

Archers and Bowhunters Association of Manitoba Dispute Resolution Policy

Preamble

The Archers and Bowhunters Association of Manitoba (ABAM) supports the principles of Alternative Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, mediation and arbitration as effective ways to resolve disputes with and among members.

Scope

This policy applies to disputes with and among members, where the term "Member" refers to all categories of member within the ABAM, as well as to all individuals employed by the ABAM, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, and employees.

Facilitation

Complaints will be handled in an efficient, sensitive and timely manner.

Individuals wishing to file a grievance should

- Document the concern, recording as much detail as possible
- Report the concern to the President of the association and provide a copy of all the documentation.

If an internal review is to proceed, it is still recommended that external assistance be sought. If internal procedures are implemented, the following procedures will occur:

The ABAM will assign the ongoing investigation of the complaint to one individual who through all steps of the investigation shall keep the Board of Directors informed of the progress of the investigation.

The ABAM investigation officer shall arrange to speak (in person if possible) with the complainant in order to obtain information to confirm and clarify the circumstances giving rise to the complaint within 10 working days of complaint.

The investigation officer shall then forward to the person(s) against whom the complaint is made (the respondent) a copy of the written complaint, any additional information obtained from the complainant and a request that the respondent reply to the complaint in writing within ten days.

If a response is received, the investigation officer shall forward a copy of such response to the complainant and the complainant shall be given five working days to reply in writing. The investigation officer may assist the complainant in formulating a reply.

At this point, depending on the seriousness of the complaint, the ABAM may remove the respondent from the situation in question. The respondent may still be involved in other aspects of the sport (i.e. being suspended from coaching may not affect the respondents ability to compete).

Except when the investigation officer is absolutely convinced there is not possibility for settlement by agreement, the investigation officer shall convene a meeting with the parties to attempt a settlement.

The investigation officer shall as soon as possible, but in any event, within 30 days of receipt of the complaint, file a report to the ABAM President, setting out all of the information obtained as well as copies of all documentation filed to both parties and recommending that:

- No further action be taken because the complaint is frivolous, vexatious or vindictive.
- Nor further action be taken because a settlement has been reached or
- The arbitration process is initiated.

A copy of this report shall be sent to the complainant and the respondent.

In the event that the recommendation is to begin the arbitration process, the Executive will appoint an external consultant that has been mutually agreed to by both parties.