



ADDENDUM: To Code of Ethics and Personal Conduct

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The following information is in addition and in support of the Code of Ethics and Personal Conduct as it relates to GSSCC by laws, programs, rules, policies and procedures of the GSSCC.

1. APPOINTMENT PRACTICES (committees, appointed positions)

GSSCC leaders will set and model the highest standards of conduct in decisions and avoid improper influence or the appearance of improper influence.

(a) Diversity - We believe that a climate encouraging a diversity of people and ideas is to our advantage and expect members to value the unique contributions of people with different characteristics, experiences and backgrounds. GSSCC members must deal with suppliers, customers, spectators and other members without any discrimination because of race, creed, sex, national origin, marital status, age or similar criteria. All appointment decisions shall be considered uniformly and exclusively on their merits.

(b) Appointment criteria:

- Qualifications of candidates with respect to job requirements.
- Ability to work in harmony with the Board of Directors and other committees
- Development needs of individuals and the GSSCC's succession requirements.
- Equal opportunity.
- All appointees must be members of a GSSCC member club in good standing
- On committees of four or less, appointees must not be from the same GSSCC club
- On committees of five or more, no more than two appointees can be from the same GSSCC club

(Refer to GSSCC BY-LAW 6.05 -The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board).

(c) Appointing relatives - Relatives of the GSSCC Board of Directors may be appointed in separate organizations or committees provided the above criteria take precedence. The same general considerations apply to persons dating each other as noted for relatives.

2. GSSCC FUNDS, PROPERTY AND RECORDS

(a) Members and directors are responsible for safeguarding all GSSCC assets under members control – including funds, property, information and records.

(b) Members and directors are responsible for the prudent and effective use of all

GSSCC funds.

- (c) Members and directors must not make personal use of GSSCC property or services unless the GSSCC Board of Directors has properly approved such property and services. The use of GSSCC owned materials, equipment and assets under any other circumstances must be approved in advance. GSSCC physical and intellectual property may not be sold, loaned, given away or otherwise disposed of, regardless of condition or value, without authorization.
- (d) Members may not solicit sponsorship or donations in the name of the GSSCC without the express written permission of the GSSCC Board of Directors. (Refer to GSSCC Policy Section 2(c) SCOPE).
- (e) All revenues or product raised in/under the name of the GSSCC must be submitted to the GSSCC Board of Directors for recording and dispersal. (Refer to GSSCC Policy Section 2(c) SCOPE).
- (f) Keeping GSSCC records:
 - (i) GSSCC records must be kept in such a way that an accurate, auditable record of all financial transactions is maintained in accordance with generally accepted accounting principles. No one should make an entry on the GSSCC's books or records that intentionally hides or disguises the true nature of any transaction.
 - (ii) Records for the certification of titles and evaluations are to be kept in such a way to ensure that an accurate record is maintained.
 - (iii) It is good practice to keep all volunteer work in separate files when using a personal computer (or other electronic technologies), hard copies should be stored to ensure identification/confidentiality.
 - (iv) On completion of term, resignation or termination of position all GSSCC records, contacts and information upon direction from the Board may be returned to the GSSCC in their entirety (USB, disc, hard copy etc.).

3. CONFLICT OF INTEREST

- (a) All GSSCC members and directors are expected to avoid conflict of interest. (Refer to GSSCC BY- LAW 5.04 RENUMERATION).
- (b) No member will engage in a conflict of interest whether it's perceived or real.
- (c) No member accepts, offers or confers a rebate, credit or other benefit in respect to cash, gifts, materials or equipment, which may appear to have influenced the exercise of professional judgment in respect to the purchase or use of those materials or equipment. (Refer to GSSCC policy Section 34 - TEST FOR NOMINAL VALUE.)

- (d) Some examples of possible conflict of interest are:
- (i) A GSSCC Board of Director owns a company and votes to make that company a GSSCC sponsor.
 - (ii) A GSSCC member is appointed to a committee to investigate a matter involving their spouse
 - (iii) Someone owns a property and is sitting on a board that is part of the decision-making process to have motions passed to develop the property.
 - (iv) A member of the helper committee that is selecting the trial helpers for the Canadian Championships is also a competitor in the trial.
 - (v) A tracklayer in a trial is involved in legal proceedings with one of the trial participants.

