



# **Saskatchewan A Box Lacrosse League (SABLL).**

## **OPERATIONS MANUAL**



# CONSTITUTION

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## Article 1: Name

The name of the organization is the Saskatchewan A Box Lacrosse League (SABLL).

## Article 2: Affiliation

The Bylaws of this organization are subject to the terms and conditions imposed by the Saskatchewan Lacrosse Association (SLA), and the Canadian Lacrosse Association (LC). Where a conflict arises between these Bylaws and the rules of the SLA or LC, the SLA or LC rules will govern.

## Article 3: Purpose

The purpose of the organization shall be to administer the Saskatchewan A Box Lacrosse League (SABLL).

## Article 4: Objectives

The objectives of the SABLL are to:

1. Foster, promote, govern, and improve pre midget box lacrosse in Saskatchewan (hereinafter referred to as “Elite A Lacrosse”).
2. Foster among its members, supporters and teams, fair play and sportsmanship and a general community spirit while maintaining and promoting interest in the game of lacrosse.
3. Control and exercise a general care, supervision, and direction over all playing interest in the league or other activities entered by the league and its members.
4. Institute and regulate competition in Elite A Lacrosse.



## BYLAWS

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### BYLAW 1 – MEMBERSHIP

- 1.01 All individual players, teams and associations must register with the Saskatchewan Lacrosse Associations in accordance with their registration fees and deadlines.
- 1.02 Membership in the organization shall consist of each team playing in the SABLL.
- 1.03 Any Club/Association/Community that has more than one team in the SABLL will be required to draft two equal teams.
- 1.04 Applications for membership by teams must be submitted no later than February 15th, unless extended by the SABLL at an organization meeting.
- 1.05 Each prospective member, as a condition of membership in the SABLL shall agree that:
  - a. All members recognize the SABLL as the supreme authority concerning pre midget elite A Lacrosse in Saskatchewan subject to the right of appeal to the SLA and the LC;
  - b. All members shall unconditionally commit to obey and abide by the Objectives, Bylaws, Regulations, Rules and Policies of the SABLL, SLA and LC.
- 1.06 The SABLL shall have the sole and absolute right to accept or refuse an application for membership in the SABLL.
- 1.07 Membership in the SABLL shall take effect upon the acceptance of the application for membership in the SABLL.
- 1.08 A minimum of (1) year probation for a new team, the probation will be discussed at the following AGM and may be removed at the members discretion
- 1.09 Any member may resign from membership in the SABLL by submitting its resignation in writing to the SABLL. Upon submission such member shall forfeit its rights and privileges in the SABLL.
- 1.10 A member may be expelled or suspended from membership in the SABLL by a resolution passed by two-thirds (2/3) of the members in a meeting called for that purpose. No member shall be expelled without having first been given a fair hearing in accordance with the rules of natural justice, by the members at the aforesaid meeting.
- 1.11 The SABLL may, by a vote, of two-thirds (2/3) expel or suspend any member who has failed to pay membership fees to the SABLL as per policy.



- 1.12 A member shall cease to become a member of the SABLL only by resignation, expulsion, or by not in good standing.
- 1.13 A member who is suspended continues to be a member but has no rights or privileges of membership.
- 1.14 The League minimum is 4 teams.
- a. Approval must be by the board to allow less than a 4 team league.
  - b. Approval must be by the board to allow more than 6 team league.
- 1.15 The league will have a minimum
- a. New teams MA/AMA must commit to 3 years.
  - b. Fine of \$1500 for any club that does not fulfill the 3 years.
  - c. With application of team into the league MA/AMA must provide list of players that meets league requirements of the players per division.
  - d. With application the team into the league MA/AMA must provide plan for the future of the team continuing to play in specific division
- 1.16 Leave of Absence.
- a. The Leave must be applied for by March 1<sup>st</sup> of the playing season.
  - b. The leave must be approved by 2/3 majority of the SABLL active members.
  - c. Any leave of absence will be in effect for one year only and cannot be renewed for the following playing season.
  - d. Notification to return to active status must be received by the league office no later than March 1 of the year following the year are absent from the league.
  - e. Roster of a team being granted a leave of absence.
    - I. Each player from the previous year's roster will be allowed to apply for a transfer to any team in the SABLL.
    - II. Players must return to their team when it returns to active status.
- 1.17 Voluntary Withdrawal
- a. If a team wishes to remove themselves from the league between August 1 and December 31<sup>st</sup>, they may do so at no financial penalty.
  - b. If a team wishes to remove themselves from the league between January 1<sup>st</sup> and February 28<sup>th</sup>, they will lose 50 % of their performance bond.
  - c. If a team removes itself between March 1<sup>st</sup> and July 31<sup>st</sup>, they will forfeit their full performance bond.



