



Discipline and Complaints Policy

How Section IX of the By-law works in practice

Version: 1.0 | Status: Draft for board review | Prepared: August 2026

Status of this document. Made under Bylaw 9.12 (the Board may add procedures) and Bylaw 7.5 (the Board may delegate officer functions). It does not replace Section IX of the General By-law; it operationalizes it. Where this Policy and the By-law conflict, the By-law governs.

1. Who and what

- 1.1** Applies to every Registered Participant (Bylaw 1.1f), Directors, Officers, and anyone who accepts a CF3 code of conduct or takes part in a CF3-sanctioned event.
- 1.2** Complaint types are as in Bylaw 9.2: Administrative, Opportunity to Participate, Misconduct.
- 1.3** Where the Canadian Safe Sport Program applies, it governs. Sanctions from other bodies are upheld (Bylaw 9.16).

2. Concerns are not complaints

- 2.1** Anything raised in conversation, group chats or social media is a concern. It is not investigated or adjudicated.
- 2.2** Whoever receives a concern points the person to this Policy and the form within seven days, in writing. That ends their obligation on the substance.
- 2.3** Exception: anything involving a minor, maltreatment, harassment, discrimination, harm or safety is acted on however it arrives. Notify the Complaints Officer immediately.
- 2.4** Field-of-play matters go through the event inquiry process first (Bylaw 9.7). Officials' judgment calls are not reviewable except for fraud, partiality, gross negligence or acting outside authority.

3. Filing

- 3.1** In writing, signed, stating what happened, who is responsible, and what outcome is sought (Bylaw 9.3). Use the form on cff.fit. Minors file through a parent or guardian.
- 3.2** Within four months of discovery, never more than one year (Bylaw 9.5).
- 3.3** No fee for Misconduct or Opportunity to Participate Complaints. The \$250 fee (Bylaw 9.4) applies only to Administrative Complaints by non-athletes and may be waived.

4. Complaints Officer

- 4.1** A Director, not the President, designated by Board resolution, with an alternate.

- 4.2** Receives every Complaint, logs it, and within five business days decides whether the President is a party or conflicted. If not, forwards to the President under Section IX. If so, acts in place of the President under Bylaws 9.3(a), 9.6, 9.10 and 9.11 (delegated under 7.5).
- 4.3** Anyone who is a party or has an interest is recused from every decision on that matter.
- 4.4** Where the President or a Board majority is the subject, an independent third party may be engaged within the Board's pre-authorized limit.

5. Process (Bylaws 9.6 to 9.15)

Step	Who	When
Acknowledge (9.6c)	President or Complaints Officer	5 business days
Assess validity, standing, jurisdiction (9.6a)	President or Complaints Officer	15 business days
Investigate (9.6b, 9.9, 9.10)	Investigator not involved in the events	30 business days
Dispose: dismiss, mediate, hearing, or pursue as Misconduct (9.10)	President or Complaints Officer	10 business days after report
Hearing (9.11 to 9.14)	Panel of 3+, 20% athletes, appointed by Board	Earliest date
Appeal	SDRCC, or independent arbitrator until eligible	14 days to file

- 5.1** Standard of proof: balance of probabilities. Opportunity to Participate Complaints are expedited before the event (9.15).

6. Discipline

- 6.1** Per Bylaw 9.14: reprimand, probation, suspension, expulsion, apology, restitution including payment for damaged equipment.
- 6.2** An athlete or coach with an upheld Misconduct finding in the last twelve months, or an unresolved Complaint at nomination, is ineligible for Team Canada until resolved. This is an objective criterion under Bylaws 8.2 and 8.3 and appears in the annual selection criteria.

7. Appeals

- 7.1** Grounds: no jurisdiction, procedure not followed, bias, or grossly unreasonable. To the SDRCC under its Code, or to an independent arbitrator until CF3 is eligible. Final and binding.

8. Records and publication

- 8.1** The Complaints Officer keeps a register (number, date, type, roles, stage, outcome, no names) and reports it at every Board meeting and in the Annual Activity Report.
- 8.2** Retaliation for a good-faith Complaint is Misconduct. Frivolous or bad-faith Complaints may be disciplined.

- 8.3** This Policy, the form and the Complaints Officer contact are published on cff.fit. Reviewed every two years.

Schedule C: Bylaw amendments for AGM

Bylaw	Change
9.3(a), 9.6, 9.10, 9.11	Where the President is a party or conflicted, functions pass to a Board-designated Complaints Officer
Section IX (new)	Appeal to SDRCC or equivalent independent body
9.4	Reduce, remove, or make the \$250 fee waivable
1.1	Registered office: British Columbia (Articles amended 2024-09-13), not Lethbridge
3.1	Constitute the Athlete and Medical/Anti-Doping Committees or amend the list
Section VI (new)	Athlete director seat with a transparent selection process
General	Review every four years or after each election; members' right to express opinion

Version history

Version	Date	Motion	What changed
1.0	[]	[]	First issue.