

2.18 Internal Dispute Resolution Policy

Annex: Fencing-Escrime NB: Complaint Intake & Triage Form

1. Purpose

The purpose of this policy is to provide a fair, transparent, and timely process for resolving internal disputes within Fencing-Escrime New Brunswick (FENB) that fall **outside** the jurisdiction of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

2. Scope and Jurisdiction

This policy applies to all FENB "Participants" (athletes, coaches, officials, volunteers, board members, and staff).

What this policy **COVERS**:

- Disagreements regarding the interpretation of FENB policies.
- Operational disputes (scheduling, equipment use, team selections).
- Minor conduct infractions not rising to the level of "Maltreatment."
- Volunteer or staff performance disagreements.

What this policy **DOES NOT** cover:

- **Maltreatment:** Any allegations of abuse, harassment, or discrimination as defined by the UCCMS. These **must** be referred to the **NB Safe Sport Complaint Mechanism (NBSSCM)**.
- **Technical Officiating:** Decisions made by referees during a bout (covered by FIE/CFF technical rules).

3. The Two-Path Triage System

Upon receipt of any formal complaint, the Executive Director (or a designated board member) will determine the appropriate path:

Path	Nature of Concern	Reporting Body
Path A	UCCMS violations, abuse, grooming, severe harassment.	NBSSCM / Independent Third Party

Path	Nature of Concern	Reporting Body
Path B	Policy disputes, minor conduct, operational issues.	FENB Internal Process (This Policy)

4. Resolution Procedures (Path B)

Stage 1: Informal Resolution (Mediation)

Before a formal hearing, FENB encourages parties to resolve the dispute through coached dialogue or mediation.

- **Timeline:** Initiated within **7 days** of the dispute.
- **Outcome:** If a signed agreement is reached, the matter is closed.

Stage 2: Formal Internal Review

If informal resolution fails, a formal written complaint must be submitted to the Executive Director.

1. **Appointment of Panel:** The Board will appoint an unbiased three-person Internal Review Panel.
2. **Right to be Heard:** Both the "Complainant" (person filing) and "Respondent" (person complained against) have the right to submit written evidence and call witnesses.
3. **Timeliness:** A decision must be rendered in writing within **14 days** of the hearing.

Stage 3: Sanctions and Outcomes

If the panel finds a violation of policy or conduct, they may apply:

- Verbal or written reprimand.
 - Requirement for additional training (e.g., Respect in Sport).
 - Temporary suspension of membership or volunteer privileges.
 - Removal from a specific role (e.g., Board position or Coach).
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5. Principles of Fairness

FENB commits to the following "Natural Justice" principles throughout the process:

- **Impartiality:** No person with a conflict of interest (personal or professional) shall sit on a review panel.
 - **Confidentiality:** Information will only be shared with those directly involved in the resolution.
 - **Transparency:** All parties will receive a copy of the final written decision and the reasoning behind it.
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6. Right to Appeal

Decisions made under this policy may be appealed only if there is evidence of:

- A failure to follow the procedures outlined in this policy.
- A conflict of interest that influenced the decision.
- A decision that was grossly unreasonable or biased.

*Appeals are governed by the **FENB Board of Directors** and may ultimately be referred to **Sport NB** if internal options are exhausted.*

7. Review of Policy

This policy shall be reviewed every two years in conjunction with the *Volunteer Management Policy* to ensure continued alignment with the **UCCMS v. 6.0** (or current version).

Annex: **Fencing NB: Complaint Intake & Triage Form**

Instructions: This form must be completed by any individual (the "Complainant") wishing to initiate a formal process under FENB policies.

1. General Information

- **Name of Complainant:** _____
- **Role within FENB:** (e.g., Parent, Athlete, Coach, Volunteer)
- **Respondent Name(s):** (Who the complaint is against)

- **Date of Incident(s):** _____

2. Nature of the Complaint

Please check the category that most closely aligns with the issue:

- **[] Category A: Maltreatment / Safe Sport** (e.g., Physical/Sexual/Psychological abuse, Neglect, Grooming, Harassment, Discrimination).
- **[] Category B: Operational / Policy Dispute** (e.g., Team selection, board governance, equipment usage, minor interpersonal conflict).
- **[] Category C: Technical/Field of Play** (e.g., Referee decisions during a tournament).

3. Incident Summary

Briefly describe the incident, including location, witnesses, and any FENB policies you believe were violated.

Internal Triage Guide (For FENB Leadership)

Once the form is received, the ED or Case Manager must follow this decision-making flow to determine the jurisdiction.

Step 1: Jurisdictional Check (The 24-Hour Rule)

Within 24 hours of receipt, the ED must determine:

1. **Is it UCCMS?** If "Category A" is checked or suspected, the ED **must not** investigate. The file is immediately forwarded to the **NB Safe Sport Complaint Mechanism (NBSSCM)** or the **Abuse-Free Sport** portal.
2. **Is it Internal?** If "Category B," the file stays with FENB under the *Internal Dispute Resolution Policy*.
3. **Is it Technical?** If "Category C," it is referred to the *Directoire Technique* (DT) or the FENB Technical Committee.

Step 2: Conflict of Interest Check

Before proceeding with an internal review, the ED must ensure the appointed Review Panel is "clean."

- **Rule:** No panel member can be from the same club as the Complainant or Respondent, or have a documented personal history with them.

Step 3: Notification

The Respondent is notified of the complaint (redacted for privacy where necessary) and given **7 days** to provide a written response.

Approved April 2026