Please note the above examples are for information purposes only.

4. MEMBERSHIP PRACTICES & EXPECTATIONS

How we treat each other reflects our commitment to fair and respectful behavior and ethical business conduct. The following guidelines underscore our commitment to exemplary human relationships.

- (a) We treat all members with dignity and respect.
- (b) We provide expenses and benefits as appropriate.
- (c) Breeders are strongly encouraged to follow the GSSCC and SV recommended criteria for breeding German Shepherd Dogs. (Refer to GSSCC Policy Section 37 - RECOMMENDED GUIDELINES FOR BREEDERS)
 - (i) All GSSCC judges are required to follow the GSSCC recommended criteria for breeding German Shepherd Dogs. (Refer to GSSCC Policy Section 55(c) - JUDGES BREEDING GUIDELINES).
 - (ii) All GSSCC directors are required to follow GSSCC recommended criteria for breeding German Shepherd Dogs. (Refer to GSSCC Policy Section 37 - RECOMMENDED GUIDELINES FOR BREEDERS).
 - (iii) All GSSCC members are encouraged to insist that purchased German Shepherd dogs meet the GSSCC and SV breeding criteria for German Shepherd Dogs. (Refer to GSSCC Policy Section 37 - RECOMMENDED GUIDELINES FOR BREEDERS).
- (d) GSSCC club members are required to follow GSSCC by-laws, code of ethics and personal conduct, rules, policies and programs. Failing to do so will result in disciplinary action as per GSSCC policies.

(e) Competitors - What is FAIRPLAY in sport?

Fair competition, respect, friendship, team spirit, equality, sport without doping, respect for written and unwritten rules such as integrity, solidarity, tolerance, care, excellence and joy, are the building blocks of fair play that can be experienced and learnt both on and off the field.

www.fairplayinternational.org

What is Ethics in Sport?

Sport is one of Canada's greatest collective passions. It has the ability to unite people, breaking down regional, political, cultural and economic differences. The Canadian Centre for Ethics in Sport (CCES) delivers programs, resources and tools to help Canadians navigate the issues that threaten to interfere with positive sport experiences and contribute to our vision of sport in Canada that is fair, safe and open to all. Two of these websites are:

www.cces.ca

www.athletescan.ca

5. HELPERS

Refer to GSSCC Policy Section 12 HELPERS.

Refer to the GSSCC trial rules page 16 and 48.

Refer to GSSCC Helper program - <http://www.gsscc.ca/media/139676/helperprogram2019.pdf>

DISCIPLINARY ACTION:

- Any certified helper who fails to perform at any trial in an equitable, safe and sportsmanlike manner shall be excused from a trial by the judge who may recommend censure or other disciplinary action to the helper program committee.
- Improper behavior on the part of any GSSCC certified teaching helper shall be reported in writing to the GSSCC secretary within fourteen (14) calendar days for possible disciplinary action.
- GSSCC member shall report any GSSCC certified helper who is observed to fail to perform at any trial in an equitable, safe and sportsmanlike manner and is not excused from a trial by the judge in writing to the GSSCC Secretary within fourteen (14) calendar days for review.

When a complaint is made against a GSSCC certified helper in relationship to helper work the following apply. Other complaints that fall under the GSSCC members Code of Ethics and Personal Conduct will be looked at accordingly.

Complaint:

Any GSSCC member or WUSV affiliate member entered in a trial may make a complaint against any GSSCC helper for violating any provision of the GSSCC helper program within

fourteen (14) days of the date of the alleged misconduct, or from the time, it was known that a violation occurred.

- (a) The Progressive Discipline Chart will be followed (SEE APPENDIX A and C)
- (b) Only the GSSCC Board of Directors has jurisdiction over the helper's GSSCC membership status in accordance with GSSCC by-laws.
- (c) Any decision regarding the helper must be approved by the GSSCC Board of Directors.

