

Competition Conflict Resolution Procedure & Form

- Purpose** The purpose of the Conflict Resolution and Committee is to hear and rule on any breach of competition rules, procedures, code of conduct or protocol identified by a Competitor or Technical Committee Member/ Judge.
- Committee** Chair: Director of Competitions
Committee Members: non-biased volunteer(s) and Competitions Department Staff

Rules & Regulations

1. **Protests can only be made by the competitor (not an advisor, teacher, guardian, etc)**
1. If a competitor finishes the competition early and leaves the contest site, he/she is forfeiting their opportunity to submit a Conflict Resolution. The Conflict Resolution must be submitted before leaving the contest site, **up to fifteen (15) minutes after the completion of the contest.** Reference the contest Scope for the agenda of the contest times, or when the Technical Chair states the end of the contest (ie started late, therefore finishes later).
2. Competitors cannot submit a Conflict Resolution (informal or formal) about the results/ medal standings (after the fifteen (15) minutes of the completion of the contest). All protests must be made on the contest site, to be able to discuss/ review with the Technical Chair(s) as they are the only ones who can identify a discrepancy in the scoring of the contest.

Informal Protest

1. If a competitor identifies a breach of competition rules, procedures or protocol, they must start by requesting an *informal protest*, either verbally or in writing to the Technical Chair(s). It's encouraged that the *competitor* discusses the informal protest with the Technical Chair **as soon as possible during the contest, up to fifteen (15) minutes after the completion of the contest.** Through discussion, the competitor and Technical Chair(s) will work to determine a resolution to the situation. The Director of Competitions and/ or the Conflict Resolution Committee may be referenced.

Formal Protest

2. If the *informal protest* cannot yield a solution that satisfies the *competitor*, then the *formal protest* procedure may begin at the request of the competitor **as soon as possible during the contest, up to fifteen (15) minutes after the completion of the contest.**
3. The *competitor* is to request a Conflict Resolution Form from the Technical Chair of the contest where the issue resides. The *competitor* must complete the form by supplying all relevant information regarding the breach identified and submit to the Technical Chair, **no later than fifteen (15) minutes after the completion of the contest time.**
4. The Technical Chair(s) will review the Conflict Resolution Form with members of the Technical Committee/Judges. If corrective action occurs that is satisfactory for the Technical Committee and the Competitor, the response will be noted on the form and forwarded to the Director of Competitions.
5. If the Technical Committee cannot resolve the issue at that level that is satisfactory to the competitor, the Technical Chair(s) will complete the recommendation section on the form and notify the Conflict Resolution Committee/ Director of Competitions.
6. The Conflict Resolution Committee shall meet with the Technical Chair(s), gather and consider such input as they deem necessary and render a decision which shall be final.

Competition Conflict Resolution Procedure & Form

Date/ Time: _____ Competitor Name: _____

Competitor Name: _____

Board (& School)/College/Training Institution: _____

Contest: _____

Competitor Section

1. Situation: Describe in detail the situation leading to the disagreement and/or breach of rules, procedures or protocol.

2. Corrective action recommended by the Competitor: state in detail the action you expect the Technical/Conflict Resolution Committee to take to correct the circumstances.

Technical Chair Section - Response

3. a) State the action taken to correct at the Technical Committee level; **OR** b)

- b) Recommendation of the Technical Chair to the Conflict Resolution Committee

4. Final Decision: (To be completed by the Conflict Resolution Committee Chair; if step required)

Signature(s) of Technical Committee Chair(s): _____

Signature of Conflict Resolution Committee Chair/ Director of Competitions:
