



BALLON SUR GLACE  
BROOMBALL  
CANADA

The Canadian Broomball Federation

# Board Orientation Manual

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Canadian Broomball Federation 2024



# Overview

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## INTRODUCTION

Welcome to the orientation session for new board members. This manual will provide an overview of the Canadian Broomball Federation, its mission, governance, and your roles and responsibilities.

## WHAT TO EXPECT

Canadian Broomball Federation  
Mission and Vision  
Roles and Responsibilities  
Governance Structure  
Code of Conduct  
Additional Resources

# About Us

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- Overview: The Canadian Broomball Federation (CBF) is the national governing body for broomball in Canada, established to promote and develop the sport at all levels.
- History: Founded in [Year], the CBF has grown to encompass numerous provincial and territorial associations and thousands of athletes nationwide.
- Achievements: Key milestones include hosting national and international championships, and significant growth in membership and youth participation.



# Message from our President

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## **CHAD SCHNEIDER**

Welcome to the Canadian Broomball Federation Board! Your involvement is crucial to our success. Our vision for the future is that we aim to expand our programs, increase participation, and achieve new heights in competitive broomball. I would like to thank you for your dedication and commitment to advancing the sport of broomball in Canada.



# The Canadian Broomball Federation

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## MISSION

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

## VISION

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.

## VALUES

Integrity, Inclusion, Collaboration, Accountability, Respect and Excellence.





# True Sport Member

COMMITMENT: THE CBF IS A PROUD MEMBER OF TRUE SPORT, AN ORGANIZATION DEDICATED TO ENSURING THAT SPORT IN CANADA IS DRIVEN BY VALUES-BASED PRINCIPLES.

PRINCIPLES: THESE INCLUDE FAIR PLAY, RESPECT FOR OTHERS, AND MAINTAINING THE INTEGRITY OF SPORT.

INITIATIVES: OUR PARTNERSHIP WITH TRUE SPORT INVOLVES PROMOTING ETHICAL SPORT VALUES THROUGH OUR PROGRAMS AND ENSURING THAT OUR ATHLETES AND OFFICIALS ADHERE TO THESE PRINCIPLES

# What is True Sport?



# Board Members

## ROLES AND RESPONSIBILITIES

The following are brief descriptions of the roles and responsibilities of the Board Members of the CBF. For full descriptions, please see Chapter 3 of our Policies and Procedures Manual (available at [www.broomball.ca](http://www.broomball.ca))



# President

Current President: Chad Schneider

## LEADERSHIP

Provides strategic direction and leadership to the Board.

## CHAIRING MEETINGS

Leads board meetings, ensuring effective governance and decision-making.

## REPRESENTATION

Represents CBF at official functions and in public relations, serving as the primary spokesperson.

# Vice President Technical

Current VP Technical: Garth Jones

## PROGRAM OVERSIGHT

Oversees the development and implementation of technical programs, coaching and officiating standards and player development.

## NATIONAL CHAMPIONSHIPS

Overseeing the technical aspects of the National Championships including event schedule development and technical guidance

## TECHNICAL DEVELOPMENT:

Ensures continuous improvement in coaching and officiating methodologies

# Vice President Marketing & Promotion

Current VP Marketing: Alex B Perreault

## MARKETING STRATEGIES

Develops and manages marketing strategies to enhance the visibility and appeal of CBF

## PUBLIC RELATIONS

Enhances CBF's public image through media engagement and partnerships

## BRAND MANAGEMENT

Oversees brand development and promotional activities

# Treasurer

Current Treasurer: Greg Mastervick

## FINANCIAL MANAGEMENT

Manages all financial aspects of the CBF, including budgeting and financial planning

## REPORTING

Prepares and presents financial reports to the Board

## FISCAL RESPONSIBILITY

Ensures compliance with financial regulations and policies.

# Secretary

Current Secretary: Lesley Squibb

## DOCUMENTATION

Maintains all official records, including minutes of board meetings

## RECORD KEEPING

Annually compiling a complete record of registration statistics for the CBF based on information received from all Associations.

