in writing with a brief summary of the matter in dispute and sent to the CEO within 10 days of the incident in dispute and be accompanied with a \$100 fee. The \$100 fee is refundable if a ruling is made in favour of the person(s) filing the intent to dispute. The CEO, upon accepting an intent, will

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immediately notify, by telephone or email if out of country, the Respondent(s) identified in the intent and any other affected Parties, informing them that a dispute has been initiated and that BCS has agreed to proceed with a review of the matter.

30. Depending on the nature of the reported complaint, the CEO may appoint an independent individual to conduct an investigation. If this is the case, the Investigator shall carry out the investigation within ten (10) days of agreeing to carry out such an investigation and at the conclusion of the investigation shall submit a written report to the CEO. The investigator shall have no power to render any decision against the applicant or the complainant under this policy.

III. FORMATION OF THE PANEL

31. Within 14 days of having received the written complaint or within 14 days of receiving the written report of the Investigator if any investigation was carried out, the CEO shall establish a Hearing Panel (the «Panel») and select the Panel.

Number of Arbitrators

32. In determining whether the Panel shall be composed of a sole arbitrator the CEO shall consider:
 - d. The interests of the Parties;
 - e. The legal and factual complexity of the dispute;
 - f. Any statutes, regulations or other rules that may be applicable in the circumstances of the dispute.
33. In determining whether the Panel shall be composed of a three arbitrators the CEO shall consider:
 - a. The interests of the Parties;
 - b. The legal and factual complexity of the dispute.
 - c. Any statutes, regulations or other rules that may be applicable in the circumstances of the dispute
34. In the case where the Panel is composed of a sole arbitrator, the CEO shall select the said arbitrator.
35. In the case where the Panel is composed of three arbitrators, they shall be selected according to the following:
 - e. One arbitrator nominated by the CEO;
 - f. One arbitrator nominated by the complainant; and
 - g. The third arbitrator shall be selected by submission of candidates by the CEO and the complainant and shall be selected by the two arbitrators already nominated;
 - h. Where the dispute policy applies but is exclusively between two BCS members, the nomination of the arbitrator in paragraph a. above shall be made by the other party to the dispute.
36. Where the Panel is composed of three arbitrators, the Panel shall select a chairperson.
37. The decision regarding Panel size shall be at the sole discretion of the CEO and may not be appealed.

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38. Independence and qualifications of Panel:

- c. Every arbitrator shall be independent of the parties and shall immediately disclose any circumstances likely to affect their independence;
- d. No arbitrator shall have a conflict of interest with respect to the dispute before the panel.

Notice to the parties

39. Within 5 days of the formation of the Panel, the CEO shall advise the parties and transfer the file to the Panel including the Investigator's Report in circumstances where an investigation was conducted.

IV PRE-HEARING CONFERENCE

40. The Panel, in its sole discretion, may call the parties to a pre-hearing conference if it is considered useful and the circumstances of the case allow it. In most cases, the pre-hearing conference shall be conducted by telephone. In the case of out of country the conference shall be conducted using the most efficient and cost effective means of communication like Skype.

Purpose

41. The purpose of the pre-hearing conference is:

- a. To define the questions to be dealt with at the hearing;
- b. To assess the advisability of clarifying and specifying the claims of the parties and the conclusions sought;
- c. To ensure that all documentary evidence is exchanged by the parties;
- d. To plan the conduct of the proceedings and the evidence to be presented at the hearing;
- e. To examine the possibility for the parties of admitting certain facts or of proving them by means of sworn statements, this does not preclude the facts from being restated in the hearing;
- f. To examine any other question likely to simplify or accelerate the conduct of the hearing.

Minutes

42. Minutes of the pre-hearing conference shall be drawn up and signed or approved via email by the parties and by the Panel who called the parties to the conference. All minutes distributed via email shall be in pdf format.

43. Agreements and decisions recorded in the minutes shall, as far as they may apply, govern the conduct of the proceeding, unless the Panel, when hearing the matter, permits derogation there from to prevent an injustice.

V HEARING

44. The Panel shall have the sole discretion to determine whether an oral hearing or documentary hearing is warranted.

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Oral hearing

45. The Panel shall, so far as is possible, facilitate the holding of a hearing at a date and time when the parties and their witnesses, if any, are able to attend (in person or via telephone/Skype) without unduly disrupting their usual occupations.
46. The hearing shall be held within 21 days of the Notice to the Parties by the CEO as mentioned in section 29.

