

DEFINITIONS

The terms defined below shall apply to all Canadian Sport Centre Saskatchewan policies, unless otherwise stated therein

1. “*Affected Party*” – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right under the *Appeal Policy*
2. “*Appeal Manager*” – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee this Policy
3. “*Appellant*” – The Party appealing a decision pursuant to the *Appeal Policy*
4. “*Athlete*” – An individual who is a Client of CSCS and who participates in CSCS’s programming
5. “*Board*” – The Board of Directors of CSCS
6. “*Case Manager*” – An individual appointed by the Independent Third Party to administer complaints that are managed under Process #2 of the *Discipline and Complaints Policy* and who shall satisfy the requirements stated therein.
7. “*Client*” (or “*Clients*”) – Users of CSCS’s services, including NSOs, PSOs, MSOs, and any Athlete or other person or entity retaining CSCS expertise or services
8. “*Complainant*” – The Party who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in CSCS’s policies, by-laws, rules or regulations, or the UCCMS
9. “*Conflict of Interest*” – Any situation in which a Representative’s decision-making, which should always be in the best interests of the CSCS, is influenced or could be influenced by personal, family, financial, business, or other private interests
10. “*CSCS*” – Canadian Sport Centre Saskatchewan
11. “*CSCS Discipline Chair*” – An individual appointed by CSCS that handles complaints that are assessed under Process #1 of the *Discipline and Complaints Policy*. The CSCS Discipline Chair will be the acting Chief Executive Officer of CSCS or, if required, another individual who may be a director, staff member, or other individual affiliated with CSCS and who must not be in a conflict of interest, must be unbiased and must not have any relationship with the Parties
12. “*Days*” – Calendar days¹
13. “*Director of Sanctions and Outcomes*” – The individual(s) responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the UCCMS (or other conduct rules, as applicable) within the jurisdiction of the OSIC
14. “*Event*” – An event sanctioned by CSCS, and which may include a social Event

¹ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday, or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday, or a legal holiday. For example, if an Individual receives a decision on Thursday December 17, 2020, the 14-day deadline to appeal this decision starts on Friday December 18, 2020 and would expire on Friday January 1, 2021. However, since January 1, 2021 is a legal holiday, January 2, 2021 is a Saturday, and January 3, 2021 is a Sunday, the deadline to appeal would expire at midnight (in the location of the individual seeking to file an appeal) on January 4, 2021.

15. *“External Discipline Panel”* – A Panel of one or three people who are appointed by the Case Manager to make decisions on complaints that are managed under Process #2 of the *Discipline and Complaints Policy*. Panel members should have experience in sport and shall not be affiliated with CSCS or Sask Sport Inc., and they must not be in a conflict of interest, must be unbiased, and must not have any relationship with the Parties.
16. *“Harassment”* – As defined in the *Code of Conduct and Ethics*
17. *“In writing”* – A letter, fax, or email sent directly to, or by, CSCS
18. *“Independent Third Party”* – The individual retained by CSCS to receive reports and complaints and to fulfill the responsibilities outlined in the *Discipline and Complaints Policy* and *Appeal Policy*, as applicable. This individual must not be in a real or perceived conflict of interest or have a direct relationship with any of the Parties. For CSCS, the Independent Third Party is the ADR Institute of Saskatchewan and may be contacted at: president@adrsaskatchewan.ca
19. *“Maltreatment”* – As defined in the UCCMS and as amended from time to time by the SDRCC
20. *“Minor”* – As defined in the UCCMS and as amended from time to time by the SDRCC
21. *“Non-Pecuniary Interest”* – An interest that a Representative may have in a matter which may involve family relationships, friendships, volunteer positions, or other interests that do not involve the potential for financial loss or gain
22. *“OSIC”* – The Office of the Sport Integrity Commissioner, an independent division of the SDRCC, which comprises the functions of the Sport Integrity Commissioner; also referred to as Abuse-Free Sport
23. *“Party”* (or *“Parties”*) – When referred to individually, the Complainant, Respondent, or any other individuals or persons involved in a process under the *Discipline and Complaints Policy*, or the Appellant, Respondent and any Affected Party involved in a process under the *Appeal Policy* (as applicable)
24. *“Pecuniary Interest”* – An interest that a Representative may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that Representative, or another person with whom the Representative is associated
25. *“Person in Authority”* – Any Representative who holds a position of authority within CSCS including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, or directors or officers
26. *“Physical Maltreatment”* – As defined in the UCCMS and as amended from time to time by the SDRCC
27. *“Power Imbalance”* – As defined in the UCCMS and as amended from time to time by the SDRCC
28. *“Prohibited Behaviour”* – As defined in the UCCMS and as amended from time to time by the SDRCC
29. *“Provisional Suspension”* – Means that the Representative is barred temporarily from participating in in any capacity in any Event or activity of CSCS, or as otherwise decided pursuant to the *Discipline and Complaint Policy*, prior to the decision rendered in a hearing conducted pursuant to the *Discipline and Complaints Policy*
30. *“Representative”* – Individuals employed by, or engaged in activities on behalf of, CSCS including: directors, staff members, contract personnel, and volunteers
31. *“Respondent”* – The Party responding to a complaint under the *Discipline and Complaints Policy* or the body whose decision is being appealed under the *Appeal Policy* (as applicable)
32. *“Sexual Maltreatment”* – As defined in the UCCMS and as amended from time to time by the SDRCC
33. *“SDRCC”* – The Sport Dispute Resolution Centre of Canada

34. "*UCCMS*" – The *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time by the SDRCC
35. "*UCCMS Participant*" – A Representative who has been (a) designated by the CSCS, and (b) who has signed the required consent form. For the CSCS, UCCMS Participants are: CSCS staff, Sport Canada AAP carded CSCS registered athletes, and Sports Medicine and Science Council of SK (SMSCS) practitioners working with carded CSCS athletes
36. "*Vulnerable Participant*" – As defined in the UCCMS and as amended from time to time by the SDRCC