

Mediation/ Resolution Facilitation Preparation Grid

This preparation grid is designed to help you think through your **main issues, your goals, and possible solutions** before the session. Completing it carefully will help you participate more effectively, **make better use of the Mediation/Resolution Facilitation (RF) time**, and increase the chances of **reaching a satisfactory outcome**. Please provide as much detail as you can.

Mediation or Resolution Facilitation is a **voluntary and confidential process**. A neutral third party (the Mediator or Resolution Facilitator) helps the parties **discuss the situation, understand each other's perspectives, and explore possible solutions**. The Mediator or Resolution Facilitator does not decide who is right or wrong, and does not impose an outcome. Any resolution must be agreed upon by the parties involved.

Confidentiality: If the Mediator or Resolution Facilitator (RF) has asked the parties to complete this preparation grid, please note that it will **NOT** be shared with other parties. It will, however, be sent directly to the SDRCC. The SDRCC case manager will then transfer it to the appointed Mediator or RF.

If you have any concerns about this process, contact us at tribunal@crdsc-sdrcc.ca to request to send it directly to the Mediator or RF.

What is your relationship with the other party(ies) involved in this Mediation/Resolution Facilitation (RF) process?

For example: Sport Organization (NSO/PSO)/ Coach, NSO's/Athlete (or Parent/Guardian), NSO/PSO, etc.

If you were to resolve your concerns, what positive impact would that have on your situation? What impact might a resolution have on your relationship with the other parties involved?

What are your goals? What are the main concerns you want to address?

What are the concrete outcomes that you would like to achieve through this Mediation/RF?

What do you think the other party's main concerns and interests might be, and what do you believe they are hoping to achieve through this process?

Explore the situation from their perspective.

In regard to your goals, concerns and potential solutions, which are of the greatest importance to you, in the event that you are unable to achieve everything you are hoping for?

See what feels essential for you in this situation and where you might have some room to adapt or be flexible.

How realistic is it that you can achieve all or some of your goals in this process?

What kinds of solutions or arrangements would you be willing to consider as part of a mutually acceptable agreement?

Consider identifying possible compromises or creative ideas, even if they're not perfect.

If an agreement can't be reached through this Mediation/RF process, what do you see as the likely next steps, and how those next steps might affect you, the other party, and your ongoing relationship?

Share your alternatives: legal process, internal process, costs, time, risks.

Are there any emotions, personal triggers, or sensitive topics that you would like the Mediator/RF to be aware of so he/she can help support you and help keep the conversation as constructive and supportive as possible?

Is there anything else you would like to share with the Mediator/RF at this time?

Mediation/ Resolution Facilitation Guidelines

In preparation of the upcoming Mediation/Resolution Facilitation (RF) session to facilitate a productive session, we encourage you to review the following guidelines:

- **Keep this grid on hand during the session** to fill any missing information.
- **Express your own perspective** in a respectful way, without making judgments about the other party.
- **Let the other person finish speaking**; if you have ideas or reactions, **take notes** so you can share them when it's your turn.
- **Listen attentively** to what the other party says and try to capture the key points.
- **Aim to understand the other party's position**, even if you do not agree with it.
- **Feel free to request a caucus with the Mediator/Resolution Facilitator (RF)** whenever you are unsure, have a question, or want to discuss what you can or should share.
- **Acknowledge and confirm any points raised by the other party that you agree with.**
- **Bring all relevant and necessary documents** so that the discussion can be as clear and efficient as possible.
- **Take time to reflect on the difference between what you want and what you truly need.**
- **Focus on negotiation and problem-solving**, rather than on arguing or trying to prove who is right.

Confidentiality is essential so that the parties can be open and honest during the session. You and the other parties agree not to disclose any information obtained during the discussions to any persons not involved in the session, unless given express consent by the party whose information is being disclosed. By way of taking part, you commit to respect that confidentiality.

The **non-prejudicial** nature of the Mediation/RF means that the information that is disclosed by a party during the session, including any offers or agreements made by that party, cannot be used against that party in any subsequent complaint proceedings, in the event that parties do not reach a mutual agreement.

If you have any questions or concerns, please don't hesitate to contact us at 1-866-733-7767 or by email at tribunal@crdsc-sdrcc.ca.

Best regards,

The SDRCC Team