

Baker Lake Youth Athletic Association



Board Policy Manual



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	1. Overview
SUBJECT	1.10 Introduction to the Board Policy Manual
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Board Policy Manual is a reference for Board members and volunteers of the Baker Lake Youth Athletic Association. The purpose of the Board Policy Manual is to document the expectations of the Board and its members in order to:

- Achieve and maintain consistency in governance processes.
- Provide the information required by Board members and volunteers.
- Clearly state the Board's directions for the Organization.

The Board believes that this process will enable the Baker Lake Youth Athletic Association to:

- Achieve its mandate both effectively and efficiently.
- Better communicate with the public and our funders.

The Board is responsible for reviewing its policies and procedures at least every two years.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	1. Overview
SUBJECT	1.20 Mission Statement & Constitution
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Mission Statement

The mission of the Baker Lake Youth Athletic Association is to provide the youth of Baker Lake with enhanced opportunities to pursue instructional and/or competitive athletic interests while encouraging lifelong fitness, leadership, and personal growth.

Constitution

Article 1

The Organization shall be known as the Baker Lake Youth Athletic Association.

Article 2

The primary objectives of the Baker Lake Youth Athletic Association are:

- Develop a sense of belonging, cooperation and accomplishment between youth who share a common interest.
- To provide continuity and stability.
- To enrich academics through extra-curricular activities.
- To promote team building, leadership and fair play.
- To enhance opportunities and lifestyle.
- To contribute to an individual's physical and mental fitness while promoting sport.

Article 3

The operations of the Organization are to be chiefly carried out in the Hamlet of Baker Lake, Nunavut.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	1. Overview
SUBJECT	1.30 Ownership & Accountability
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Baker Lake Youth Athletic Association is accountable to the public and to the funders for the responsibility and effective fulfillment of the Baker Lake Youth Athletic Association constitution.

Board members are trustees of the Baker Lake Youth Athletic Association, which provides a continuous emphasis on healthy lifestyle choices, academic success, team building, leadership and fair play through sport. As such, this externally focused trust relationship is paramount to any internally focussed relationship with volunteers.

Therefore, the Board shall:

- Be aware of the values held by person that it represents and will always act in accordance with these values.
- Report as necessary through mechanisms that are required by funders. Annually the Board will present, to the public, a financial statement and an account of how the funding has been used.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.10 Role & Responsibility of the Board
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Board will govern, in accordance with its By-laws and empathize:

- Outward vision
- Strategic leadership
- Clear distinction of Board and volunteer roles
- Pro-activity

The Board is responsible for its own effectiveness and in particularly for:

- Definition of expectations both of itself and of the Organization through the establishment of explicit written policies and procedures that reflect the Board's values and perspectives.

Regular review of the By-laws is to ensure that they continue to provide an appropriate framework to guide the work of the Organization.

The main responsibility of the Board is to ensure that the Organization fulfills its Mission and Constitution.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.20 Regulation by the Board
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Board regulates the Organization by:

- Clearly articulating the purpose for which the Baker Lake Youth Athletic Association exists and establishing a regular process of review and evaluation of how well the Organization is achieving its purpose.
- Establishing written governance policies.

Monitoring the work of the Baker Lake Youth Athletic Association is to establish indicators and information necessary for the Board to review on a regular basis.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.30 Board Member Expectations
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Requirements of Directors

While acting on behalf of the Baker Lake Youth Athletic Association, Board members are required to govern in the best interests of the Organization. Each Board member must understand the distinct role of governance and act accordingly.

Roles & Responsibilities

In order to fulfill the requirements of their position each Board member must:

- Be familiar with the By-laws, Mission Statement, Policy Manual and the current goals and objectives of the Baker Lake Youth Athletic Association.
- Continually reassess the environment in which the Baker Lake Youth Athletic Association operates so that any issues related to the organizational directions can be considered by the Board.
- Attend and be prepared for Board meetings. Participate actively in decision-making and other processes.
- Disclose any actual or perceived conflicts of interest.
- Respect confidentiality and the Board decision-making process.
- Refer all public speaking and media requests for information to the designated spokesperson for the Baker Lake Youth Athletic Association to ensure that the Board communicates as a whole.
- Abide by the Oath of Confidentiality form. (Appendix 1) Notify the Board President immediately of circumstances that could hinder effective work as a Board member.

