

Filing a Complaint

1. Any individual may report an incident or submit a complaint to Vorlage Racing Club's (VRC) Complaints Chair or any other member of the Board of Directors (the Board). Where a complaint is made to a member of the Board who is not the Complaints Chair, the Board will refer the matter to the Complaints Chair. The Complaints Chair is appointed to act without bias and in the absence of conflicts of interest. Complaints are to be submitted to vorlageraceclub@gmail.com.
2. All complaints must be made in writing. Complaints must be signed, and shall include the name and contact information of the alleged victim, a description of the alleged acts and their context, as well as the identity of the alleged perpetrator of abuse or harassment.
3. The Complaints Chair will investigate the facts alleged in the complaint. The investigation will include gathering such additional information from the Complainant or other sources the Complaints Chair considers necessary to conclude that a complaint may be justified.
4. The Complaints Chair will share their findings with the Board and make one of the following recommendations:
 - (a) the complaint is unfounded and should be dismissed;
 - (b) the complaint is justified and should be handled informally;
 - (c) the complaint is justified and should be reviewed more thoroughly by a Disciplinary Panel;
 - (d) the complaint is justified and severe enough for the Board to pass directly to Ski Quebec Alpin (SQA) for review
5. The Board will consider the Complaints Chair's recommendation(s) and render a decision.
6. If it is determined that a Disciplinary Panel should be convened it will consist of the Complaints Chair, and two board members from age group cohorts not affiliated with the complaint. Should the Complaints Chair need to recuse themselves they will be replaced by a board member who does not have an athlete in the age group affiliated with the complaint.

A Disciplinary Panel will gather and review information from the Complainant, the Respondent and other resources as deemed necessary.

When Disciplinary Panels are convened, their decisions are arrived at by consensus if possible, but otherwise by majority vote.

Disciplinary recommendations are then made to the Board for discussion and a final decision. Decisions are arrived at by consensus, if possible, but otherwise by majority vote. Sanctions can range from a verbal or written apology, to suspension from VRC activities or events. Suspensions can be for specific days or indefinite periods of time.

Should the Disciplinary Panel and/or the Board deem the infraction to be severe enough, and beyond the capacity and/or capability of the Board to manage, the Board may pass the complaint directly to Ski



Quebec Alpin (SQA) for investigation and review and/or contact law enforcement if deemed appropriate.

7. Should either a Complainant or Respondent disagree with a Board disciplinary ruling they can avail themselves of the Ski Quebec Alpin complaint process

File A Complaint with SQA: <https://www.skiquebec.qc.ca/sport-securitaire>

