



## CONCILIATION POLICY

**Policy Owner:** Compliance and  
Membership Services Manager,  
USABS

**Effective Date:** June 1, 2025

### Introduction

USABS is committed to fostering a safe, respectful, and inclusive environment for all members of its community. While formal grievance and disciplinary processes are essential to maintaining accountability, USABS recognizes that not all concerns rise to the level of a policy violation or require formal adjudication. This policy establishes an alternative dispute resolution process—conciliation—for addressing certain interpersonal or team-based concerns in a constructive and supportive manner.

### Section I. Purpose

The purpose of this policy is to establish an internal, voluntary process—conciliation—for resolving interpersonal concerns, minor disputes, or communication breakdowns that arise among members of USABS. This policy is intended to support a respectful environment and is not a substitute for formal grievance or disciplinary procedures. Additionally, this policy supports the USABS Informal Concern Tracking and Responding Process by providing a structured method for resolving concerns that do not escalate to formal grievances.

### Section II. Application

This policy applies to all individuals who fall under the jurisdiction of USABS and who are subject to the USABS Athlete Safety Policy, USABS Code of Conduct, and other applicable organizational policies.

### Section III. Definitions

USABS defines conciliation as a voluntary, informal process facilitated by a neutral party in which individuals are supported in communicating their concerns, clarifying misunderstandings, and, if appropriate, working toward a shared resolution. Conciliation does not result in findings or sanctions and is not a substitute for filing a formal grievance. It is not a formal disciplinary action or investigative process. It is not binding, and it does not preclude future grievances or formal complaints.

Conciliation may be offered when:

- (1) A report has been received by USABS or referred by the U.S. Center for SafeSport, and
- (2) The conduct, while concerning, does not constitute a clear violation of the USABS Athlete Safety Policy, Code of Conduct, or related policies; and
- (3) The individuals involved express a willingness to participate voluntarily.

## Section IV. Initiation of Conciliation

Conciliation may be initiated in the following ways:

- (1) By the Compliance and Membership Services Manager (or designee) following internal review of a report;
- (2) Upon recommendation from an oversight body (e.g., Judicial Committee); or
- (3) At the request of one or more individuals involved, with USABS's agreement.

Participation in conciliation is voluntary. All parties must consent to participate in good faith.

## Section V. Procedure

The conciliation process is intended to provide an informal, collaborative opportunity to address concerns. The facilitator does not make findings of fact or impose outcomes, rather helps the parties clarify concerns, identify shared interests, and explore potential solutions. The following steps outline the general procedure, which may be adapted based on the circumstances of each matter.

- a) **Facilitator Assignment.** USABS will assign an impartial, neutral facilitator. The facilitator may be internal or external, as appropriate to the matter.
- b) **Pre-Session Contact.** The facilitator may speak individually with each party to gather information, understand their concerns, clarify expectations, and assess willingness to participate in a constructive manner.
- c) **Joint Meeting.** If appropriate, a facilitated conversation will be held to identify shared concerns and explore constructive solutions. The facilitator may ask questions to clarify information and encourage each participant to share the conflict from their perspective.
- d) **Informal Agreement.** Parties may agree to informal commitments, or behavioral expectations. No binding outcomes are imposed, unless all parties agree to document an outcome.
- e) **Follow-Up.** USABS may follow up to assess progress or determine whether further action is warranted.

## Section VI. Confidentiality

Conciliation proceedings are confidential. Information shared during the process will not be used in future disciplinary or grievance matters unless:

- a) A participant disclosed a potential policy violation or safety concern;
- b) Disclosure is required by law or USABS policy; or
- c) All parties provide informed consent for limited disclosure to support resolution.

## **Section VII. Limitations**

Conciliation is not appropriate for reports involving sexual misconduct, abuse, retaliation, discrimination, or any matter under the exclusive jurisdiction of the U.S. Center for SafeSport. USABS reserves the right to terminate the conciliation process at any time if a concern arises that warrants formal investigation, reporting, or referral to appropriate authorities. Conciliation does not prevent any individual from filing a grievance under the USABS Grievance Procedures, reporting to the U.S. Center for SafeSport, or pursuing other legal or administrative remedies. Participation is voluntary; no individual will be penalized for declining to participate.

## **Section VIII. Records**

USABS will maintain a record that conciliation occurred and the general outcome (e.g., resolved, unresolved, referred). Detailed session notes will not be retained unless required for follow-up, safety monitoring, or as mandated by law.

## **Section IX. Related Policies**

[USABS Athlete Safety Policy](#)

[USABS Code of Conduct](#)

[USABS Conflict of Interest Policy](#)

[USABS Grievance Procedures](#)

[Informal Concern Tracking and Responding Process](#)

[Whistleblower and Anti-Retaliation Policy](#)