The Board has authority only while acting as an entity.

- Will not attempt to exercise authority over other Board members unless explicitly carrying out a function of the Board as stated in the Board Policy.
- Engage the decisions of the Board and refrain from discussing any differences of opinion with members of the public.
- In interaction with the media or other entities, refrain from speaking on behalf of the Board and the Organization unless the Board has given explicit authorization.
- All Board materials will be sent via email when available.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.31 Executive Officers
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Executive Officers of the Board do not have authority as individuals.

Executive Officers may, if necessary, arrange to meet with members of the community or our funders. They may not act in place of the Board unless they are specifically requested to do so by the Board.

Executive Officers of the Board are elected by a vote (2/3) of the Board of Directors at the first board Meeting after the Annual General Meeting.

The Executive Officers of the Board of the Baker Lake Youth Athletic Association are the:

President

The President chairs all meetings of the Board and the Annual General Meeting. The President must ensure the effectiveness of meetings and the decision making process and that the Board adheres to its guidelines. The President is the signing officer of the Board.

The President shall:

- Be the chairperson of the Executive Officers
- Maintain impartiality and not be eligible to motion a motion directly. He/she may vote only to break a tie.
- Appoints all standing and special committees, with board approval, and follows up on committee progress with the help of the Vice President.
- Sign the minutes after they have been approved by a vote. (Appendix 2)
- Have all powers and duties as appointed to him/her by the Board.

Vice President

The Vice President will act in absence of the President. The Vice President shall perform duties as may be assigned to him/her by the Board.

- Assist the President in the administrative functions of the Organization.
- Coordinate activities and projects of various committees.
- Liaise with the Secretary and Treasurer on administrative matters, including membership standing, communication, and finance.

Treasurer

The Treasurer will perform duties in connection with the finances of the Organization. The Treasurer is a signing officer of the Board.

The Treasurer shall:

- Keep or cause to be kept, full and accurate accounts of all receipts and disbursements of the Baker Lake Youth Athletic Association and ensure that original documentation is on file.
- Deposit or cause to be deposited all monies in the name and credit of Baker Lake Youth Athletic Association in such bank, banks or financial institutions as designated by the Board.
- Review the Baker Lake Youth Athletic Association bank accounts and all monies received and disbursed, and monitor financial procedures to ensure proper and appropriate handling of all funds.
- Shall perform other duties assigned to him/her by the Board.

Secretary

The Secretary is responsible for the integrity of Board documents and as such must ensure that records of the Board's work are correct and clear. The Secretary will be responsible for the Board meeting evaluation process. (Appendix 3)

The Secretary shall:

- Ensure that accurate minutes are recorded.

- Keep a roster of athlete memberships.
- Keep a record of all club contractual agreements or negotiations.
- Minutes are reviewed prior to distribution to Board members and kept in appropriate binder.
- Perform other duties as assigned to him/her by the Board.

Other Positions of interest may include, but not limited to:

- Athlete Development Director
- Clothing and Merchandise Director
- Fundraising Director



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.40 Board Meetings
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Meetings will be conducted in accordance with the By-laws and with respect to these principles:

- Full discussion and open communication.
- Respect for the views of each Board member.
- Disagreement should be expressed with respect and diplomacy.
- Each person's time is valuable.

And specifically:

- All decisions must be put forward through a motion, to be immediately followed by a vote. The will of the majority of the Board must be carried out.
- Whenever possible meeting agendas and background preparation material will be circulated in advance of the meeting. Board members must be prepared for each meeting.
- Agendas will be developed by the Secretary and will only include issues that are within the Board's chosen areas of responsibility. Business may be added to or deleted from the agenda as required.
- All conflicts of interest must be declared. Any Board member with a conflict of interest must abstain from the debate of such issue.

