STATEMENT OF ALLEGATIONS

Notification of Accepted Complaint and Statement of Allegations

Following reception of a Complaint which is deemed admissible under the *New Brunswick Safe Sport Complaint Mechanism* (NBSSCM), the Case Manager prepares a Statement of Allegations summarizing the factual allegations made by the Complainant in the Complaint. A copy of the draft Statement is shared with the Complainant for review and revision as needed. Once the Complainant has confirmed the Statement of Allegations is accurate and complete, a copy will be shared with the Respondent, and, as appropriate in the circumstances, the relevant sport organization.

The Statement of Allegations is the foundation of the complaint process. It provides the opportunity, prior to the commencement of the process, for the parties to better understand the nature and scope of the Complaint, to seek advice, and to respond to the allegations, if desired.

The purpose of sharing the Statement of Allegations with you is because the Complaint involves allegations of violations of your organization's conduct standards. Under the NBSSCM, your organization is responsible for determining whether Provisional Measures should be imposed on the Respondent, meaning that they may be barred temporarily from participating in any capacity in any sanctioned or organized activities or be subject to other eligibility restrictions.

The following is alleged in the Complaint:

Complaint under [Specify Policy/Code]	
Name of Complainant	
Name and Role of Respondent	
Date (or date range) of Alleged Incident(s)	
Date of Initial Complaint	
Received by the	
Date that Statement of Allegations was Finalized	

Summary of Allegations:

Complaint under [Specify Policy/Code]	
Allegation #1	
Allegation #2	
Allegation #3	

Under the NBSSCM, the Case Manager, upon the receipt and acceptance of a complaint, may make non-binding recommendations to the relevant sport organization regarding an immediate Provisional Measures for a Respondent who belongs to the sport organization, if no such restrictions have already been imposed.

Based on the Statement, the Case Manager is recommending that the following:

i. Indicate Measures, if any

The reason for this recommendation is based on an assessment by the Case Manager, who considered the specific allegations in the Complaint and factors which included the following:

ii. Section 7.1 of the UCCMS provides that any provisional measures are to be evaluated with consideration to and weighing of the following factors:

   i. the seriousness of the allegations and the facts and circumstances of the case;

   ii. the safety and well-being of participants and the sport community;

   iii. potential risks and prejudice from action and inaction, with safety being paramount; and

   iv. the best interest of sport and those who participate in it, including the views of the person(s) directly impacted.

As ROLE for SPORT ORGANIZATION, it is your responsibility to determine whether to impose the recommended Provisional Measures or impose modified restrictions. If Provisional Measures are imposed, the Respondent may make a preliminary request to the Mediator/Arbitrator to have the Provisional Measure lifted.

Please note that this Summary and any related information is confidential. The NBSSCM Program Guidelines and Dispute Resolution Policies sets out the confidentiality requirements for anyone involved in the process failure to respect confidentiality until you are notified that the complaint process has been completed may result in sanctions against you.

When you determine whether Provisional Measures will be imposed, please contact the Case Manager [Insert Contact]. They will notify the Respondent of your determination.

You may be contacted regarding the complaint process to provide information or to assist with the mediation process. Accordingly, you must designate a contact person to receive any information regarding this process. They must have the authority to represent your organization and make decisions on behalf of the group. Please notify the Case Manager [Insert Contact] with the information of this designated individual.