Procedure:

Complaints must be processed according to the following procedure:

- (a) The complaint(s) against the accused helper must be submitted in writing to the GSSCC secretary who will forward the complaint to the ethics committee chairperson. The complainant will provide the alleged violation and all substantiating witness statements and/or documentary evidence to the ethics chairperson. The complainant is responsible for providing sufficient copies of all electronic media documentation or evidence (video, audio recordings, photos, etc.). Within seven (7) days, the ethics committee chair will forward the complaint to the GSSCC helper coordinator and may assist in the review if requested.
- (b) The GSSCC helper coordinator shall forward the complaint and any supporting documentation to the GSSCC helper committee immediately.
- (c) The GSSCC helper committee, helper coordinator and GSSCC head judge will review and make recommendations to the Ethics Chairperson and the GSSCC Board of Directors.
- (d) Based on the GSSCC helper committee recommendations, the GSSCC Board of Directors will decide on any action and /or penalties. Video evidence will only be considered in cases involving conduct. It will not be allowed in cases of competitors finding issue with scores or categories of scores given.
- (e) The GSSCC helper coordinator shall also send the same documents to the accused helper within fourteen (14) days of receipt. The complainant's name shall be blacked out.
- (f) The accused helper may respond to the complaint in writing to the GSSCC helper coordinator within fourteen (14) days of receipt and may also provide:
 - (i) Testimony from witnesses. The GSSCC helper coordinator shall forward copies of any response and/or any testimony to the GSSCC helper committee within fourteen (14) days of receipt.
- (g) The GSSCC Board of Directors may, at their discretion, replace a member of the committee if a conflict of interest is perceived or exists.

GSSCC Helper Committee Action:

- (a) The GSSCC helper committee shall make a determination about the relevancy of the complaint. The complaint can be unfounded or founded, discipline recommended.
- (b) The GSSCC helper committee must make written recommendations (if any) on sanctions and appropriate disciplinary action (see Appendix A and C for Disciplinary Action) to the GSSCC Board of Directors within thirty (30) days of receipt of the complaint.
- (c) The GSSCC Board of Directors shall, within thirty (30) days of receipt of the recommendations, approve or deny the recommendations and inform in writing all parties involved.
- (d) The recommendation shall be sustained, modified, or rejected by the GSSCC Board of Directors.
- (e) In the event that the GSSCC helper committee determines that a complaint filed against a helper is knowingly false and/or witnesses provided false statements, the helper coordinator shall notify the ethics committee chairperson, the committee will make recommendations and report back to GSSCC Board of Directors). Members that knowingly provided false statements and complaints may be suspended or expelled from the GSSCC under GSSCC By-law # 3.03

Appeal Process:

- (a) Any sanctions recommended by the GSSCC helper committee have to be approved by the GSSCC Board of Directors. The helper has a right to appeal any sanction to the GSSCC Board of Directors. The helper shall be permitted a reasonable period of time to speak with the GSSCC Board of Directors within fourteen (14) days of the letter of said sanctions.
- (b) The GSSCC Board of Directors shall only modify or reject the findings of the GSSCC helper committee if:
 - (i) New evidence is discovered that could not have been known to the GSSCC helper committee at the time the case was initially investigated and adjudicated.
 - (ii) Evidence is presented and verified that there was conflict of interest on the GSSCC helper committee and/or the GSSCC helper committee operated in bad faith.
 - (iii) The GSSCC helper committee recommends a consequence that was unreasonably outside the Disciplinary Action.
- (c) In the event the appeal is sustained, the complaint is referred back to the GSSCC Board of Directors for further review and their decision is final.

6. JUDGES

Refer to GSSCC Policy Sections 47 to 60 - CANADIAN JUDGES PROGRAM

DISCIPLINARY ACTION:

When a complaint is made against a GSSCC judge in relationship to judging duties, the following applies. Other complaints that fall under the GSSCC members Code of Ethics and Personal Conduct will be looked at accordingly.