Evaluation of Board Meetings

The Board will evaluate their meetings, throughout the year, according to the established evaluation process. (Appendix 3)



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.50 Motions and Voting at Board Meetings
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

A motion is a formal proposal made at a Board meeting where the Board members consider and follow with a particular action regarding the current agenda item (or a particular action regarding an issue closely related to the agenda item currently being discussed).

Making a motion, and voting on that particular motion, ensures the Board follows the rules of "parliamentary procedures". It is critically important that Board members make informed decisions.

- Motions can discuss a subject while no motion is pending.
- Motions are to be seconded.
- The President can enter into the discussion; however, is not eligible to make any motions or vote.

Majority Vote

A majority vote is the necessary number of votes required for the approval of all motions. A majority vote is defined as 2/3 of the Board members present at the meeting (excluding abstentions) when a quorum is met.

- Voting is to take place after putting the discussion into a formal matter.
- Unless agreed by unanimous consent, members must vote on proposed Board actions. A vote can be taken by a show of hands.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.51 Motions via Email
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Baker Lake Youth Athletic Association Board of Directors has decided to take advantage of email technology to conduct business. The procedures for approval of motions via email are outlined below.

Any Board member may make a motion via email.

- The subject line should include the word "Motion".
- The first line of the body of the email should include the words "I move that the Board approve/authorize/recommend ..."

The motion will expire in seven calendar days or at the start of the next Board meeting. All Board members, excluding the President, may vote.

Two-thirds affirmative votes are required to approve an email motion. The member who proposed the motion is automatically counted as an affirmative vote.

The Secretary is responsible for tallying the votes and informing the Board of the outcome. Votes should be circulated to all Board members. If a member fails to CC: other Board members on his/her vote, the Secretary should forward the email to the others. The Secretary will be responsible for soliciting the vote of any Board member without email and informing the rest of the Board about that vote.

Board members should include in the words "I vote No" or "I vote Yes" in the first line of their response. Email motions cannot be amended. The Member who proposed the motion may withdraw it at any time prior to approval. If the motion does not receive the required 2/3 votes by the deadline, it fails.

The Board should review any email motions, approved or unapproved, at the start of the next Board meeting. The Secretary should include that review in the minutes of the meeting. Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.60 Committees of the Board
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Board may establish Ad-hoc committees to address a particular issue. All ad-hoc committees will cease to exist once they have completed the assigned work.

Reason for Board Committees

Committees will assist the Board primarily by reviewing complex issues and preparing policy options for Board deliberation.

Committee Decisions

Unless specified, all members of any committee will be entitled to vote at meetings. Committee decisions will be presented, by the committee chair, as recommendations to the Board.

Optional Committee Positions of interest may include, but not limited to:

- Athlete Development Director
- Clothing and Merchandise Director
- Fundraising Director



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.61 Executive Committee
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

When necessary the Executive Committee will meet on behalf of the Board to do the business that is time sensitive when:

- It has been specifically directed by the Board to meet in its place, or
- When a time-sensitive decision is required and a quorum of the Board is not readily available.

The Executive Committee decisions will not be considered final until the Board approves them.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.70 Criminal Background Check & Vulnerable Sector Screening
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Policy Overview

In keeping with the Federal Privacy Legislative Regulations (Personal Information Protection and Electronic Document Act (PIPEDA) – April 2000. Collection and safekeeping of personal volunteers' information will protect the individual's right to privacy.

Criminal Background and Vulnerable Sector Check Policy

The Baker Lake Youth Athletic Association provides programs to children and youth, and endeavours to take reasonable measures to protect them. All volunteers, including coaches and Board members, will be required to submit a Criminal Reference Check and a Vulnerable Sector Screening every two years. This screening helps our Organization create a safe environment for everyone involved.

