



## Information on Filing Complaints with Abuse-Free Sport or the Independent Third Party for Rowing

### Table of Contents

<b>Overview .....</b>	<b>2</b>
<b>Independent Third Party for Rowing .....</b>	<b>2</b>
<b>UCCMS Participants and Individuals .....</b>	<b>3</b>
<b>Complaint Forum Jurisdiction .....</b>	<b>4</b>
<b>Filing a Complaint .....</b>	<b>6</b>

## Overview

[RCA recently announced](#) that we have signed an agreement to join Abuse-Free Sport. RCA has adopted the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS) 6.0 and, depending on the nature of the complaint, **effective December 13, 2022** complaints will be filed with either the Independent Third Party for Rowing or Abuse-Free Sport.

### Abuse-Free Sport

[Abuse-Free Sport](#) is an independent program that is part of a growing national movement to rid Canadian sport of all forms of harassment, discrimination and abuse. As a Program Signatory, RCA is an active player in this movement.

Unlike the previous approach, where each national sport organization created its own system for dealing with complaints of maltreatment, Abuse-Free Sport is a centralized “one-stop shop.” It is independent and led by experts in their fields, using education and research to prevent maltreatment at all levels of sport.

The [Office of the Sport Integrity Commissioner](#) (the Office) serves as the central hub. It operates independently to administer complaints about alleged violations of the UCCMS.

Where there are admissible allegations of abuse, harassment or discrimination, the Office conducts independent investigations and recommends sanctions against individuals who violate the UCCMS. Sanctions can be imposed by the Director of Sanctions and Outcomes (DSO), who is fully independent and reports to the Maltreatment in Sport Sanctions Council.

The Office will also maintain a national sanctions registry, which prevents individuals from evading sanctions by moving between different sports or jurisdictions.

For designated participants within our organization, there is access to a wide range of resources, including victim services and referrals to specialized mental health professionals and experienced lawyers, all in English and French.

## Independent Third Party for Rowing

RCA has enlisted the services of an Independent Third Party, Lise MacLean of [Wiser Workplaces](#).

A Certified Human Resources Professional (CHRP) with nearly twenty years of experience as a human resources consultant, manager and executive in the public, not-for-profit, and private sectors, Lise Maclean

is a certified Workplace Investigator and is currently a member of the Sport Dispute Resolution Centre of Canada Investigation Unit and the HRPDA Discipline Committee.

Lise is a highly trained and skilled professional equipped to deal with Safe Sport issues with sensitivity and in confidence. She is able to review, advise and refer issues for further action independently of RCA. If you wish to connect with Lise, you may contact her by email at [lise@wiserworkplaces.ca](mailto:lise@wiserworkplaces.ca) or by phone at 613 404-2000.

## UCCMS Participants and Individuals

One key feature of the adoption of Abuse-Free Sport is that depending on one's role, certain individuals in rowing are now designated as "UCCMS Participants".

In general, UCCMS Participants have a role at the National level. A list of roles that are assigned as UCCMS Participants is outlined below. All other individuals who are subject to RCA's policies are defined as "Individuals".

This distinction between UCCMS Participants and Individuals is important to emphasize because it is an essential detail in understanding if a complaint is filed with Abuse-Free Sport or the Independent Third Party for Rowing, explained further below.

Individuals in the following roles are now considered UCCMS Participants and any complaints against them related to alleged breaches of the UCCMS while active/participating in these roles must be filed with Abuse-Free Sport:

- RCA Board Members
- RCA Umpires at National Events
- RCA Employees and Contractors
- RCA Seasonal Team Coaches
- RCA Team Support Staff
- RCA National Committee Volunteers
- RCA Senior Team Athletes
- RCA NextGen Athletes when named to Seasonal Teams
- Athletes and Coaches attending select RCA National Events and Activities
  - National Rowing Championships
  - Canada Cup
  - Spring Trials and other selection related events.
- RCA Master Coach Developers
- RCA Umpire Clinicians
- Organizing Committees of National Events

## Complaint Forum Jurisdiction

Formal complaints will be filed with either the Independent Third Party for Rowing or Abuse-Free Sport.

