

## v) Issuing a Complaint at Any Time

Procedure:

The Complainant:

1. Completes a Report of Violation of Code of Conduct/Code of Ethics form ensuring that reasonable evidence is provided and providing names of witnesses where possible.
2. Forwards a copy of the Report of Violation of Code of Conduct/Code of Ethics form to GNS to the attention of the Grievance Committee.

It is the President of GNS who will receive the copy of the report.

The report will remain in their confidential possession until the President has named a chairperson to the Grievance Committee. The chairperson will then receive a copy of the report.

### **Making a Complaint at a Sanctioned Event:**

Procedure:

The Head of the Delegation: (Chef de Mission)

1. When approached by an individual making a complaint or when confronting a situation involving a violation of the Code of Conduct, makes a determination of reasonable evidence.
2. Makes a reasonable effort to prevent any recurrence or continuation of any prohibited activity or behaviour.
3. Gives the individual implicated in violating the Code of Conduct/Code of Ethics an opportunity to account for the actions/behaviour prior to determine the penalty.

**Note:** This must be done in the presence of at least one other official of the Association. If the individual implicated is an athlete, this must be done in the presence of the designated Team Coach or Team Manager.

4. If a violation is substantiated, completes a Report of Violation of Code of Conduct/Code of Ethics indicating the penalty.

If the individual is being sent home, the Chef de Mission must notify the President of GNS.

5. Reports any criminal acts to the appropriate law enforcement authorities.
6. Forwards a copy of the Report of Violation of Code of Conduct/Code of Ethics by registered mail or courier with signature within fifteen (15) calendar days of the return date of the delegation to:
  - a) the President of the Association
  - b) the individual implicated
  - c) the person making the complaint
  - d) parent/guardian if applicable

**Chain of Command**

**Grievance Committee**

President of GNS

Chef de Mission

Members of GNS

Designated Team Coach  
and Team Manager

Members of Delegation

## vi) The Grievance Committee

### Composition of the Committee:

Upon receipt of a complaint, the President of GNS immediately, with the GNS Board of Directors, selects a Grievance Committee to review the complaint.

The Grievance Committee shall consist of five (5) members of whom are selected on the basis of their objectivity, qualifications, and experience.

The president of GNS will select a Chairperson of the Committee and give a copy of the Report of Violation to the Chairperson.

### When Requested to Review:

- 1) When the Report of Violation of Code of Conduct/Code of Ethics is received, the Chairperson of the Grievance Committee schedules a meeting within fifteen (15) days of receipt.
- 2) Ensures that the member who is the subject of the discipline violation has received a copy of the report.
- 3) The Grievance Committee reviews the penalties imposed, determines whether additional penalties should be imposed and forwards a copy of their decision within fifteen (15) days of the meeting by registered mail or courier with signature to:
  - a) the President of the Association
  - b) the individual implicated
  - c) the complainant
  - d) parent/guardian if applicable

## APPEALING A PENALTY

### Policy:

- 1) Any member may appeal the severity of, or process by which, the penalty was imposed.
- 2) An appeal to a decision must be filed in writing to the GNS Provincial office within fifteen (15) days of the receipt of the written decision.
- 3) All communication to GNS regarding appeals must be forwarded by registered mail or courier with signature.
- 4) The Appeals Committee shall meet within fifteen (15) days of receiving the appeal.
- 5) Any decision made by the Appeals Committee is final.

### Procedure:

- 1) Making an Appeal:

Forward a written appeal in letter format by registered mail or courier with signature to the Association's Provincial office to the attention of the Grievance Committee.

- 2) The Appeal Committee:

# Gymnastics Nova Scotia

## Record Of Violation Of Code Of Ethics And Conduct

1. Complete one form for each individual violating the Code of Ethics and Conduct.
2. If individual is being sent home, follow appropriate procedures as outlined in Appendix I of the GNS Policy Manual and notify the GNS President immediately.

Name of Program/Event/Competition \_\_\_\_\_ Date (D/M/Y) \_\_\_\_\_

Location (City/Town) \_\_\_\_\_ Province \_\_\_\_\_ Country (if not Canada) \_\_\_\_\_

Name of Individual \_\_\_\_\_ Function (athlete/coach/judge/official/etc.) \_\_\_\_\_

Violation (indicate time, date, location and full description of circumstances. If medical attention was required, describe and give name of physician).

\_\_\_\_\_

\_\_\_\_\_

Description of Reasonable Evidence

\_\_\_\_\_

\_\_\_\_\_

If Legal Authorities have been contacted, indicate date/time/person contacted/Report No.

\_\_\_\_\_

\_\_\_\_\_

Witnesses (indicate name, function, telephone no.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Penalty Assessed: \_\_\_\_\_

Signature: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Grievance Committee Action/Decision \_\_\_\_\_ Names of Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Signature of Grievance Committee Chairperson \_\_\_\_\_

\_\_\_\_\_

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## Record Of Appeal

1. Complete this form and send to the Provincial office by registered mail or courier within fifteen (15) days of the written receipt of a penalty.
2. Decisions by The Appeals Committee are final.

Name of Individual Making an Appeal

Date of Appeal D/M/Y

\_\_\_\_\_

\_\_\_\_\_

Name of Program/Event/Competition

Date D/M/Y

\_\_\_\_\_

\_\_\_\_\_

Violation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Penalty Assessed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Appeal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Appeal Committee Action/Decision

Name of Committee Members

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Signature of Appeal Committee Chairperson: \_\_\_\_\_

If an appeal has been received concerning a decision made by the Grievance Committee, then the Board of Directors, at the next scheduled board meeting, establishes an Appeals Committee to hear the appeal.

If no board meeting is scheduled within thirty (30) days of receipt of the appeal, then the President of the Association establishes an Appeals Committee.

3) Making a Decision:

Completes a review of existing material.

Provides copies of the written decision within fifteen (15) days of the meeting date to:

- (a) the Board of Directors
- (b) the member making the appeal
- (c) the person making the original complaint