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Biathlon Alberta

Discipline and Complaints Policy

February, 2026

F. BIATHLON ALBERTA – DISCIPLINE AND COMPLAINTS POLICY

PURPOSE

1. Participants are expected to fulfil certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations of Biathlon Alberta. Non-compliance may result in the imposition of sanctions pursuant to this Policy.

Principles

2. The following principles guide the findings and determinations under this Policy:

   a) The Alberta Universal Code of Conduct ("AB UCC") is the core document that sets harmonized rules of the Alberta Safe Sport Complaint Mechanism ("ABSSCM").

   b) Any complaint that deals with or potentially deals with matters of the AB UCC, must be reported to the ABSSCM, upon which time the proper jurisdiction, procedures, and outcomes will be determined by an independent third party.

   c) All complaints that are not related to the AB UCC, and/or the ABSSCM determines that the complaint is not AB UCC related are then governed by the existing Biathlon Alberta procedures, including but not limited to, the Discipline and Complaints Policy.

Application of this Policy

3. This Policy applies to all Participants.

4. This Policy applies only to matters that are not processed through the ABSSCM, and includes all matters that may arise during the business, activities, and events of Biathlon Alberta including, but not limited to, competitions, practices and training, treatment or consultations (e.g., massage therapy), camps and clinics, travel associated with the activities of Biathlon Alberta, and any meetings.

5. This Policy also applies to Participants' conduct outside of the business, activities, and events of Biathlon Alberta when such conduct adversely affects the relationships (or the work and sport environment) of Biathlon Alberta, is detrimental to the image and reputation of Biathlon Alberta, or upon the acceptance of Biathlon Alberta. Accordingly, applicability of this Policy will be determined by Biathlon Alberta upon its sole discretion.

6. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Participants who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Participant was active in the sport. In addition,

this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment if the breach has a serious and detrimental impact on the Participant(s).

7. In the event that it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or event only.

8. In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of Biathlon Alberta who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's Employment Agreement or policies for human resources, if applicable.

Minors

9. Complaints may be brought for or against a Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.

10. Communication from the Case Manager, Discipline Chair or Discipline Panel (as applicable) must be directed to the Minor's representative.

11. A Minor is not required to attend an oral hearing if held.

Reporting a Complaint

12. Any complaint that deals with or potentially deals with matters of the AB UCC, must be reported to the ABSSCM, upon which time the proper jurisdiction, procedures, and outcomes will be determined by an independent third party.

13. In instances where the ABSSCM does not have jurisdiction, Biathlon Alberta has appointed **Biathlon Alberta President** as Compliance Officer to receive reports made under this Policy:

Biathlon Alberta President / president@biathlon.ca

14. At its discretion, Biathlon Alberta may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, Biathlon Alberta will identify an individual to represent the organization.

15. Complaints or incident reports should be made in writing and the person making the complaint may contact the Case Manager for direction. The Case Manager may accept any report, in writing or not, at their sole discretion.

Case Manager Responsibilities

16. Upon receipt of a complaint, the Case Manager has a responsibility to:

    a) Ensure that the complaint is not related or potentially related to the AB UCC. If there is uncertainty regarding this, the Case Manager must send the report through the ABSSCM.

    b) Determine the appropriate jurisdiction to manage the complaint and consider the following:

        i. Whether the complaint should be handled by Biathlon Alberta or by Biathlon Canada. In making this decision, the Case Manager will consider:

            a. whether the incident has occurred within the business, activities or events of Biathlon Canada or a Division or Club. If the incident has occurred outside of the business, activities or events of any of these organizations, the Case Manager will determine which organization's relationships are adversely affected or which organization's image or reputation will be detrimentally affected by the incident; and

            b. if Biathlon Alberta is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity

        ii. If the Case Manager determines that the complaint or incident should be handled by Biathlon Alberta, Biathlon Alberta shall handle the complaint as per the Policy.

