

## CHAPTER 1 - Introduction

**Mission Statement:** “To encourage Canadians to enjoy the sport of Broomball and achieve success at all levels of competition”.

**Vision:** We play Broomball: the Canadian sport for all families, communities and champions.

**Values:** Integrity, Inclusion, Collaboration, Accountability, Respect and Excellence

### **Focus**

- 1.1. The Canadian Broomball Federation is committed to being an athlete-focused organization, which encourages the participation of athletes in the governance of the organization.

### **Guidelines**

- 1.2. The day-to-day affairs of the CBF are guided by the *By-Laws* and the *Policies and Procedures Manual*. Should conflict arise between the *Policies and Procedures Manual* and the *By-Laws*, the *By-Laws* shall govern.
- 1.3. It is the responsibility of all Members, Appointed Officers, Participants and Registrants to be familiar with the contents of the *By-Laws* and *Policies and Procedures Manual* and follow the directions contained therein.

### **Registrant/Participant Suspension**

- 1.4. No suspension of a Registrant or Participant may take place before:
  - a. The affected Registrant or Participant has been notified in writing of the proposed suspension,
  - b. The affected Registrant’s or Participant’s Member association has been notified in writing of the proposed suspension,
  - c. The affected Registrant or Participant or their Member association has presented its case to the Board.
- 1.5. The following timelines must be followed for suspension of Registrants or Participants:
  - a. Board - must investigate and inform the Registrant or Participant and their Member association in writing within fifteen (15) calendar days after notification of an incident.
  - b. Registrant or Participant – within thirty (30) calendar days after receiving the *Suspension Notice*, the Registrant or Participant must respond in writing to the Board - as to whether they accept the suspension or will appeal.
  - c. Member – within thirty (30) calendar days after receiving the *Notice of Suspension*, the Member must respond in writing to the Board as to whether they accept the suspension of the Registrant or Participant or if they will appeal.

- d. APPELLANT – if a suspension will be appealed, the Appellant must submit an appeal in writing to the CBF within fifteen (15) calendar days following the receipt of the *Notice of Suspension*.

Correspondence will include:

- i. Date of occurrence;
- ii. Location of occurrence;
- iii. Details of incident;
- iv. Conditions for lifting suspension (if applicable); and
- v. Copies of reports that may have been raised by officials, Members, other Registrants or Participants, or other individuals (if applicable).

### **CBF Meetings**

- 1.6. The CBF will hold meetings, as described below, in order to ensure the timely and efficient conduct of CBF business.

- 1.7. Meetings fall into the following categories:

- a. **CBF Annual Meeting:**

- i. Chair: CBF President
- ii. Purpose: Convened to discuss CBF business, introduce policy, approve recommendations, and vote on resolutions
- iii. Held: Annually on the date and location determined at the previous Annual Meeting, within six months of the end of the CBF's fiscal year, to coincide with the Senior National Championship.
- iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting.
- v. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers.
- vi. Speaking Rights: The CBF Board, Appointed Officers, and Member delegates may speak. Invited Speakers and Observers may speak if invited to do so by the Chair.
- vii. Quorum: A quorum requires the presence of a majority of the Members.

- b. **CBF Technical Meeting:**

- i. Chair: CBF Vice President Technical
- ii. Purpose: Convened to discuss CBF technical issues, including Rule Changes and make recommendations to the Members (NOTE: All Rule Changes will come into effect July 1<sup>st</sup>).
- iii. Held: Prior to the Annual Meeting
- iv. Recommendations: Recommendations from the Technical Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members
- v. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote for recommendations at the meeting
- vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers

- vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers, and Observers.
- c. CBF Sport Development Meeting:**
- i. Chair: CBF President OR a CBF Vice President
  - ii. Purpose: Convened to discuss CBF developmental issues, including Policies and By Law changes and make recommendations to the Members (NOTE: all Policy and By Law changes will come into effect at the conclusion of all National Championships following the Annual Meeting).
  - iii. Held: Prior to the Annual Meeting
  - iv. Recommendations: Recommendations from the Sport Development Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members
  - v. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote for recommendations at the meeting
  - vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers
  - vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers and Observers.
- d. Board of Directors Meeting**
- i. Chair: CBF President
  - ii. Purpose: Discussion of CBF issues and CBF operations, introduce and amend CBF policies, vote on resolutions
  - iii. Held: A minimum of twice per year (may be held by conference call or teleconference)
  - iv. Voting: Elected directors are permitted one vote each
  - v. Attendance: CBF Board, Appointed Officers, Invited Speakers
- e. Special Meeting:**
- i. Chair: CBF President
  - ii. Purpose: Discuss specific CBF issues
  - iii. Held: As called by the CBF Board or upon the written requisition of twenty percent (20%) of the Members (may be held by conference call or teleconference)
  - iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting
  - v. Attendance: CBF Board, Appointed Officers, Member delegates, Invited Speakers
  - vi. Quorum: A quorum requires the presence of a majority of the Members