



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

Policy Category	
Policy Name	Resolution Committee Procedure
Sources	
Origination Date	March 2025
Revision Date	

Resolution Committee Procedure

1. On receiving a complaint,
 - 1.1. Resolution Committee has a responsibility to:
 - 1.1.1. Determine whether the complaint is within the authority of the association and its policies.
 - 1.1.2. Determine if the complaint has been submitted in a timely manner and in good faith.
 - 1.1.3. An investigation shall be conducted as outlined in Investigation Procedure.
2. Investigation Procedure
 - 2.1. The Investigation Procedure shall apply to all complaints submitted.
 - 2.2. The Resolution Committee shall appoint no less than two investigators. Investigator must not be in a conflict-of-interest situation and should not have a connection in the situation.
 - 2.3. Investigators should review all Association bylaws and RPPs that apply to complaints.
 - 2.4. Investigation may take any form as decided by the Investigators. Investigation may include:
 - 2.4.1. Interviews with the Complainant
 - 2.4.2. Interviews with the witnesses
 - 2.4.3. Statement of facts prepared by the investigator, acknowledged by the involved complainant.
 - 2.4.4. Interviews with the accused.
 - 2.4.5. Statement of facts prepared by the investigator, acknowledged by the accused.
 - 2.4.6. Statement of facts provided to the accused and complainant for acknowledgement.
 - 2.4.7. Further interviews may be required.
 - 2.5. Investigators shall prepare a written report that shall summarize all the evidence from all individuals interviewed.
3. Resolution Committee
 - 3.1. The resolution committee shall review the investigation summary.
 - 3.2. The resolution committee may ask for written or oral submissions regarding the incident
 - 3.2.1. Additional evidence may be submitted by individuals.
 - 3.2.2. Resolution committee may ask individuals involved to meet either in person or by virtual meeting to ask individuals questions and allow for individuals to ask each other questions.





- 3.3. The resolution committee shall review, debate and discuss submissions and evidence related to the complaint.
- 3.4. The resolution committee shall determine if a resolution is required for the complaint between both parties.
 - 3.4.1. In cases determined by the resolution committee, that violates the association's bylaws, policies, code of conduct or in such a situation where it calls for it; the resolution committee may impose appropriate sanctions.
- 3.5. Any decision rendered by the Resolution Committee shall be maintained in Association records.
4. Appeal
 - 4.1. Appeals to the Resolution Committee's decision, shall be reviewed by the board and the resolution committee members.
 - 4.2. The Resolution Committee and board together shall review all evidence, and information to review the decision. The Resolution Committee and the board may require a hearing with the individuals involved in the complaint.
 - 4.3. The resolution committee and board shall make the final decision together.
 - 4.4. No more appeals can be made once the decision is final.