Notice by the Panel

47. Notice shall be sent by the Panel to the parties within 10 days before the hearing stating:
 - a. the purpose, date, time and place of the hearing;
 - b. that the parties have the right to be assisted or represented at the hearing before the Panel. If representation is retained by either party it shall be at their own expense;
 - c. that the Panel has the authority to proceed, without further delay or notice, despite the failure of a party to appear at the time and place fixed unless the Panel determines in its sole discretion that an adjournment is appropriate, but in no case shall an adjournment extend the hearing beyond the 21 day period outlined in Paragraph 46 of this Dispute Policy.

Publication Ban

48. The Panel may, of its own initiative or on an application by a party, ban or restrict the disclosure, publication or dissemination of any information or documents it indicates, where necessary to maintain public order or where the confidential nature of the information or documents requires the prohibition or restriction to ensure the proper administration of natural justice.

Examination

49. Any party may examine and cross-examine witnesses, including the Investigator in cases where an Investigator's Report is provided to the Panel, to the extent necessary to ensure a fair process and fully test the facts of a particular dispute.

Witnesses and Effected Parties

50. A witness may not refuse, without valid reason, to answer a question legally put to him by the Panel or by the parties. Parties that may be directly effected by the decision may be allowed to participate upon written application to the Panel a minimum of three days before the commencement of the hearing.

Adjournment

51. The Panel may adjourn the hearing, on the conditions it determines, if it is of the opinion that the adjournment will not cause unreasonable delay in the proceeding or a denial of justice, in particular, for the purpose of fostering an amicable settlement.

Continuance of hearing

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52. Where a sole arbitrator is unable to continue a hearing, another arbitrator designated by the CEO shall continue the hearing and, in the case of oral or written evidence already produced, rely on the notes and minutes of the hearing or on the stenographer's notes or the recording of the hearing, if any.
53. Where a three member Panel is appointed and a member or members of the Panel are unable to continue as members of the Panel, the CEO shall ensure the appointment of another Panel member(s), according to Paragraph 26 of this Dispute Policy, and such new member(s) shall continue the hearing and, in the case of oral or written evidence already produced, rely on the notes and minutes of the hearing or on the stenographer's notes or the recording of the hearing, if any.

Documentary hearing

54. In the case where a written hearing is held all parties will be given a reasonable opportunity to:
- a. review the Investigator's report where an investigation was carried out;
 - b. ask questions of the Investigator and other Parties to the hearing;
 - c. to provide written submissions to the Panel;
 - d. to review the written submissions of the other parties and provide written rebuttal; arguments.

VI EVIDENCE

Grounds of law or fact

55. Each party may introduce facts or rely on law relevant to the determination of his rights and obligations.

Refusal of evidence

56. The Panel may accord weight to and refuse to admit any evidence that is not relevant or that is not of a nature likely to further the interests of justice

Judicial notice

57. The Panel shall take judicial notice of facts that are generally recognized and of opinions and information, which fall within its area of expertise.

Evidence

58. No evidence may be relied on by the Panel in making its decision unless the parties have been given an opportunity to comment on the substance of the evidence or to refute it.

VII DECISION

Decision

59. Where a matter is heard by more than one arbitrator, it shall be decided by a majority of the arbitrators who have heard it. If any arbitrator dissents, the grounds for his dissent must be recorded in the decision.
60. The decisions of the Panel shall be binding on all parties.

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61. Where a dispute is of a highly sensitive nature, BCS shall keep all proceedings under Part Three of this policy confidential, except where disclosure is directed by the Panel as part of the remedy to resolve the dispute, is required by law, by order of a Court of competent jurisdiction, pursuant to Canada's Doping Policy or is in the best interests of the public.

Advisement

62. In any matter of whatever nature, the decision should be given immediately to the affected parties. Any decision will be accompanied by reasons;
- a. Immediate, verbal decisions will be followed with a written statement of the decision and the reasons within one week;
 - b. In complex cases that require more time, the panel will provide their decision and reasons no later than fourteen (14) days after the hearing. Once a decision is reached, it will be communicated verbally, with a written statement of the decision and reason within one week by electronic mail;
 - c. Unless the panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

Withdrawal

63. Where the Panel seized of a matter fails to give a decision within the above mentioned time frame or, as the case may be, within such additional time as has been granted, the CEO may, on his own initiative or on an application by a party, withdraw the matter from said Panel. In such a case the CEO would be required to strike another Panel to review the matter to ensure a resolve is reached.

Extension or withdrawal

64. Before granting an extension or withdrawing a matter from a Panel who has failed to give its decision within the required time, the CEO shall take account of the circumstances and of the interests of the parties.

Order

65. Any order made by the Panel in the course of a proceeding for a hearing to be held in camera or banning disclosure, publication or dissemination of documents or information shall be stated expressly in the decision.