## DISTRIBUTION

Ensuring the timely distribution of CBF documents and correspondence

# Appointed Officers

## ROLES AND RESPONSIBILITIES

The following are brief descriptions of the roles and responsibilities of the Appointed Officers of the CBF. For full descriptions, please see Chapter 3 of our Policies and Procedures Manual (available at [www.broomball.ca](http://www.broomball.ca))





# Athlete Representatives

Current Athlete Reps: Brady Lechner and Jenna James

## ADVOCACY

Represents the interests and perspectives of athletes within the Board

## COMMUNICATION

Facilitates communication between athletes and the Board

## INVOLVEMENT

Ensures that athlete concerns are considered in decision-making processes





# Coaching Coordinator

Current Coaching Coordinator: George Brown

## COACH REGISTRATION

Assist the Associations with the registration of all CBF coaches

## LF TRAINING

Ensure all Learning Facilitators are sufficiently trained and meet the minimum certification levels laid down by the NCCP policies

## COACHING PROGRAM

Work in conjunction with the VP Technical in all matters concerning content and delivery of coaching programs





# Referee-in-Chief

Current Referee-in-Chief: Doug Galt

## DEVELOPMENT

Appointed by the Board to oversee referee development and standards

## TRAINING

Ensures that all referees are trained, certified, and uphold the highest standards of officiating

## REGISTRY AND ADVISING

Maintaining a register of certified CBF officials and acting as an advisor to National Championship Discipline Committees



# Staff Members

## ROLES AND RESPONSIBILITIES

The following are brief descriptions of the roles and responsibilities of the Staff Members of the CBF. For full descriptions, please see Chapter 3 of our Policies and Procedures Manual (available at [www.broomball.ca](http://www.broomball.ca))



# Executive Director

Current Executive Director: Barbara Włodarczyk

## OPERATIONS

Manages the day-to-day operations of the CBF

## ADMINISTRATION

Implements Board policies, oversees staff, and manages organizational activities

## COORDINATION

Oversee and coordinate with staff, appointed officers and Board Members

# Executive Assistant

Current Executive Assistant: Cathy Derewianchuk

## ADMINISTRATION

Provides administrative support to the Board and Executive Director

## COMMUNICATION

Manages communications, schedules, and assists with organizational tasks

## ADVISING

Advising the Board of proposed changes to administrative procedures or documentation

# High Performance Coordinator

Current High Performance Coordinator: Racim Kebbab

## HIGH PERFORMANCE

Oversees high-performance programs for elite athletes

## NATIONAL TEAMS

Coordination of all aspects of team selections, high performance testing, monitoring yearly and monthly training plans and National team events

## ATHLETE DEVELOPMENT

Coordinates training, competitions, and athlete development initiatives

# Social Media & Sport Development Coordinator

Current Social Media & Sport Development Coordinator: Véronique Cayer-Larocque

## DEVELOPMENT

Develops and implements programs to grow broomball at the grassroots level

## PROMOTION

Promotes the sport of broomball through our social media accounts

## GRASSROOTS AND MEDIA

Works with schools, community groups, and regional associations. Manages all social media platforms

# Skills Matrix for Board Members

## PURPOSE

A skills matrix for board members in national sports organizations serves to ensure that the board has a diverse set of competencies necessary for governance, strategic planning, and oversight. It helps in identifying the skills each board member brings to the table, highlighting areas of strength and potential gaps in skills that may need to be addressed through training or recruitment.

## BENEFITS

- Ensures a well-rounded board with a range of necessary competencies.
- Facilitates effective governance and strategic direction.
- Identifies areas for development or recruitment.