Complaints related to **alleged breaches of the UCCMS** by **UCCMS Participants** must be filed with Abuse-Free Sport.

Complaints related to **alleged breaches of the UCCMS** by **Individuals** must be filed with the Independent Third Party (ITP) for rowing.

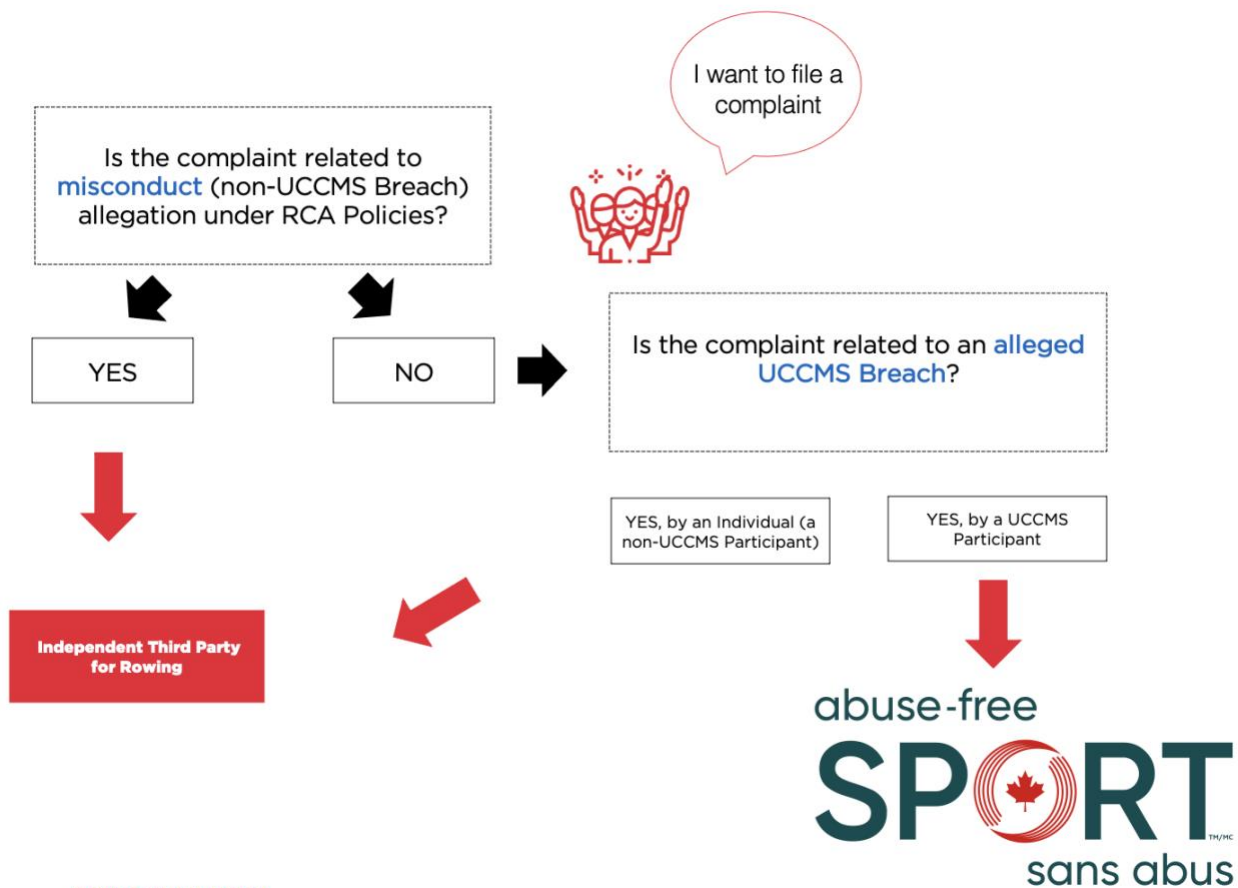
Complaints related to other **alleged misconduct under RCA Policies** must be filed with the Independent Third Party (ITP) for rowing. This applies to both **UCCMS Participants** and **Individuals**.

