



## CMBA Emergency Meeting Policy

**NOTE: THIS POLICY** refers to all operational branches within Camrose Minor Ball Association. Decisions will be reviewed on a case to case basis. **All CMBA Board decisions will be final.**

The Camrose Minor Ball Association recognizes not all concerns, conflicts or complaints can be dealt with through the CMBA Approved “**Conflict Resolution Policy**”. There may be exceptional cases that will require involvement of the CMBA Board in an expedited manner. Situations that may arise, such as operational issues preceding team assignments or selections, or situational conflicts throughout designated seasons. CMBA wants to ensure that all issues are taken serious and give them the appropriate attention that they require in a timely matter.

### Definitions

For the purpose of this Policy an *Emergency Meeting* will be defined as “a meeting not previously scheduled”

For the purpose of this Policy an *Expedited Manner* will be defined as “needing resolution within 5 business days after submission of the complaint to the board”

For the purpose of this Policy an *Individual* will be defined as “All players, coaches, officials, board members, spectators and volunteers engaged in activities of the CMBA”

An *Emergency Meeting* **may** only be granted in the following circumstances:

- An official complaint is submitted in writing and signed by the complainant and is unable to be resolved through procedures outlined in CMBA “**Conflict Resolution Policy**” and is in need of a resolution in an *expedited manner*
- An official complaint is submitted in writing and signed by the complainant to the Divisional Director/Coordinator preceding team assignments or selections, but is unable to be resolved through procedures outlined in CMBA “**Conflict Resolution Policy**” and is in need of a resolution in an *expedited manner*
- An Operational conflict within the CMBA occurs and is in need of a resolution in an *expedited manner*
- Illegal conduct in violation of the *Criminal Code* with any individual

An *Emergency Meeting* **will not** be granted in the following circumstances:

- If an official complaint is submitted by an Anonymous individual or group
- If the complaint is in dispute of a CMBA approved policy, procedure or association rule that is in place

In the event that an *Emergency Meeting* is granted, the following procedures will apply:

- The board will set up a time and place for the meeting to be held
- If the board deems it necessary for any or all parties involved to attend to plead their case, the involved parties will be contacted and offered an allotted time period to do so
- In the event a board member is directly involved in the matter, they will only attend if they are asked to give their side into the dispute
- A short question period may occur if the board sees fit to do so
- Once the involved parties have completed their allotted time, they will be asked to leave
- The board will internally discuss the matter and come to a resolution by majority vote
- An official response to the complainant will be issued within 24 hours after completion of the meeting
- **All CMBA board decisions will be final**

**Note: CMBA reserves the right to prolong a decision if it is determined that further investigation into the matter is required in order to come to an informed decision**