

# Competition Conflict Resolution Procedure & Form

Purpose	The purpose of the Conflict Resolution 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. <b>Not an advisor/ teacher/ spectator.</b>
Committee	Chair: Director of Competitions Committee Members: non-biased volunteer(s) and/ or Competition Department Staff

## Rules & Regulations

1. **Protests can only be made by a competitor or volunteer (not an advisor, teacher, guardian, spectator, etc)**
1. If a competitor/ volunteer finishes the competition (ie early) and leaves the contest site, they are 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/ volunteers 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 only, 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 – Step 1 - Verbal

1. If a competitor identifies items such as: a breach of competition rules, procedures or protocol, suspect cheating, unfair opportunity, bias, etc, they must start by requesting an *informal protest*, completed verbally with the Technical Chair(s).
  - a. It's encouraged that the *competitor* discuss the informal protest with the Technical Chair as soon as possible during the contest, up to fifteen (15) minutes after the completion/submission dead line 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.
  - b. If the solution is accepted by the competitor, to continue the contest continue
  - c. If the solution is NOT accepted by the competitor, move to the Formal Protest
  - d. Time for the competitor(s) who raise the informal protest may have time adjusted for them until it is resolved.

## Formal Protest – Step 2 (only if required) – Verbal and Written in the following form

2. If the *informal protest* cannot yield a solution that satisfies the person who raised it, then the *formal protest* procedure may begin as soon as possible during the contest, up to fifteen (15) minutes after the completion of the contest/ deadline to submit.
3. The *person* is to request this Conflict Resolution Form. They must complete the form by supplying all relevant information regarding the situation and submit to the Technical Chair, no later than fifteen (15) minutes after the completion of the contest time/ deadline to submit.
4. The Technical Chair(s) will review the Conflict Resolution Form with members of the Technical Committee/Judges and shall contact the Director of Competitions/ Conflict Resolution Committee to review and gather input. The decision(s) will be reviewed together. The decision that is made will be final.

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Date/ Time(s): \_\_\_\_\_

Name of who is raising the Formal Protest: \_\_\_\_\_

Name of who are they representing: \_\_\_\_\_  
(school board, college, union, company, etc):

Contest Name: \_\_\_\_\_

## Section 1 – Filled out by who raised the formal protest

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

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2. Corrective action recommended by the person who raised the formal protest if they have a suggestion: state in detail the action you expect the Technical/Conflict Resolution Committee to take to correct the circumstances.

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## Section 2 - Technical Chair Response

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

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

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

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Tech Chair Name: \_\_\_\_\_

Tech Chair Signature: \_\_\_\_\_

Director of Competitions Name: \_\_\_\_\_

Director of Competitions Signature: \_\_\_\_\_

Conflict Resolution Committee Representative Name: \_\_\_\_\_

Conflict Resolution Committee Representative Signature: \_\_\_\_\_