    c) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy and, if so, the complaint will be dismissed immediately and the Case Manager's decision to dismiss the complaint may not be appealed;

    d) Propose the use of alternative dispute resolution techniques;

    e) Determine if the alleged incident should be investigated pursuant to **Appendix A – Investigation Procedure**; and/or

f) Choose which process (Process #1 or Process #2) should be followed, and may use the following examples as a general guideline:

Process #1 – the Complainant alleges the following incidents:

i. Conduct contrary to the values of Biathlon Alberta;

ii. Non-compliance with the organization's policies, procedures, rules, or regulations; or

iii. Minor violations of the *Code of Conduct and Ethics, Social Media Policy,* or *Athlete Protection Policy.*

Process #2 – the Complainant alleges the following incidents:

i. Repeated minor incidents;

ii. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;

iii. Conduct that intentionally damages the organization's image, credibility, or reputation;

iv. Consistent disregard for the bylaws, policies, rules, and regulations;

v. Major or repeated violations of the *Code of Conduct and Ethics;*

vi. Intentionally damaging the organization's property or improperly handling the organization's monies;

vii. Abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics;

viii. A conviction for any *Criminal Code* offence; or

ix. Any possession or use of banned performance-enhancing drugs or methods.

PROCESS #1: Handled by Discipline Chair

Discipline Chair

16. Following the determination that the complaint or incident should be handled under Process #1, the Case Manager will appoint a Discipline Chair who may:

a) Recommend mediation;

b) Make a decision;

c) Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; and

d) Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.

17. Thereafter, the Discipline Chair shall determine if a breach occurred and, if so, if one or more sanctions should be applied (see: **Sanctions**).

18. The Discipline Chair will inform the Parties of the decision, which will take effect immediately.

19. Records of all sanctions will be maintained by Biathlon Alberta which will disclose the sanction to Biathlon Canada.

Request for Reconsideration

20. If there is no sanction, the Complainant may contest the non-sanction by informing the Discipline Chair, within five (5) days of receiving the decision, that the Complainant is not satisfied with the decision. The initial complaint or incident will then be handled under Process #2 of this Policy.

21. If there is a sanction, the sanction may not be appealed until the completion of a Request for Reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

a) Why the sanction is inappropriate;

b) Summary of evidence that the Respondent will provide to support the Respondent's position; and

c) What penalty or sanction (if any) would be appropriate.

22. Upon receiving a request for reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

23. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

24. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

PROCESS #2: Handled by Case Manager

Case Manager

25. Following the determination that the complaint or incident should be handled under Process #2, the Case Manager has a responsibility to:

    a) Propose the use of alternative dispute resolution techniques;

    b) Appoint the Discipline Panel, if necessary;

    c) Coordinate all administrative aspects and set timelines;

    d) Provide administrative assistance and logistical support to the Discipline Panel as required; and

    e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

26. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

27. The Case Manager may propose using alternative dispute resolution with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to attempt alternative dispute resolution (such as mediation or a negotiated settlement) the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. At the discretion of the Case Manager, a Discipline Panel of three people may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

28. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, a combination of these methods or an agreed upon method that takes into consideration any accommodation requirements that ensure equal participation by all parties. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

    a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium;

    b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the

hearing ;

c) The Parties may engage a representative, advisor, or legal counsel at their own expense;

d) The Discipline Panel may request that any other individual participate and give evidence at the hearing;

e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate; and

f) The decision will be by a majority vote of the Discipline Panel.

29. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

30. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

31. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

32. After hearing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and to Biathlon Alberta. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

33. Prior to determining sanctions, the Discipline Chair or Discipline Panel, as applicable, will consider factors relevant to determining appropriate sanctions which include*:

a) The nature and duration of the Respondent's relationship with the Complainant

b) The Respondent's voluntary admission of the offense(s),and/or cooperation in the process of Biathlon Alberta;

c) Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;

d) Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct and Ethics*; addiction; disability; illness);

e) Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;

f) A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or

g) Other mitigating and aggravating circumstances.