Confidentiality

All Criminal Reference Checks and Vulnerable Sector Screenings are to be filed in a personnel file and kept in a locked filing cabinet. The criminal reference check and vulnerable sector screening forms are to be photocopied and initialled beside the police seal, to verify the seal. The original document is returned to the volunteer. Inactive files of former volunteers are kept for five years and are then shredded. Only the President and the Secretary have access to these files.

Letter of Request

The Royal Canadian Mounted Police require all volunteers to submit a letter of request, from the Organization, in order to obtain a Criminal Reference and Vulnerable Sector Check. (Appendix 4)

Payment of Fee

The Royal Canadian Mounted Police do not charge a fee for the Criminal Reference Check and Vulnerable Sector Screening. If there comes a time when a fee is implemented, the Baker Lake Youth Athletic Association will reimburse the cost to the volunteer with proof of payment.

Application Time

At the discretion of the Board, volunteers may be asked to provide a Criminal Reference Check and a Vulnerable Sector Screening.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.80 Code of Conduct & Ethics
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The purpose of this Code is to ensure a safe and positive environment (within the Baker Lake Youth Athletic Association's programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the organization's mission. The organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Conduct that violates this Code may be subject to sanctions pursuant to the Organization's Discipline and Complaints Policy. (Appendix 5)



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.81 Discipline & Complaints Policy
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Baker Lake Youth Athletic Association is committed to providing an environment in which all Members are treated with respect. Membership in the Organization, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization's policies, Bylaws, rules and regulations, and Code of Conduct and Ethics. Irresponsible behaviour by Members can result in severe damage to the integrity of the Organization. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the Organization provides Members with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably. (Appendix 6)



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.82 Appeal Policy
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Baker Lake Youth Athletic Association is committed to providing an environment in which all the Organization's Members are treated with respect. The Organization provides Members with this Appeal Policy to enable appeals of certain decisions made by the Organization. Further, some decisions made by the process outlined in the Organization's Discipline and Complaints Policy may be appealed under this Policy. (Appendix 7)



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	2. Board Process
SUBJECT	2.83 Alternate Dispute Resolution Policy
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Baker Lake Youth Athletic Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes with and among members. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.

The Organization encourages all Members to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Members are strongly encouraged. (Appendix 8)



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	3. Executive Limitations
SUBJECT	3.10 Respect for Volunteers
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The volunteers of the Baker Lake Youth Association are its most valuable asset. Accordingly, the Board of Directors must not cause or allow any volunteers to be subjected to conditions that are unsafe, unhealthy, unfair, undignified or disrespectful.

Consequently, the Board of Directors shall:

- Discourage discrimination among volunteers.
- Take reasonable steps to protect volunteers from unsafe or unhealthy conditions.
- Familiarize volunteers with their rights under this policy.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	3. Executive Limitations
SUBJECT	3.20 Public Relations
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Board of Directors must not act, or allow any actions, that will imperil the Baker Lake Youth Athletic Association's image or credibility in the community. In particular, the Board of Directors shall:

- address the perception of a conflict of interest.
 - Prevent intentional distribution of written material that contains factual or other errors, or that may be considered as misleading or politically insensitive.
- discourage any public statements that discredit the Board, are in conflict with a Board position, or that may otherwise compromise the Board.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	3. Executive Limitations
SUBJECT	3.30 Asset Protection
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The assets to which this policy refers are considered to be financial, merchandise and information. The objective of this policy is to protect the Organization from loss. To this end the Board of Directors must not fail to ensure that:

- All financial assets are held in secure accounts.
- Adequate security measures are in place to protect information that is of a confidential nature.
- No purchases or expenditures are made in excess of the budget, unless approved by the Board.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	4. Finances
SUBJECT	4.10 Financial Conditions
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Treasurer is responsible for the financial management of the Baker Lake Youth Athletic Association. Within this mandate the Treasurer must not do, or allow to be done, anything that will jeopardize the:

- Reputation of the Organization with its funders, community and volunteers.
- Financial health of the Organization both in the short and long-term.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	4. Finances
SUBJECT	4.20 Accounts
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

All opening and/or closing of accounts, including chequing, savings, credit card etc., must be approved by the Board.