Copy

66. A copy of the decision shall be sent by the Panel to each of the parties and to any other person specified by law.

Clerical errors

67. A decision containing an error in writing or in calculation or any other clerical error may be corrected, in the record and without further formality, by the Panel that rendered the decision.

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68. Any decision of the Panel is operative according to the terms and conditions stated therein provided the parties have received a copy of the decision or have otherwise been advised of it.

69. The Panel may decide:

- a. To uphold the complaint;
- b. To deny the complaint;
- c. To design a remedy that, in the opinion of the Panel, will resolve the dispute;
- d. To determine how costs of the hearing, excluding legal fees and legal disbursements of any of the parties, shall be allocated, if at all.

The decision may include an order of specific performance, and/or a written reprimand and/or removal of certain privileges, including the right to compete, train, coach, manage or provide team support for the National Team; suspension from the National Team whether for a specified events and for specified period of time; dismissal from the National Team, termination of the Athlete Agreement; any other sanction which the Panel considers appropriate in the circumstances. Disciplinary sanctions for a major infraction are outlined in Appendix B of this policy.

Appeals

70. If a party believes the decision of the Panel rendered pursuant to this section of the Policy has violated the rule of natural justice, the decision of the Panel may be appealed on errors of law or jurisdiction alone according to the BCS Appeal Policy. Sanctions imposed by the Panel will remain in effect until such time as the Appeal Committee has rendered a decision.

VIII TIMELINES

71. If the circumstances of a complaint or a dispute are such that this policy will not allow a timely resolution of the matter, or if the circumstances of a complaint or a dispute are such that the matter cannot be resolved within the timelines dictated in this policy, the Panel may direct that these timelines be revised by the CEO.

IX LOCATION

72. The hearing shall take place in Calgary, Alberta, unless the Panel decides the hearing is to be held by way of telephone conference or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter. Due to out of country travel the hearing may be conducted via the most efficient and cost effective method of electronic communications.

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APPENDIX A

Examples of minor infractions, but not limited to:

1. A single incident of noncompliance with the Athletes' Code of Conduct;
2. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
3. A single incident of being absent from BCS events and activities at which attendance is expected or required;
4. A single incident of non-compliance with the rules and regulations under which BCS events are conducted, whether at the local, provincial, national or international level.

The following disciplinary sanctions may be applied: singularly, in combination and in any order of sequence for minor infractions:

- a. Verbal reprimand;
- b. Written reprimand to be placed in individual's file;
- c. Verbal apology;
- d. Hand delivered written apology;
- e. Team service or other voluntary contribution to BCS;
- f. Suspension from the current competition or camp;
- g. Levy of a fine up to \$250;
- h. Other sanctions as may be considered appropriate for the offense.

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APPENDIX B

Examples of major infractions, but not limited to:

1. Repeated incidents of noncompliance with the Athletes' Code of Conduct or other policies of BCS;
2. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
3. Repeated incidents of being late for or absent from BCS events and activities at which attendance is expected or required;
4. Activities or behaviour that interfere with a competition or with any athlete's preparation for a competition;
5. Hazing, pranks, jokes or other activities, which may be construed as harassing, abusive, humiliation; or having the potential to endanger the safety of others. This would include coercive activities such as pressure to participate in a specific initiation rite and shall include acts of both physical and psychological nature;
6. Deliberate disregard for the rules and regulations under which BCS events are conducted, whether at the local, provincial, national or international level;
7. Any abusive use of alcohol consumption;
8. Any use of alcohol by athletes under the age of 18 or where prohibited by law;
9. Use of illicit drugs and narcotics;
10. Use of banned performance enhancing drugs or methods as defined by IOC, WADA, FIBT, CCES and /or BCS;
11. Any use of illegal equipment, illegal training methods or illegal performance enhancement activities as defined by IOC, FIBT or BCS whether in training or competition.

The following disciplinary sanctions may be applied: singularly, in combination and in any order of sequence for a major infraction: (disciplinary sanctions may escalate for repeated infractions):

- a. Verbal reprimand;
- b. Written reprimand to be placed in individual's file;
- c. Verbal apology;
- d. Hand delivered written apology;
- e. Team service or other voluntary contribution to BCS;
- f. Suspension from certain BCS events, which may include suspension from the current competition or from future teams or competitions;
- g. Levy of a fine up to \$1000;
- h. Suspension of all BCS or Sport Canada funding;
- i. Suspension from certain BCS activities (teams, coaching or officiating) for periods of up to three years;
- j. Suspension from all BCS activities for periods of up to three years;
- k. Expulsion from BCS;
- l. Other sanctions as may be considered appropriate for the offense.

The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent BCS policy (harassment, etc).

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APPENDIX C

INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Requested outcome of the Incident:

Signature: _____ Date _____

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