

E.A.C Terms of Reference

(Ethics Advisory Committee for the Canadian Armwrestling Federation Code of Ethics)

2021

ETHICS ADVISORY COMMITTEE Background:

On May 15 2015, the CAWF Executive Committee committed to the examination of a proposed Code of Ethics geared to provide a structure to prevent and/or address incidences of abuse within its organization and the sport of Arm wrestling.

The CAWF officially established the Ethics Advisory Committee in 2021. (E.A.C). It was designed to respond to incidences of abuse as listed in the Code of Ethics.

Philosophy:

The CAWF is committed to modeling and promoting equality and equity amongst all of its members. The organization strives to be free of, and condemns any form of physical, sexual and emotional abuse within its day-to-day operations. Where incidences occur, contrary to the CAWF Code of Ethics, the Ethics Advisory Committee (E.A.C) can be sought to take appropriate action.

Authority:

The E.A.C Chairs make decisions regarding day-to-day occurrences and will consult with the V.P on appeals. The Executive Committee is consulted, on appeals that can't be resolved within the E.A.C, and on international matters.

The E.A.C Chair communicate specifics of outcomes to the sitting Executive member.

The E.A.C Chair communicate general outcomes to the CAWF President, Referee-in-Chief, and the Provincial Association to uphold consequences to any member.

The E.A.C Chair reports to the AGM a general tally of occurrences for that respective year.

The Complaints Reviewer is authorized to collect information for the sole purpose of addressing an occurrence. (And with consent of all parties) Outcomes are not shared with the C.R.

Mandate:

To address matters in breach of the CAWF Code of Ethics, confidentiality, and any related policy. To advocate for equity within the organization.

Membership

At least one member of each province should represent. Where this is not possible, additional members may be nominated, on behalf of other provinces, to ensure there is advocacy for every region until a representative is available. Diversity of nominees is encouraged to bring equal representation to the process.

Meeting procedures:

Schedule: As required to fulfill its mandate and responsibilities. (Minimally bi-annually)

Format: In person, by teleconference or by videoconferencing using the CAWF Zoom account.

Agenda: Developed by the E.A.C Chair, in consultation with the committee members, and should address general operations, training etc. Discussions about specific occurrences is prohibited other than with the E.A.C Chairs in private. Hypothetical case studies are permitted with no identifying information.

Attendees: Only Ethics Advisory Committee members are entitled to attend committee meetings, with the exception of invited guests.

Quorum: A majority of the committee.

Minutes: Drafted by E.A.C Chair for review and approval at next committee meeting.

Conflict-of-interest disclosure: E.A.C members must declare conflicts of interest prior to the discussion of individual files or at any time a conflict of interest or potential conflict of interest arises. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

Confidentiality: E.A.C committee members must sign a confidentiality agreement at the time of their nomination indicating their agreement to maintain confidentiality, security and integrity of all occurrence materials during and after their term on the committee.

Remuneration: E.A.C Committee members are volunteers exempt from honoraria unless otherwise specified by the CAWF President and its Executive.

Amendment to terms of reference: The E.A.C may amend their respective Terms of Reference, in consultation with its group, at any time and from time to time.

Nominations

Nominations for the E.A.C Chairs, can be approved by the Executive Committee every 3 years or as required and in consultation with the remaining Chair. There must always be 2 Chairs operating the E.A.C. (Chair/Co-chair) in collaboration with a sitting Executive Member (V.P).

Nominations for the E.A.C Complaints Reviewers (C.R), representative of each province, can be provided by their respective Provincial Association every 3 years and approved by the E.A.C Chairs and sitting Executive Member. The top selections (cap of 3) would be presented to the Executive Committee. If the presented nominees are unsuitable there will be an immediate re-issue of call-outs for nominations by the E.A.C chairs.

Nominations for E.A.C Chairs and the C. Rs must have the required investigative skillset to handle complaints and deliberate decisions on a case-by-case basis in full compliance with the confidentiality policy, the CAWF Constitution and the CAWF Code of Ethics itself and its procedural outline.

Should any sudden vacancy of the C.R occur for any reason (by termination, resignation or other) in this paragraph contained, as reported to the E.A.C Chairs, the Chairs will signal to the sitting Executive member for a new call-out for recruits by nomination. It is asked that any E.A.C member give at least one month's notice before the termination of their post if possible. The E.A.C Chairs & sitting Executive member would oversee operations of the E.A.C until the vacancies are filled.

DUTIES OF THE ETHICS ADVISORY COMMITTEE (E.A.C) CHAIR & CO-CHAIR

1. To uphold the CAWF Code of Ethics including its design and review
2. To oversee the operations of the E.A.C
3. To recruit E.A.C representatives in collaboration with the sitting Executive Member
4. To review the E.A.C Terms of Reference
5. To track complaints/resolutions throughout the year
6. RESPOND TO COMPLAINT INTAKES USING THE EAC REPORTING WEB LINK
7. Initiate virtual file
8. Assess complaint eligibility
9. Assign complaint investigations to Complaints Reviewers (C.R)
10. Consult on investigation outcomes with the C.R (to make sure sufficient information is collected only)
11. It may be required that, on occasion, they will, objectively interview involved parties and view/handle/collect/store materials/evidence in accordance with the Ethics procedure and confidentiality policy.
12. Report specific investigation outcomes with the respective involved parties.

13. Report general investigation outcomes with the sitting Executive member, CAWF President, Referee-in-Chief and Provincial Association for the purpose of upholding reprimands.
14. Consult with its sitting Executive member on appeals
15. Offer peer support
16. Consult on all correspondence to respective parties, involved in a complaint investigation.
17. Schedule quarterly meetings with all E.A.C reps to discuss policies and procedures.
18. Attend the CAWF AGM and provide yearly overview of the E.A.C activities.
19. Meet with the CAWF Executive Committee, minimally once per year or as required, to discuss changes to policies and procedures and initiated by the chair of the E.A.C.
20. Consult on international occurrences with the Executive Committee.

Duties of the Complaints Reviewer (C.R)

1. Complete the intake portion of a complaint
2. To investigate a complaint in accordance with the Ethics procedure
3. To objectively interview involved parties and view/handle/collect/store materials/evidence in accordance with the Ethics procedure and confidentiality policy.
4. To consult with the E.A.C Chair ONLY when they've concluded their investigation. All C.R members are bound by their Oath of Confidentiality
5. To offer peer support within the E.A.C particularly if there is a traumatic occurrence. Peer support discussions must not include the names of parties involved to protect privacy.
6. To participate in training opportunities regarding topics in relation to the handling of complaints.
7. To meet with the E.A.C minimally twice per year to discuss the policies and procedures.

** All members, athletes and officials are expected to review and uphold the Code of Ethics, and Confidentiality policy, including the responsibility regarding the "duty to report" if they are witness to a critical incident. **