Only one chequing and one savings account is allowed for the deposits and expenses.

All account information including the agreement, statements, deposit slips and cheques must be kept with the Treasurer.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	4. Finances
SUBJECT	4.30 Financial Reporting
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

The Treasurer must submit monthly financial statements to the Board for approval.

These statements should include:

- Balance Sheet
- Income and Expense Statement

The Treasurer and an elected Member of the Board must sign the yearly Board approved financial statement.

The Treasurer must ensure all financial data is recorded, filed appropriately and signed for the fiscal year 1st April to 31st March.

It is expected that the Treasurer attend the Annual General Meeting to present a written copy of the financial statement. A copy of the Financial Statement will be made available to all attending individuals. Should the Treasurer not be available, the report will be given to the President.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	4. Finances
SUBJECT	4.40 Signatures
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

All cheques require two signatures. Cheques must be issued on time in order to avoid service charges. All cheques must have appropriate documentation attached.

If signing authority changes after election of the new Executive committee, then these changes must be reflected at the bank within one month.



Baker Lake Youth Athletic Association

Board Policy Manual

CATEGORY	5. Fundraising & Donation
SUBJECT	5.10 Fundraising Campaigns
BOARD APPROVED & DATE	Thursday September 5, 2013
REVIEWED	

Policy Statement

Fundraising is defined as any effort to raise money, collect goods or sell a product on behalf of the Baker Lake Youth Athletic Association.

Fundraising campaigns are defined as organized efforts to solicit gifts and grants from multiple sources such as individuals, firms, corporations, groups and/or foundations.

- All fundraising activities shall conform to established Baker Lake Youth Athletic Association policies.

Baker Lake Youth Athletic Association



Appendices

All of these forms may be reproduced.

These and other forms are available online at

www.bakerlakeblizzards.com/wp



Baker Lake Youth Athletic Association

Board of Directors Oath of Confidentiality

The Baker Lake Youth Athletic Association agrees in principle that all Directors of the Board will sign an Oath of Confidentiality, pertaining to confidential Board information.

The Baker Lake Youth Athletic Association Board of Directors agree to keep confidential all Board information and materials.

Oath of Confidentiality

I, _____ do recognize all personnel matters, interpersonal relations and other such matters as determined by the Board of Directors shall be considered confidential. I do pledge that either I shall not, during the term of my commitment as a Director on the Board or a Committee of the Board or at any time thereafter disclose any confidential information concerning the business or affairs of the Baker Lake Youth Athletic Association.

Signature

Date

Appendix 2



Baker Lake Youth Athletic Association

Approval of the Minutes

We, the President and Secretary do hereby confirm the approval and passing of the Minutes of the Board of Directors meeting held on _____ day of _____, 20____.

Per: _____

President

Per: _____

Secretary

Appendix 3



Baker Lake Youth Athletic Association

Board Meeting Evaluation

Date: _____

- 1. An agenda is prepared prior to the meeting.
- 2. Meeting participants have an opportunity to contribute to the meeting.
- 3. Advance notice of meeting time and place is provided.
- 4. Meeting facilities are comfortable and adequate for the number of participants.
- 5. The meeting begins on time.
- 6. The meeting has a scheduled ending time.
- 7. The use of time is monitored throughout the meeting.
- 8. Everyone has an opportunity to present his or her point of view.
- 9. Participants listen attentively to each other.
- 10. No one tends to dominate the discussion.
- 11. Everyone has a voice in the decisions made.
- 12. The meeting typically ends with a summary of accomplishments.
- 13. The meeting is periodically evaluated by participants.

Number of Statements Checked _____

A score of 10 or more indicates you attend a high percentage of quality meetings.

A score of below 8 suggests work is required to improve the quality of meetings you attend.