Skills/Competencies	President	VP Technical	VP Marketing	Treasurer	Secretary	Athlete Representative	Coaching Coordinator	Referee In Chief
Leadership	X	X	X	X	X	X	X	X
Communication	X	X	X	X	X	X	X	X
Organization	X	X	X	X	X		X	
Broomball Knowledge	X	X	X	X	X	X	X	X
Marketing and Promotion		X	X				X	
Social Media Management			X					
Event Coordination			X					
Technical Skills		X						
Problem Solving	X	X	X	X	X	X	X	X
Financial Management	X			X				
Strategic Planning	X			X				
Advocacy	X					X		X
Conflict Resolution	X	X			X	X	X	X

# Skills Matrix for Staff Members

## PURPOSE

A skills matrix for staff in national sports organizations helps ensure that employees possess the technical and professional skills required to execute the organization's operations effectively. It helps in identifying training needs, succession planning, and ensuring that the organization can meet its operational and strategic goals.

## BENEFITS

- Ensures the staff have the right skills to support the organization's goals.
- Identifies training and development needs.
- Helps in effective role assignment and succession planning.

Staff Position	Leadership	Communication	Organization	Project Management	Broomball Knowledge	Marketing & Promotion	Social Media Management	Event Coordination	Technical Skills	Problem Solving	Financial Management	Strategic Planning	Conflict Resolution
Executive Director	X	X	X	X	X					X	X	X	X
Executive Assistant		X	X	X	X					X			X
Social Media & Sport Dev. Coordinator	X	X	X	X	X	X	X	X	X	X			
High Performance Coordinator	X	X		X	X			X	X	X		X	X

# Governance Structure

## Board of Directors

Position	President	VP Technical	VP Marketing	Treasurer	Secretary
Voting Member	Yes	Yes	Yes	Yes	Yes

## Other Board Positions

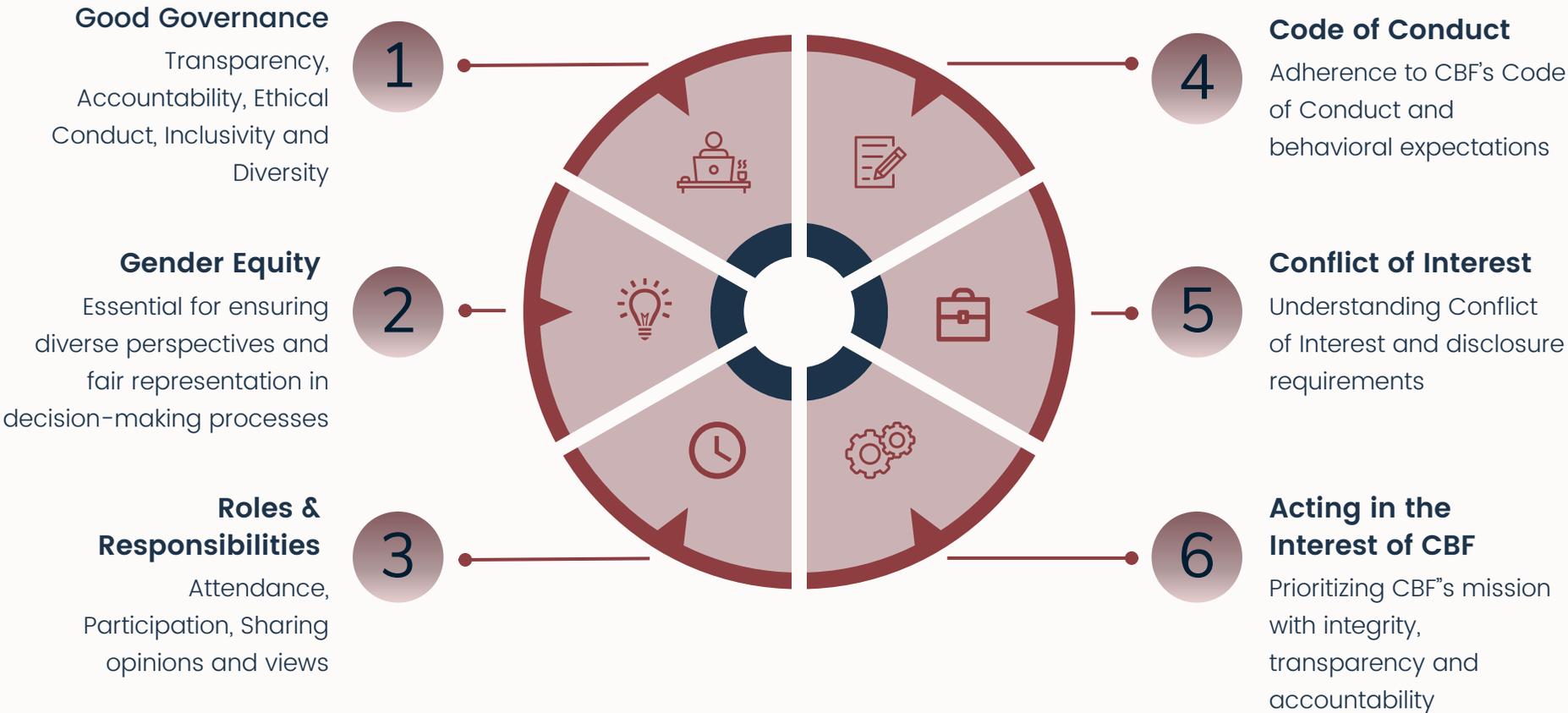
Position	Voting Member	Appointed by
Athlete Representative	No	Elected by Athletes
Referee In Chief	No	Appointed by Board
Coaching Coordinator	No	Appointed by Board