Complaint:

Any GSSCC member may make a complaint against any GSSCC judge for violating any provision of the GSSCC judges program within fourteen (14) days of the date of the alleged misconduct, or from the time it was known that a violation occurred. The complaint must be in writing and sent to the GSSCC secretary. Any performance judge with a permanent license may have that license revoked, suspended, or downgraded to a probationary performance license.

- (a) Any judge with a probationary performance license may have that license revoked and suspended.
- (b) The Progressive Discipline Chart will be followed (APPENDIX B and C)
- (c) Only the GSSCC Board of Directors has jurisdiction over the judge's GSSCC membership status in accordance to GSSCC By-Laws.
- (d) All decisions with regard to a judge's license must be approved by the GSSCC Board of Directors.

Procedure:

Complaints must be processed according to the following procedure:

- (a) Any GSSCC member or WUSV affiliate member entered in a trial in good standing may make a written complaint against a GSSCC judge.
- (b) The complaint(s) against the accused judge must be submitted in writing to the GSSCC Secretary who will forward the complaint to the ethics committee chairperson. The complainant will provide the alleged violation and all substantiating witness statements and/or documentary evidence to the ethic chairperson. The complainant is responsible for providing sufficient copies of all electronic media documentation or evidence (video, audio recordings, photos, etc.). Within seven (7) days the ethics committee chair will forward the complaint to the GSSCC head judge and may assist in the review if requested.
- (c) The GSSCC head judge shall forward the complaint and any supporting documentation to the GSSCC judge's committee members immediately.

- (d) The GSSCC judges committee shall make a determination about the relevancy of the complaint. The complaint can be unfounded or founded with discipline action recommended (Appendix B and C).
- (e) The GSSCC judges committee must make written recommendations (if any) on sanctions and appropriate disciplinary action (see Appendix B and C for Disciplinary Action) to the GSSCC Board of Directors within thirty (30) days of receipt of the complaint.
- (f) Video evidence will only be considered in cases involving conduct. It will not be allowed in cases of competitors finding issue with scores or categories of scores given.
- (g) The GSSCC Board of Directors shall, within thirty (30) days of receipt of the recommendations, approve or deny the recommendations and inform in writing all parties involved.
- (h) The GSSCC head judge shall also send the same documents to the accused judge within fourteen (14) days of receipt. The complainant's name shall be blacked out.
- (i) The accused judge may respond to the complaint in writing to the GSSCC head judge within fourteen (14) days of receipt and may also provide testimony from witnesses. The GSSCC head judge shall forward copies of any response and/or any testimony to the GSSCC judges committee within fourteen (14) days of receipt.
- (j) The GSSCC Board of Directors may, at their discretion, replace a member of the committee if a conflict of interest is perceived to exist.

GSSCC Judges Committee Action:

- (a) The GSSCC judges committee shall make a determination about the relevancy of the complaint and make any recommendations on sanctions to the GSSCC Board of Directors within thirty (30) days of receipt of the complaint. The GSSCC Board of Directors shall, within thirty (30) days of receipt of the recommendations, approve or deny the recommendations and inform in writing all parties involved.
- (b) In the determination letter the GSSCC judges committee shall recommend if the sanctions are sustained and with appropriate disciplinary action. See Appendix B and C for Disciplinary Action.
- (c) The recommendation shall be sustained, modified, or rejected by the GSSCC Board of Directors.
- (d) In the event that the GSSCC judges committee determines that a complaint filed against a judge is knowingly false and/or witnesses provided false statements, the head judges shall notify the ethics committee chairperson, the committee will make recommendations and report back to the GSSCC

Board of Directors. Members that knowingly provided false statements and complaints may be suspended or expelled from the GSSCC under GSSCC By-law # 3.03

Appeal Process:

- (a) Any and all sanctions recommended by the GSSCC judges committee has to be approved by the GSSCC Board of Directors. The accused judge has a right of appeal to the GSSCC Board of Directors. The judge shall be permitted a reasonable period of time to speak with the GSSCC Board of Directors within fourteen (14) days of the letter of said sanctions.
- (b) The GSSCC Board of Directors shall only modify or reject the findings of the GSSCC Judges Committee if:
 - (i) New evidence is discovered that could not have been known to the GSSCC judges committee at the time the case was initially investigated and adjudicated.
 - (ii) Evidence is presented and verified that there was conflict of interest on the GSSCC judges committee and/or the GSSCC judges committee operated in bad faith.
 - (iii) The GSSCC judges committee recommends a consequence that was unreasonably outside the Disciplinary Action.
- (c) In the event the appeal is sustained, the complaint is referred back to the judges committee for further specified review. In the event the appeal is denied, the GSSCC Board of Directors, without entertaining further argument from any party, shall vote to accept the Judge's Committee determination and that decision is final.