Appendix 4



Baker Lake Youth Athletic Association

PO Box 528
Baker Lake, Nunavut
X0C 0A0

Re: Criminal Reference Check and Vulnerable Sector Screening Request Letter

To whom it may concern,

The Baker Lake Youth Athletic Association is an organization, which provides athletic opportunities for the youth of Baker Lake. Our Organization currently has close to 90 participants under the age of 19. All persons volunteering with the BLYAA are required to submit a Criminal Reference Check and a Vulnerable Sector Screening.

The person registering for their Criminal Reference Check and Vulnerable Sector Screening either is currently, or will be, applying for a volunteer position within the BLYAA. These volunteer positions are, yet not limited to, Coaches, Officials, Tournament Assistants and Board members.

Please accept this letter as a request for a Criminal Reference Check and a Vulnerable Sector Screening for this individual.

Thank you,

Signature of BLYAA Board of Director

Date

Appendix 5



Baker Lake Youth Athletic Association

Code of Conduct & Ethics Policy

Definitions

The following terms have these meanings in this Code:

- a) "Organization" – Baker Lake Youth Athletic Association
- b) "Member" – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, conveners, officials, volunteers, managers, administrators, committee members, directors and officers of the Organization.

Purpose

The purpose of this Code is to ensure a safe and positive environment (within the Baker Lake Youth Athletic Association's programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the organization's mission. The organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Conduct that violates this Code may be subject to sanctions pursuant to the Organization's Discipline and Complaints Policy.

Application of this Code

This Code applies to Members' conduct during the Organization's business, activities, and events including, but not limited to, games, matches, tournaments, practices, tryouts, training camps, travel associated with the Organization's activities, and any meetings.

This Code also applies to Members' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

Responsibilities

Members have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Organization's members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status

- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes, which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, exposure or invitations
 - x. Physical or sexual assault
 - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, exposure, or propositions
 - vi. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's Discipline and Complaints Policy. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport Organization

- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- f) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- g) Respect the property of others and not willfully cause damage
- h) Promote the sport in the most constructive and positive manner possible
- i) Adhere to all federal, provincial, territorial, municipal and host country laws
- j) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members and Staff/Volunteers

In addition to the Responsibilities section (above), the Organization's Board Members, Committee Members, and Staff will have additional responsibilities to:

- a) Function primarily as a member of the board and/or committee(s) of the Organization; not as a member of any other particular member or constituency
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Member confidence
- c) Promote that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- g) Keep informed about the Organization's activities and general trends in the sectors in which it operates
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Promote that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the Organization's governing documents
- m) Conform to the bylaws and policies approved by the Organization, in particular this Code of Conduct and Ethics

Coaches

In addition to the Responsibilities section (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- e) Act in the best interest of the athlete's development as a whole person
- f) Ensure that all athletes have proper supervision at all times during a sporting event(s)/practice(s).
- g) Respect other coaches
- h) Meet the highest standards of credentials, integrity and suitability
- i) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Provide a "Criminal Record Check" (Vulnerable Sector Check) at the beginning of each season, or when otherwise approached to provide one.
- l) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- m) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed
- q) Complete and submit the Coaches Agreement & Waiver Form (See Appendix 1)

Athletes

In addition to the Responsibilities section (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all games, matches, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Organization's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- g) Dress in a manner representative of the Organization; focusing on neatness, cleanliness, and discretion
- h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- i) Complete and submit the Athlete Contract (See Appendix 2)

Officials

In addition to the Responsibilities section (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals

- f) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
- g) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- h) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Members
- i) Dress in proper attire for officiating

Appendix 6



Baker Lake Youth Athletic Association

Discipline & Complaints Policy

Definitions

The following terms have these meanings in this Policy:

- a) "Organization" – Baker Lake Youth Athletic Association
- b) "Complainant" – The Party alleging an infraction
- c) "Respondent" – The alleged infracting Party
- d) "Parties" – The Complainant, Respondent, and any other Members or persons affected by the complaint
- e) "Days" – Days irrespective of weekend and holidays
- f) "Member" – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of the Organization.