## Staff

Position	Hired By
Executive Director	Board
Executive Assistant	Board
Social Media & Sport Development Coordinator	Board
High Performance Coordinator	Board

# Expectations of Board Members

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# Expectations of Board Members

## GOOD GOVERNANCE

### PRACTICES TO ACHIEVE GOOD GOVERNANCE

- **Clear Policies:** Establishing clear policies and procedures to guide the Board's actions.
- **Regular Training:** Providing ongoing training and development opportunities for Board members.
- **Performance Evaluation:** Regular evaluation of Board performance and effectiveness.

### PRINCIPLES OF GOOD GOVERNANCE

- **Transparency:** Ensuring that all actions and decisions are open and accessible to stakeholders. Regular reporting and open communication channels are key.
- **Accountability:** Board members are accountable to the membership and must act in the best interest of the CBF, ensuring decisions are made responsibly.
- **Ethical Conduct:** Adherence to high ethical standards, including honesty, integrity, and fairness in all dealings.
- **Inclusivity and Diversity:** Promoting a culture that values diverse perspectives and inclusive practices, ensuring all voices are heard and respected.



## DISCLOSURE REQUIREMENTS

- **Mandatory Disclosure:** Board members must disclose any potential conflicts of interest to the Board as soon as they arise.
- **Documentation:** All disclosures should be documented and reviewed by the Board.

## MANAGING CONFLICTS

- **Recusal:** Board members may need to recuse themselves from discussions or decisions where a conflict exists.
- **Policy Adherence:** Following established policies and procedures for managing conflicts to maintain integrity and trust.
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# Expectations of Board Members

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## CONFLICT OF INTEREST

### UNDERSTANDING CONFLICT OF INTEREST

- **Definition:** A situation where personal interests could improperly influence a board member's decisions or actions.
- **Examples:** Financial interests, familial relationships, or external roles that conflict with CBF duties.



# Expectations of Board Members

## GENDER EQUITY

### IMPORTANCE

Gender equity is essential for ensuring diverse perspectives and fair representation in decision-making processes.

### MONITORING PROGRESS

- **Regular Assessments:** Conducting regular assessments of gender equity within the Board and organization.
- **Reporting:** Transparent reporting on gender equity initiatives and progress to stakeholders.
- **Adjustments:** Making necessary adjustments to strategies and policies based on assessment outcomes.

### STRATEGIES

- **Inclusive Policies:** Implementing policies that promote gender equity within the organization.
- **Training:** Providing training on gender equity and unconscious bias for all Board members.
- **Supportive Environment:** Creating an environment where all genders feel supported and valued.