## **BYLAW 2 – PERFORMANCE BOND**

- 2.01 Each team is required to post with the SABLL, a bond in the sum of \$1000 on or before March 10th. The league will retain this bond until a member voluntarily withdraws and is not in default of these Bylaws.
- 2.02 The SABLL may make withdrawals from the bonds on deposit for fines assessed to any member. Any deficit to a member's bond must be paid within fourteen (14) days after receiving the notice of the deficit.

## **BYLAW 3 –SABLL MEETINGS**

- 3.01 The SABLL shall be governed by the entire SABLL membership.
- 3.02 Each member shall have one vote at a SABLL meeting.
  - a. No absentee voting shall be allowed.
  - b. No individual may carry more than one member vote.
- 3.03 The President shall chair the SABLL meetings.
- 3.04 General meetings of the members will be held from time to time as decided by the President. It is necessary, however, that a minimum of seven (7) days' notice be given.
- 3.05 Quorum shall be a minimum of 33% of the total voting members rounded up.
- 3.06 SABLL will hold an annually AGM Meeting on or about the third weekend in March to finalize the upcoming season. The SABLL may hold a second meeting in the fall if they feel it is required if so, must be notified to all member 45 prior to the event.
- 3.07 All associations must have a representative from each division OR each team must have a representative at all SABLL AGM meetings. Failure to attend will result in a \$500 fine levied on the team.



## **BYLAW 4 – DISCIPLINE COMMITTEE**

- 4.01 The SABLL will abide by all SLA minimum suspension policies as included in Policies 3.01 and all code of conducts as included in Section 4 of the SLA policy handbook. Therefore, a discipline committee will be formed only as required by SLA policy.
- 4.02 Each team shall appoint one individual that shall be available to sit on a discipline committee as required. This representative must be submitted to the President one week before the first scheduled SABLL first regular-season league game or a fee of \$150 will be issued if it is late.
- 4.03 A committee of 3 members shall be formed to deal with any disciplinary issues. These individuals shall be available to sit on a discipline committee as required.
- 4.04 In the event that a SABLL Commissioner has been appointed, the President will work in conjunction with the discipline committee to review incidents, interpret SLA policy and hand out supplemental discipline.
- 4.05 The disciplinary process shall follow all SLA policy as included in Section 4 – Code of Conducts. A copy of this process can be found under Appendix A.

## **BYLAW 5 – TEAM GOVERNANCE**

- 5.01 SABLL Suggested Team governance:
  - a. General Manager/Coordinator:
  - b. Team Manager:
  - c. Secretary/Treasurer:
  - d. Promotions/Sponsorship:
  - e. Head Coach:
  - f. Assistant Coach:
  - g. Assistant Coach:
  - h. Assistant Coach:
  - i. Assistant Coach:
  - j. Equipment Manager:
  - k. Trainer:



## 5.02 Job Descriptions

5.02.1 General Manager: To oversee all program operations, to help all members of the board.

5.02.2 Team Manager: To work with players to collect all fees, to inform players about events (games, practices, ECT.)

5.02.3 Secretary/Treasurer: To collect funds from manager, put together books. Put together all programs, signage.

### 5.02.4 Promotions/ Sponsorship

- a. To develop a program to promote the team.
- b. Advertising
- c. Prep club
- d. Community association work
- e. Media Relations (TV/Radio/social media)
- f. To find team sponsors. Sell advertising. To be used for the programs and jerseys.
- g. Recruit large corporate sponsors.