Purpose

The Baker Lake Youth Athletic Association is committed to providing an environment in which all Members are treated with respect. Membership in the Organization, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the Organization's policies, Bylaws, rules and regulations, and *Code of Conduct and Ethics*. Irresponsible behaviour by Members can result in severe damage to the integrity of the Organization. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the Organization provides Members with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

Application of this Policy

This Policy applies to all Members defined in the 'Definitions' section.

This Policy applies to discipline matters that may arise during the course of the Organization's business, activities, and events including, but not limited to, games, tournaments, practices, tryouts, training camps, travel associated with the Organization, activities, and any meetings.

This Policies also applies to Members' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Organization will be dealt with pursuant to the policies of these other entities unless requested and accepted by the Organization at its sole discretion.

Alternate Dispute Resolution

The Organization supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the Discipline and Complaints process, the Parties, by mutual agreement, may decide to pursue alternate dispute resolution as described in the Organization's *Alternate Dispute Resolution Policy*. Failing the resolution of the complaint through that process, or if either Party chooses to forego alternate dispute resolution, the complaint shall continue to be addressed under this Policy.

Reporting a Complaint

Any Member may report any complaint to the Head Office of the Organization. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Organization.

A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Organization. This decision may not be appealed.

Mediation

Before any complaint proceeds to the formal stage, the dispute may first be referred to a Dispute Resolution Officer (Any individual appointed by the Organization) for review, with the objective of resolving the dispute via mediation.

Case Manager

Should the mediation not resolve the dispute, the Organization will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of the Organization. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed
- b) Determine if the complaint is a minor or major infraction
- c) Appoint the Panel, if necessary, in accordance with this Policy
- d) Coordinate all administrative aspects of the complaint
- e) Provide administrative assistance and logistical support to the Panel as required
- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, to the Organization, or to the sport. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of the Organization
- d) Being late for, or absent from, the Organization's events and activities at which attendance is expected or required
- e) Non-compliance with the Organization's policies, procedures, rules, or regulations

All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers, or the Organization's decision-makers.

Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from the Organization to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to the Organization
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Any other sanction considered appropriate for the offense

Minor infractions that result in discipline will be recorded and records will be maintained by the Organization. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the Organization, or to the sport. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct

- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages the Organization's image, credibility, or reputation
- h) Disregard for the Organization's bylaws, policies, rules, and regulations
- i) Intentionally damaging the Organization's property or improperly handling the Organization's monies
- j) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- k) Any possession or use of banned performance enhancing drugs or methods

Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

Procedure for Major Infraction Hearing

The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The Case Manager shall determine the procedure for the complaint leading up to the hearing and this determination may not be appealed.

The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

The Panel will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense

- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) The decision will be by a majority vote of Panel members

If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

In fulfilling its duties, the Panel may obtain independent advice.

Decision

After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Sanctions

The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:

- a) Verbal or written reprimand from the Organization to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to the Organization
- d) Expulsion from the Organization
- e) Removal of certain membership privileges
 - f) Suspension from the Organization's teams, events, and/or activities
- g) Suspension from all the Organization's activities for a designated period
- h) Withholding of prize money or awards
- i) Payment of the cost of repairs for property damage
- j) Suspension of funding from the Organization or from other sources
- k) Any other sanction considered appropriate for the offense

Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

Major infractions that result in discipline will be recorded and records will be maintained by the Organization.

Suspension Pending a Hearing

The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of a Member pending a hearing and a decision of the Panel.

Criminal Convictions

A Member's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and may result in expulsion from the Organization and/or removal from the Organization's competitions, programs, activities and events upon the sole discretion of the Organization:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Appeals Procedure

The decision of the Panel may be appealed in accordance with the Organization's *Appeal Policy*.