7. TRIAL MANAGER, EVENT CHAIRPERSON, TRACKLAYER, OFFICIALS, VOLUNTEERS, COMMITTEES:

DISCIPLINARY ACTION:

When a complaint is made against a GSSCC trial manager, event chairperson, tracklayer, other officials, volunteers or committee members in relationship to their assigned duties the following apply, all other complaints that fall under the GSSCC members Code of Ethics and Personal Conduct will be looked at accordingly (for example favouring one dog over another while laying a track would be handled as the per that persons responsibility in that role, but a track layer posting negative comments about another person has nothing to do with their role and would be handled differently).

Procedure:

Complaints must be processed according to the following procedure:

- (a) Any GSSCC member or WUSV affiliate member entered in a trial in good standing may make a written complaint to the GSSCC secretary against a person

- included in section 7 in relation to that trial.
- (b) The GSSCC secretary will forward the complaint to the ethics committee chairperson.
 - (c) Ethics committee chairperson within 7 days will review and forward the complaint accordingly.
 - (d) Discipline given is set out in Appendix C
 - (e) Any and all decisions will be approved by the GSSCC Board of Directors.

8. GENERAL HARASSMENT AND SEXUAL HARASSMENT:

- (a) The GSSCC is committed to providing an environment free from discrimination and harassment.
- (b) The purpose of this policy is to provide direction and clarity on the GSSCC policy on harassment with respect to gender, sexual orientation, race, ethnicity, age, religion, or any other legally protected characteristic.
- (c) This applies to all GSSCC members, committee members, directors, volunteers, judges, helpers and officials, appointees contributing in an official capacity (this is not limited to, but includes social media).
- (d) Actions, words, jokes, statements, comments are based on an individual's or a group's, gender, sexual orientation, race, ethnicity, age, religion or other legally protected characteristic are not allowed.
- (e) Any forms of verbal, physical, emotional, sexual or other harassment will not be tolerated by the GSSCC in any situation or circumstance. Disciplinary action will result from any investigation that verifies the above action against another member, participant, event official, spectator or member of the public.
- (f) Every effort will be made to protect the confidentiality of individuals who report questionable actions.
- (g) The GSSCC will not tolerate any retaliation against anyone who in good faith reports a possible violation or provides truthful information during an investigation. Prohibited retaliation includes, but is not limited to: threats, intimidation, harassment, any other adverse action threatened, expressly or impliedly, or taken against anyone who reports a violation or suspected violation of this Policy or who participates in an investigation of a complaint.
- (h) Members that knowingly provided false statements and complaints may be suspended or expelled from the GSSCC under GSSCC By - law # 3.03

9. SOCIAL MEDIA

- (a) Online tools used to produce, post and interact using text, images, video and audio to communicate, share, collaborate or network. This includes but is not limited to all types of social networks, videos, photos, radio, print publications and television.
- (i) The GSSCC encourages the use of social media for the purposes of promoting

