



## Fort Saskatchewan Minor Football Association – Rules, Policies, and Procedures

Policy Category	
Policy Name	Resolution and Reporting Policy
Sources	
Origination Date	March 2025
Revised Date	

### Resolution and Reporting Policy

#### 1. Policy Statement

- 1.1. Fort Saskatchewan Minor Football Association's highest priority is to provide a safe, professional, inclusive and respectful environment for young athletes to learn, develop, play and enjoy the game of football.
- 1.2. This policy has been established to promote recognition, prevention and the appropriate response and resolution of reported violations.
- 1.3. The primary role of the Resolution Committee is to provide fair and impartial management of disputes and conflicts through preventative processes and accessibility to reporting and resolution systems.
- 1.4. The Resolution Committee shall ensure compliance with the Code of Conduct, RPP, and Bylaws that were established by the Association to provide a safe environment for all participants.

#### 2. Definitions

- 2.1.1. "FSMFA" shall refer to Fort Saskatchewan Minor Football Association.
- 2.1.2. "Association" shall refer to the FSMFA.
- 2.1.3. "Board" shall refer to the elect officials of the Association as defined by the Association Bylaws.
- 2.1.4. "CDMFA" shall refer to Capital District Minor Football Association.
- 2.1.5. "Resolution Committee" shall refer to the committee established by the Association as defined in the Association bylaws.
- 2.1.6. "Administrators" for the Association encompasses team managers, trainers, coaches and whomever else may contribute to Association football programming.
- 2.1.7. "Individual" shall refer to a person including members, parents/guardians of players, coaches, players, trainers, managers, board members, volunteers, as well as spectators and persons engaged in activities, event/competitions and programs with and/or hosted by Association or CDMFA.
- 2.1.8. "RPP" shall mean the rules, policies, and procedures as defined by the document entitled "RPPs".
- 2.1.9. "Bylaws" shall mean the Bylaws of the Association.





### 3. Applicability

- 3.1.1. This policy applies to reports of breaches of the Association's Code of Conduct, RPP and Bylaws.
- 3.1.2. This policy applies to all disputes and conflicts between individuals that have not been able to resolve the conflict amongst themselves.
- 3.1.3. This policy applies to reports from or between individuals.
- 3.1.4. This policy applies to disputes that may arise during Association or CDMFA events, activities, competitions, practices, travel associated with the Association or CDMFA activities and any meetings.
- 3.1.5. This policy applies to individual's conduct outside of Association activities and events when:
  - 3.1.5.1. Negatively affects relationships within the Association
  - 3.1.5.2. Negatively affects Association image and reputation.
- 3.1.6. Appropriate actions for violations may result in warning, reprimand, restrictions, suspension or other disciplinary actions up to and including expulsion.
- 3.1.7. This policy shall be read in conjunction with the Association Code of Conduct, RPPs and bylaws.

### 4. Principles

- 4.1. A safe environment for all participants shall be maintained through respect, fairness and inclusion.
- 4.2. Safety of all participants shall be maintained through policies, procedures, identification of risk, training, resources, and communication.
- 4.3. Resolution and Reporting process shall be reasonable, caring, confidential and handled within a timely manner and without retribution.
- 4.4. Good faith reports about an incident shall have no retaliation. Retaliation shall be subject to discipline up to and including expulsion.
- 4.5. Reporting a concern shall be in good faith and have reasonable belief in that the information is true and accurate. Allegations that are proven to not be in good faith and proven to have malicious or to be deliberately false will be taken as a serious offence, subject to disciplinary action.

### 5. Responsibilities

- 5.1. The Resolution Committee shall be responsible
  - 5.1.1. Recording and reviewing all disputes.
  - 5.1.2. All reports to be reviewed and investigated.
  - 5.1.3. Providing Resolutions to disputes, including appropriate corrective actions as required.
  - 5.1.4. Providing a resolution to disputes to the individual involved.





5.1.5. Reporting to the board all new, ongoing, and resolved disputes, including any corrective actions taken.

## 6. Reporting

- 6.1. Any dispute or misconduct shall be submitted through the Complaint Form on the website.
- 6.2. Reporting of an incident may be done by the individual involved or by a witness or if there is a reasonable belief that misconduct could occur.
- 6.3. All Complaint Form must be reviewed by the Resolution Committee within 48 hours of receiving it and an acknowledgement of the complaint received shall be returned to the individual who submitted the complaint.
- 6.4. The Resolution Committee shall document and keep records of all complaints.
- 6.5. After reviewing the reported claims, the Resolution Committee shall start an investigation into the claim.
- 6.6. Once the committee has investigated the claim, a decision shall be made by the Resolution Committee whether a violation has occurred.
- 6.7. Resolution shall reflect the nature and severity of the violation and may involve one or more disciplinary measures not limited to suspension or expulsion.
- 6.8. The Resolution Committee shall provide a detailed report at board meetings of all complaints, ongoing investigation, and resolutions.

## 7. Resolutions

- 7.1. The resolution must be fair and appropriate to the offense.
- 7.2. Depending on the seriousness of the allegations, the proper authority should be involved including but not limited to law enforcement agencies, Children's Aid Society, and other disciplinary organizations.
- 7.3. Any Director, Executive, Coach, Player, Administrator, member or volunteer may be suspended or expelled for any grounds considered reasonable and in the best interest of the Association and its members.
- 7.4. Any Director, Executive, Coach, Player, Administrator, member or volunteer who is in violation of the Code of Conduct shall be subject to a disciplinary review and subject to disciplinary action at the discretion of the Resolution Committee.
- 7.5. Suspension and Expulsion will take effect within 48 hours of the Resolution Committee's decision, if no appeal is submitted.

## 8. Appeals

- 8.1. Any appeal shall be submitted to the Complaint Form on the website.
- 8.2. All Appeal Form must be reviewed by the Board within 48 hours of receiving it and an acknowledgement of the request received shall be returned to the individual appealing.
- 8.3. Grounds for an appeal
  - 8.3.1. Procedures were not followed as laid out by Bylaws or approved policy
  - 8.3.2. A decision was influenced by bias, where bias is defined by the decision maker being unable to consider the other views and/or influenced by factors unrelated to the current matter.





- 8.3.3. Discretion was not exercised.
    - 8.3.4. The resolution was unreasonable or extreme.
  - 8.4. The individual appealing must provide evidence and demonstrate that the resolution was made as defined in the Ground for An Appeal.
9. Governance
- 9.1. The board has oversight over this Policy.
  - 9.2. This policy shall be reviewed and approved at least every 2 years or as required.