**Table 1.** Jurisdiction for complaints filed against UCCMS Participants and Individuals

Type of Complaint	Where Complaint is Filed	
	Abuse-Free Sport/OSIC	ITP for Rowing
<b>UCCMS Participant</b>		
Alleged UCCMS Breach	X	
Other misconduct (non UCCMS Breach) allegation under RCA Policies		X
<b>Individual</b>		
Alleged UCCMS Breach		X
Other misconduct (non UCCMS Breach) allegation under RCA Policies		X*

\*including if allegations against a UCCMS Participant

The [RCA Safe Sport Policy Manual](#) contains information required to understand the complaint management process that applies when a complaint must be filed with the ITP for rowing or when a complaint must be filed with the OSIC. Equivalent versions are also in place at the local and provincial levels.



**Figure 1.** How to Determine if a Complaint should be filed with Abuse-Free Sport or the Independent Third Party For rowing

# Filing a Complaint

## Before Filing a Complaint

Not all disputes should be addressed by a formal complaint process. The following are examples that **may** fall outside of the complaint process, depending on the specific circumstances:

- Selection processes at the local, provincial or national level
- Differences of opinion, expressed respectfully
- Governance issues
- Disagreement with club decisions
- Club employment matters
- Complaints made 14 days after an incident has occurred

In these cases, other avenues, such as the Appeal Policy or contacting club/association administration, may be available to you.

Individuals who feel comfortable doing so are encouraged to try to resolve their dispute informally.

## Ready to File a Complaint

### **Abuse-Free Sport**

If you have determined that your complaint should be filed with Abuse-Free Sport, please visit their website <https://abuse-free-sport.ca> to learn more about how to report and incident.

### **Independent Third Party For Rowing**

If you have determined that your complaint should be filed with the ITP for Rowing, it should be submitted to the ITP for assessment, as outlined below within **14 days of the Incident occurring**.

The ITP, Lise MacLean, is a highly trained and skilled professional equipped to deal with Safe Sport issues with sensitivity and in confidence. She is able to review, advise and refer issues for further action independently of RCA. If you wish to connect with Lise, you may contact her by email at [lise@wiserworkplaces.ca](mailto:lise@wiserworkplaces.ca) or by phone at 613 404-2000.

RCA currently does not have an official complaint form. Please provide the complaint to the ITP in an email or in a Word/PDF document.

Think of the complaint as a “standalone” document that explains what happened to an objective third person who has no previous knowledge of your situation.

Please include the following:

- Your name and your role in the sport
- That you are making a formal complaint
- The date you are making your complaint
- The name and role of the person you are complaining against
- The nature of the misconduct/maltreatment (see the RCA Code of Conduct and Ethics in the Safe Sport Policy Manual, as well as other policies, such as the Athlete Protection Policy and the Social Media Policy)
- The specific dates, times and locations of the misconduct/maltreatment (exact actions and words that were used, to the best of your recollection and knowledge)
- The names of witnesses, if any
- Why you are making the complaint now and/or an explanation of why you were prevented from filing it within 14 days of the occurrence of the incident
- Your desired outcome or what you are hoping will happen as a result of your complaint

You do not need to provide supporting documentation (emails, witness statements, meeting notes) as part of your initial complaint submission, but these may be needed further in the process.

The ITP does not render decisions on the merit of the complaint, but rather applies RCA policies to determine whether the complaint will be accepted and what organization will be responsible for its management. Temporary measures may be put in place during the review process to keep parties safe.