# Expectations of Board Members

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## CODE OF CONDUCT

### ADHERENCE TO CODE OF CONDUCT

- **Principles:** The CBF's code of conduct is based on principles of integrity, respect, and professionalism. It sets out the expected behaviors and ethical standards for Board members.
- **Behavioral Expectations:** Examples of acceptable and unacceptable behaviors within the Board context, including interactions with other Board members, staff, and stakeholders.
- **Consequences:** Clear outline of the potential consequences for violating the code of conduct, including disciplinary actions and possible removal from the Board.
- **Commitment:** All Board members are required to sign a commitment to adhere to the code of conduct, acknowledging their understanding and agreement to uphold its principles.



# Expectations of Board Members

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## ROLES AND RESPONSIBILITIES

- **Attendance:** Regular attendance at all Board meetings is essential, including both in-person and virtual meetings. Active participation in committee work is also expected.
- **Participation:** Board members are encouraged to actively participate in discussions, share their opinions and perspectives, and contribute to decision-making processes.
- **Adherence to Code of Conduct:** All Board members must adhere to the CBF's code of conduct, which includes maintaining professionalism, integrity, and respect in all interactions.
- **Conflict of Interest:** Board members must fully disclose any potential conflicts of interest and act in the best interest of the CBF.
- **Commitment to CBF:** Acting in the best interest of the CBF, prioritizing organizational goals over personal interests. Board members should be ambassadors for the sport and the organization, promoting its mission and values.



# Expectations of Board Members

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## SHARING OPINIONS AND VIEWS

### ACTIVE PARTICIPATION

- **Encouragement:** Board members are encouraged to share their perspectives and ideas openly. Diverse viewpoints are essential for robust decision-making.
- **Respectful Environment:** Creating a respectful environment where all opinions are valued and considered. Active listening and constructive dialogue are key components.
- **Facilitation:** The Board chair and meeting facilitators play a crucial role in ensuring all members have the opportunity to contribute and that discussions remain focused and productive.
- **Decision-Making:** Emphasizing the importance of consensus-building and collaborative decision-making, where differing opinions are reconciled to achieve the best outcomes for the organization.



# Expectations of Board Members

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## ACTING IN THE INTEREST OF CBF

### BOARD MEMBER RESPONSIBILITIES

- **Prioritizing CBF's Mission:** Ensuring all actions and decisions align with the CBF's mission and values. Board members must prioritize the organization's goals over personal interests.
- **Avoiding Personal Gain:** Board members must not use their position for personal benefit. Any potential conflicts of interest must be disclosed and managed appropriately.
- **Commitment to Integrity:** Upholding the highest standards of integrity and ethical behavior in all actions and decisions. Board members should serve as role models for the organization and its stakeholders.
- **Transparency and Accountability:** Maintaining transparency in decision-making processes and being accountable to the membership and stakeholders. Regular reporting and open communication are essential components of this responsibility.



# Questions & Discussion

## INVITATION TO ENGAGE



New Board members are encouraged to actively engage with the orientation material and reach out with any questions or concerns they may have. Understanding the role and responsibilities of a Board member is crucial for effective governance and participation.

## DISCUSSION POINTS

### CLARIFICATION

If any points from the orientation presentation are unclear, members are invited to seek clarification. It is important that all Board members have a clear understanding of their duties and the organizational structure.

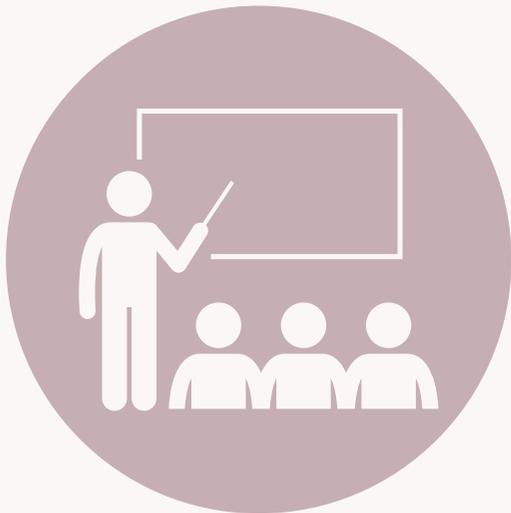
### IMMEDIATE CONCERNS

New Board members may have immediate concerns or specific topics they wish to address. Open discussion allows these to be brought to the forefront and addressed promptly.