member success and overall goals of the GSSCC

- (ii) All GSSCC members desiring an official presence on a social media site must adequately consider how their communication plan objectives will be met, and understand the implications and risks in using social media
 - (iii) Those GSSCC members who use social media must comply with any and all applicable GSSCC policies, provincial and federal laws and regulations. All GSSCC officials are deemed to be GSSCC “spokespersons” and as such, social media discussions should reflect the values, policies and rules of the GSSCC. Regardless of the media being used, GSSCC officials must ensure that their statements and actions do not harm the reputation of the GSSCC. Their statements must not insult, belittle, demean, harass or threaten any individual members, groups, clubs, GSSCC or its affiliates
 - (iv) Regardless of the media being used, action, words, jokes or comments based on an individual’s or group’s gender, sexual orientation, sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated by the GSSCC. Disciplinary action will result from any investigation that verifies actions, words, jokes, comments or other behavior that violates the GSSCC Code of Conduct of Ethics and Personal Conduct
 - (v) GSSCC members and officials in their capacity as private citizens have the same rights of speech as other Canadian citizens; however, they must not perceive to represent or represent the GSSCC on their own social media sites.
 - (vi) The GSSCC will make every effort to establish and maintain excellence and accountability with regard to the use of social media.
 - (vii) Any group, region, club, individual advertising the words or letters GSSCC in their social media advertising on social media, must allow the president of the GSSCC or their designate to have knowledge and access to the communication.
- (b) Guidelines - The following is to guide members who participate in social media channels online. The guidelines are a compilation of “best practices” from respected online university, agency and industry sources will help members use these forums effectively, protect members personal and professional reputation, and help members to follow GSSCC policies and branding standards.
- (i) Purpose - The GSSCC wants to foster open communication and you are encouraged to tell the world about our sport and to share our passion. Whether you do so by participating in a blog, twitter, Facebook, other online social networks or any type of online forums or discussions is completely up to you. However, these forms of communication are changing the way we talk to each other. In order to avoid any problems or misunderstandings, we have come up with some guidelines within this policy to provide helpful and practical advice for you when operating online as a member of the GSSCC. Any violation of those guidelines or this policy may result in sanctions.

- (ii) Respect - As much as your online social networks might feel like your cozy home on the Internet where friends stop by to catch up, it's really a public space. Respect your audience. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable to the GSSCC. You should also show proper consideration for other people's privacy and for topics that may be considered objectionable or inflammatory (like religion or politics). If you are in a virtual world as a GSSCC representative/member please behave accordingly.
- (iii) Be visionary - You are personally responsible for the content you publish on blogs, wikis or any other form of user-generated media. Please remember that the internet never forgets. This means everything you publish will be visible to the world for a very, very long time. If you are about to publish something that makes you even the slightest bit uncomfortable, review. If you are still unsure and it is related to the GSSCC, reach out to a member of the ethics committee for clarification.
- (iv) Sharing - Please respect copyright. If it is not yours, do not use it. However, if you would really like to share someone else's work (photos, videos etc.) they must agree to it and you need to give them credit. You must actively seek permission of parents to post photos of children.
- (v) Disclaimers or not, you represent - If you're posting something that might be at-odds with the mission of our organization, including a disclaimer is advisable — e.g. "these views are mine alone, they do not reflect the views of the GSSCC." But even with that, what you say or write in any social network, video, radio, print publications and television (or anywhere else) is still a reflection of the GSSCC. Remember that you need to comply with all GSSCC policies when posting.
- (vi) Violation(s) - Any violation(s) of the social media policy will be subject to progressive discipline in Appendix C.
- (vii) Do not be a mole - Never pretend to be someone else and post about the GSSCC. Be honest about member's identity. If members are authorized to represent the GSSCC in social media, say so.
- (viii) Do not use the GSSCC logo or make endorsements - The split maple leaf and shepherd head is the official insignia of the GSSCC. Use of the logo can only be used with the express written permission of the GSSCC. Do not use the GSSCC logo or any other official GSSCC marks or images on member's personal online sites. Do not use the GSSCC's name to promote or endorse any product, cause, political party or candidate. Refer to GSSCC Policy--- Section 46 --- GSSCC Logo.
- (ix) Members that knowingly provided false statements and complaints may be suspended or expelled from the GSSCC under GSSCC By - law # 3.03

10. DISCIPLINE

Suspected violation of the Code of Ethics and Personal Conduct

In cases in which a violation of the Code of Ethics and Personal Conduct is suspected, but further investigation is required, the GSSCC Board of Directors may determine to place a GSSCC judge, a helper, a track layer, a trial manager or other member on suspension on a limited and temporary basis to facilitate a thorough investigation. Based on the results of the investigation, they may be reinstated or be subject to further discipline.