Appendix 7



Baker Lake Youth Athletic Association

Appeal Policy

Definitions

The following terms have these meanings in this Policy:

- a) "Organization" – Baker Lake Youth Athletic Association
- b) "Appellant" – The Party appealing a decision
- c) "Respondent" – The body whose decision is being appealed
- d) "Parties" – The Appellant, Respondent, and any other Members or persons affected by the appeal
- e) "Days" – Days irrespective of weekend and holidays
- f) "Member" – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of the Organization.

Purpose

The Baker Lake Youth Athletic Association is committed to providing an environment in which all the Organization's Members are treated with respect. The Organization provides Members with this *Appeal Policy* to enable appeals of certain decisions made by the Organization. Further, some decisions made by the process outlined in the Organization's *Discipline and Complaints Policy* may be appealed under this Policy.

Scope and Application of this Policy

This Policy applies to all Members as defined in the 'Definitions' section of this Policy. Any Member who is directly affected by a decision made by the Organization shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

This Policy will **not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
- e) Substance, content and establishment of team selection criteria
- f) Volunteer/coach appointments and the withdrawal or termination of those appointments
- g) Budgeting and budget implementation
- h) The Organization's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with

pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)

j) Decisions or discipline arising within competition (appeals of these decisions shall be dealt with within competition under the competition's appeal process)

k) Commercial matters for which another appeals process exists under a contract or applicable law

Alternate Dispute Resolution

The Organization supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the Appeals process, the Parties, by mutual agreement, may decide to pursue negotiation or mediation. Failing the resolution of the appeal through that process, or if either Party chooses to forego alternate dispute resolution, the appeal shall continue to be addressed under this Policy.

Timing of Appeal

Members who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to an executive, Board Member, or designated person at the Organization, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the appellant
- c) Name of the respondent and any affected parties
- d) Date the appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available
- f) Grounds for the appeal
- g) Detailed reasons for the appeal
- h) All evidence that supports these grounds
- i) Requested remedy or remedies
- j) A payment of two hundred fifty dollars (\$250), which will be refunded if the appeal is successful.

A Member wishing to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have authority or jurisdiction (as set out in the Respondent's governing documents)
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)

The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

Screening of Appeal

Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization will appoint an independent third-party Case Manager who has sole discretion to decide whether there are sufficient grounds for the appeal.

If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

Procedure for Appeal Hearing

The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, if:

- a) The hearing will be held within the appropriate timeline determined by the Case Manager.
- b) The Parties will be given reasonable notice of the day, time and place of the hearing.
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- g) The decision to uphold or reject the appeal will be by a majority vote of Panel members

In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision
- d) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any Party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources

The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Confidentiality

The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

The decision of the Panel will be binding on the Parties and on all of the Organization's Members.

No action or legal proceeding will be commenced against the Organization or its Members in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

Appendix 8



Baker Lake Youth Athletic Association

Alternate Dispute Resolution Policy

Definitions

The following term has this meaning in this Policy:

- a) "Organization" – Baker Lake Youth Athletic Association
- b) "Member" – All categories of membership defined in the Organization's Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of the Organization.

Purpose

The Organization supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes with and among members. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.

The Organization encourages all Members to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Members are strongly encouraged.

Application of this Policy

This Policy applies to all Members.

Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within the Organization when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

If all parties to a dispute agree to Alternate Dispute Resolution, a trained mediator or facilitator, appointed by the Organization, shall be appointed to mediate or facilitate the dispute.

The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.

Should a negotiated decision be reached, the decision shall be reported to, and approved by, the Organization. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the Organization's approval.

Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, the dispute shall be remit back to the Policy under which it was initially being addressed and continue being addressed at the stage of that Policy that the parties chose to pursue Alternate Dispute Resolution, or the dispute shall start being addressed under the applicable Policy.

The costs of mediation and facilitation will be shared equally by the parties.

Final and Binding

Any negotiated decision will be binding on the parties and on all of the Organization's Members. Negotiated decisions may not be appealed.

No action or legal proceeding will be commenced against the Organization or its Members in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution processes set out in the Organization's governing documents.