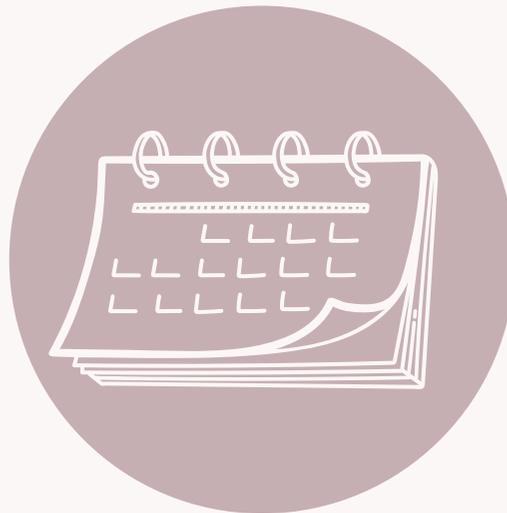
# Questions & Discussion

## NEXT STEPS

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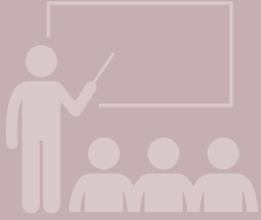
Additional  
Training



Upcoming  
Meetings



Resources  
available



# Required Training

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## COURSES AVAILABLE:

### CCES GOOD GOVERNANCE COURSE

This course offers comprehensive training on good governance principles and practices, ensuring that board members are well-equipped to lead with integrity and transparency

### GENDER EQUITY LENS COURSE

Focuses on promoting gender equity within the organization, providing tools and strategies to create a more inclusive and equitable environment.

# Annual Meetings Calendar

HERE ARE SOME  
KEY DATES TO  
KEEP IN MIND



## SUMMER BOARD MEETING

When: June/July (in person over a weekend)

Where: usually in Ottawa

Who: Board members and staff

Purpose: Discuss upcoming season

## BOARD MEETING

When: September/October (virtual)

Who: Board members and staff

Purpose: Discuss topics for upcoming PTSO meeting

## SPECIAL MEETING

When: October/November (virtual)

Who: Board members, staff, and representatives from all provinces and territories

\*Additional meetings may be added as needed

# Annual Meetings Calendar

HERE ARE SOME  
KEY DATES TO  
KEEP IN MIND



## BOARD MEETING

When: January /December (virtual) if needed

Who: Board members and staff

Purpose: Discuss budget and upcoming National events

## SPECIAL MEETING

When: January/February (virtual) if needed

Who: Board members, and PTSO representatives

## SENIOR NATIONALS BOARD MEETING

When: Saturday and Sunday before the event, in person

Who: Board members and staff

Purpose: Discuss topics for AGM

## SPORT DEVELOPMENT, SPORT TECHNICAL AND AGM

When: Sunday and Monday before the event, in person

Who: Board members, staff, and PTSO representatives

Purpose: Discuss the upcoming season, rules changes, policy changes, etc.

\*Additional meetings may be added as needed



# Resources

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## USEFUL LINKS

- Canadian Centre for Ethics in Sport (CCES): [cces.ca](https://cces.ca)
- True Sport: [truesportpur.ca](https://truesportpur.ca)
- Sport Canada: [canada.ca/en/sport-canada](https://canada.ca/en/sport-canada)
- Canadian Women & Sport: [womenandsport.ca](https://womenandsport.ca)

# Social Media Platforms





# Additional Support

Board members are encouraged to utilize these resources to enhance their understanding and effectiveness in their roles.

For further assistance, please contact:

**PRESIDENT:**

**CHAD SCHNEIDER**

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