11. ETHICS COMMITTEES AND COMPLAINT PROCESS:

- Four (4) to five (5) GSSCC members in good standing.
- From the group, one (1) will be appointed chairperson
- The group and chairperson is appointed by the GSSCC Board of Directors for a one - year term.
- Chairperson designates and selects ethics committee members for various tasks including investigative and judicial sub-committees with approval from the GSSCC Board of Directors.
- There are three types of sub committees: Investigative, Judicial and Appeal. (Reference section 6.05 of GSSCC By-laws) made up of Ethics and other GSSCC members.
- Each sub-committee should be made up of three members, one (1) is the chairperson.
- Quorum on each sub-committee is two (2).
- If appeals occur, a sub-committee will be appointed by the GSSCC Board of Directors from GSSCC members in good standing who are not on the Board of Directors or on the ethics committee

When filing a complaint:

- MUST be submitted in writing to the GSSCC secretary who will send it to the ethics committee chairperson and notify the complainant. ([Forms on line](#)).

The ethics chairperson will assign a file number to the complaint or concern and all material will be kept in strict confidence. The investigative sub-committee assigned to the complaint or concern will fully investigate the information provided. Once the complaint is submitted, the parties involved will not engage/communicate with each other or to others regarding the matter. The parties involved will not contact the ethics committee to question when action will occur. The parties involved will provide further information as requested and fully cooperate with the investigation at all stages.

Investigative sub-committee

Investigative sub-committee will investigate the complaint fully, including, but not limited to:

- Review all information in the written complaint or concern
- Review all submitted evidence
- Interview all parties involved (one or more times)
- Gather further information as required
- Conduct interviews of others not named in the complaint or concern if required
- Gather any further relevant documentation or details
- Give the opportunity for the person who made the complaint and the person whom the complaint is against to respond (to what others have said or provided) once the first round of investigation is complete
- Retain professional legal, investigative or other experts if needed

Disposition of the Investigative sub-committee

After careful consideration and throughout investigation of all material provided and discovered, the investigative sub-committee will provide a written report to the ethics chairperson. That report and the decision will be voted on by the ethics committee and sent to the GSSCC Board of Directors for final approval.

The report will reflect the following:

- No further action is required
- Refer to an outside party (RCMP, Police, CRA, etc)
- Refer to judicial sub-committee (identify specific allegation, breach)
- Provide a written caution or recommendation to the offender
- Require the member to attend in front of the investigative sub-committee for verbal caution or advice
- Other action from discipline chart in Appendix C

In order to refer to judicial sub-committee the investigative sub-committee must consider:

- Is the alleged conduct serious enough to warrant a referral
- Whether the evidence is strong enough to support proving the alleged conduct breach.

All decisions approved by the Board of Directors must be forwarded to the parties in writing by the ethics chairperson and copies given to the GSSCC Board of Directors. The action taken may be announced to the GSSCC membership or others when needed with the complainant's name redacted.

Judicial sub-committee

- Upon the request of the investigative sub-committee the ethics committee selects a judicial sub-committee upon approval from the GSSCC Board of Directors.
- The judicial sub-committee will review the investigative sub-committee's investigation and make their decision on the discipline action if any.
- The judicial sub-committee can request to speak with any party involved.
- The ethics committee chairperson will notify the member of the composition of the judicial sub-committee.
- There may be a conference meeting called by the ethics chairperson. At the meeting will be the ethics chairperson, the member, the judicial sub-committee chairperson (facilitate the hearing) and any other member as determined by the ethics chairperson and GSSCC Board of Directors.
- The ethics chairperson can appoint another person to preside. They may or may not have been on the ethics committee but not involved in this case
- This meeting must be held in strict confidence.

Decisions of the judicial sub-committee

One or more of the penalties detailed in Appendix C can be issued with final approval from the GSSCC Board of Directors.

After approval from the GSSCC Board of Directors, the judicial sub-committee will deliver to the member and the ethics committee chairperson a written decision and reason for the penalties upon completion of the hearing. The ethics committee chairperson will forward same to the GSSCC Board of Directors.