34. Any single factor, if severe enough, may be sufficient to justify the sanction(s) imposed. A combination of several factors may justify elevated or combined sanctions.

35. The Discipline Chair or Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:

a) **Verbal or Written Warning** – A verbal reprimand or an official, written notice and formal admonition that a Participant has violated the *Code of Conduct and Ethics* and that more severe sanctions will result should the Participant be involved in other violations.

b) **Education** – The requirement that a Participant undertake specified educational or similar remedial measures to address the violation(s) of the *Code of Conduct and Ethics*.

c) **Probation** – Should any further violations of the *Code of Conduct and Ethics* occur during the probationary period, will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period of time.

d) **Suspension** – Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition sponsored by, organized by, or under the auspices of Biathlon Alberta. A suspended Participant is eligible to return to participation, but reinstatement may be subject to

certain restrictions or contingent upon the Participant satisfying specific conditions noted at the time of suspension.

e) **Eligibility Restrictions** – Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.

f) **Permanent Ineligibility** – Permanent ineligibility to participate, in any sport, in any capacity, in any program, activity, event, or competition sponsored by, organized by, or under the auspices of Biathlon Alberta

g) **Other Discretionary Sanctions** – Other sanctions may be imposed, including, but not limited to, other loss of privileges, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.

36. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

37. Records of all decisions will be maintained by Biathlon Alberta which will disclose the decision to Biathlon Canada.

Appeals

38. The decision of the Discipline Panel may be appealed in accordance with the *Appeal Policy*.

Suspension Pending a Hearing

39. Biathlon Alberta may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of an investigation, criminal process, the hearing, or a decision of the Discipline Panel.

Confidentiality

40. The discipline and complaints process is confidential and involves only Biathlon Alberta, the parties, the Case Manager, the Discipline Chair, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

41. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).

Timelines

42. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Case Manager may direct that these timelines be revised.

Records and Distribution of Decisions

43. Other individuals or organizations, including but not limited to, Biathlon Canada, other national sport organizations, Divisions, other Provincial / Territorial organizations, Clubs, other sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

Policy History	
Approved	February 2026
Next Review Date	February 2028

Appendix A – Investigation Procedure

~~* Indicates a section that has been adapted from the UCCMS~~

Determination

1. When a complaint is submitted pursuant to the *Discipline and Complaints Policy*, the Case Manager will determine if the incident should be directed to the ABSSCM or investigated by a Biathlon Alberta appointed Investigator.

Investigation

2. The Case Manager will appoint an Investigator. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
3. Federal and/or Provincial/Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The

Investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.

4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial/Territorial legislation. The investigation may include:
    a) Interviews with the Complainant
    b) Witness interviews
    c) Statement of facts (Complainant's perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
    d) Interviews with the Respondent
    e) Statement of facts (Respondent's perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant

Investigator's Report

5. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, a breach of the *Code of Conduct and Ethics* occurred.
6. The Investigator must be aware that sport-specific differences exist
7. The Investigator's Report will be provided to the Case Manager who will disclose it (or a summary), at their discretion, to Biathlon Alberta, the parties, or any other third party.
8. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, the Investigator shall advise the Complainant and Biathlon Alberta to refer the matter to police.
9. The Investigator must also inform Biathlon Alberta of any findings of criminal activity. Biathlon Alberta may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force, fraud against Biathlon Alberta, or other offences where the lack of reporting would bring Biathlon Alberta into disrepute.

Reprisal and Retaliation

10. A Participant who submits a complaint to Biathlon Alberta or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy*.

False Allegations

11. A Participant who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. Biathlon Alberta, or the Participant against whom the allegations were submitted, may act as the Complainant.

Confidentiality

12. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, Biathlon Alberta recognizes that maintaining anonymity of any party may be difficult for the Investigator during the investigation.