Appeals and neutral sub-committee:

- Appeals can be considered and if warranted will be submitted in writing to the ethics committee chairperson, who will then appoint with approval from the GSSCC Board of Directors a neutral sub-committee consisting of GSSCC members that had no previous involvement to review the entire matter.
- The decision from the neutral sub- committee will be sent to the ethics chairperson and GSSCC Board of Directors for approval. The decision will be final.

12. APPENDIX A – HELPER PROGRESSIVE DISCIPLINE

OFFENSE	First	Second	Third
Failure to perform trial in a safe and uniform manner	A	B	C-E
Failure to follow trial rules	A/B	C	D/E
Conflict of interest	B/C	D	E
Poor or unreasonable conduct	C	D	E-N
Unsportsmanlike conduct	C	D	E
Aggressive behavior to any member or dog (Self - defense excluded)	D	E	N
Charge any GSSCC member more than what is allowed	D/E	E	
Conviction of an indictable offence	C-E	N	
Drug or alcohol abuse during a trial	E		
Assault or threats	E		

13. APPENDIX B – JUDGES PROGRESSIVE DISCIPLINE

OFFENSE	First	Second	Third
Dress code violation	F	G	C-H
Incorrect trial paperwork	F	G	C-H
Accepting more than the maximum number of phases per day	F	G	C-H
Minor mishaps that do not impact the membership, trial or titles	F	G	C-H
Imposing an unreasonable request on the host club regarding travel	G	C	H
Minor conduct offences outside the Judges Conduct description	B/C	H	F-N
Conflict of interest	B/C	H	F-N
Poor or unreasonable conduct	C	H	G-N
Unsportsmanlike conduct	C	H	G-N
Aggressive behavior to any member or dog (Self-defense excluded)	H	I	G-N
Any sustained level of fraud	H	I	N
Cheating (Includes falsification of trial results)	I		
Conviction of an indictable offence	I		
Fraud - falsification of scorebooks and titles	I		
Drug or alcohol abuse during a trial	H-I		
Assault or threats	H-I		

14. APPENDIX C - OVERALL DISCIPLINE ACTION

OFFENCE	SANCTIONS
A	Written and verbal warning from the GSSCC Helper Coordinator. More education/training given.
B	Offending Helper must address the complaint with the Helper Committee. Written warning from the GSSCC Board of Directors. Education/more training given (if needed).
C	Recommendation to the GSSCC Board of Directors for sanction. Sanction will be: 6 to 24 months of probation.
D	Recommendation to the GSSCC Board of Directors for sanctions. Sanction will be: Helper level changed.
E	Recommendation to the GSSCC Board of Directors for sanctions. Sanction will be: removal from the helper program.
F	Written and verbal warning from the GSSCC Head Judge.
G	Offending judge must address the complaint with the Judges Committee. Written warning from the GSSCC Board of Directors.
H	Recommendation to the GSSCC Board of Directors for sanctions. Sanctions will be: 6 to 12 months of suspension followed by 6 to 24 months of probation.
I	Recommendation to the GSSCC Board of Directors or Sanctions. Sanction will be: judging license revoked.
J	Written and/or verbal warning from the GSSCC official.
K	Written warning from the GSSCC Board of Directors. Issue apology.
L	Recommendation to the GSSCC Board of Directors for Sanction. Sanction will be: temporarily removed from position.
M	Recommendation to the GSSCC Board of Directors for sanctions. Sanctions will be: removal from position.
N	Recommendation to the GSSCC Board of Directors for sanctions. Sanctions will be: GSSCC membership suspension.
O	Recommendation to the GSSCC Board of Directors for sanctions. Sanctions will be: GSSCC membership revoked.
P	Recommendation to the GSSCC Board of Directors for sanctions. Sanctions will be: member cannot hold any Board or Committee position and/or trial for a certain period of time.
Q	Sanctions will be: Payment to GSSCC of a reasonable amount to reimburse the GSSCC of costs incurred during the investigation and hearing and any other costs approved by the Board of Directors.