5.02.5 Coaches and Assistants: Work all aspects on the floor play, and discipline.

### 5.02.6 Equipment Manager

- a. Inventory of all jerseys and equipment.
- b. Examine jerseys and equipment to ensure safety

### 5.02.7 Trainer

- a. To care for all players
- b. Attend to all injuries, get medical reports
- c. Collect all players medical releases and information
- d. Inform Coach/Assistants if a player is too injured to play



## BYLAW 6 - REGULATIONS

### Regulation 1: Managers, Coaches and Trainers

1. Each coach, manager, trainer as an official of the member, is responsible for the proper observance of the bylaws and regulations.
2. All SABLLE team's coaching staff on the bench are required to be as per chart below.

Coach	Position	Requirements
Novice	All Coaches	CMD Trained
Peewee	Head	* CPI In-Training/Trained
Peewee	Assistant	CMD Trained
Bantam	All Coaches	* CPI In-Training/Trained
Midget	All Coaches	*CPI In-Training/Trained

*\*\* Coaches in their first year of CPI just need to be In-Training, meaning they have attended a clinic, and completed the making ethical decisions and making headway modules*

*\*\* Coaches in their second year of CPI need to be trained, meaning they have completed their workbook.*

3. All coaches, managers, and trainers in the SABLLE must register online and prior to the season.
4. All coaches, managers, and trainers must have a criminal record check as per SLA.
5. Trainer qualifications, one of the following:
  - Any St. John Ambulance Emergency First Aid course of 8 hours or more
  - Canadian Red Cross Standard First Aid & Basic Rescuer CPR course
  - Canadian Red Cross Sport First Aid course
  - Any CAHA Hockey Trainer's Certification Program
  - A professional designation (examples: MD; RN; Physiotherapist, Policeman; Fireman).
  - From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.
  - Trainer will provide proof of their qualifications 2 weeks prior to season start, if there are multiple trainers for a team, all trainers qualifications must be submitted.
  - All teams must have a trainer for each event.
  - **TRAINERS ARE NOT PERMITTED TO COACH UNLESS THEY ARE NAMED A COACH FOR THE TEAM AND HAVE THE PROPER CERTIFICATION.**





6. Team official responsible for the corresponding with the league
  - Teams must name their representative and communicated to the SABLL executive prior to March 1<sup>st</sup> of the year of play.
  - If, the Team official fails to respond to correspondence in a reasonable time, the SABLL President may make the decision for that team.
  - Failure to respond by the due date and time will result in a \$50 fine.

### **Regulation 2: SABLL Team Entry Fee**

1. Each team is required to pay an entry fee of \$1100 by the deadline of May 1.
2. The entry fee will be used for the payment of provincial entry for each team. All Star game floor and referees' costs, hosting and administration of the SABLL website and honorariums for the SABLL Commissioner and SABLL Referee-in-Chief and any other expenses as approved at a SABLL meeting.
3. Any net income/deficit remaining at the completion of the SABLL season will remain accounted for by the SABLL.
4. All fines must be paid in full prior to the teams next game, the league commissioner can make arrangements with the team if needed but if those terms did not meet the team will be put on suspension until dealt with by discipline committee

### **Regulation 3: Player Eligibility**

1. Roster Guidelines
  - a. Each team can have a maximum of 25 players listed on their roster and a minimal of 15. Players may only be listed on one roster in each SABLL division. Only 20 players can dress in a game.
  - b. Rosters are to be entered into the SABLL database 2 weeks before the 1<sup>st</sup> scheduled game in their division.
  - c. Any changes to the registered roster must be reported to the SABLL office by 1 p.m. the day of the game. Also changes must be done on the website 2 hours prior to game start.
  - d. A league games come first if there is a scheduling conflict with house games or tournaments. As per SLA policy manual.
  - e. No Affiliate player(s) or goalie(s) are permitted unless all players on the roster are unavailable because of injury or approved by SABLL league commissioner.
  - f. All affiliated players must be approved by league commissioner and put on the website prior to game start if they do not will result in a \$100 dollar fine and may result in suspension in coach and staff.
  - g. Teams are not limited to the number of Affiliated players they use. All affiliated players must be indicated on the game sheet and entered website prior to playing the game.
  - h. After 5 games affiliated players must be put on the team roster.



- i. A SABL registered player must be listed on the score sheet and participate in three (3) regular season games to qualify for participation in league playoffs with that same team. This player must be dressed and, on the bench, and not just written on the game sheet in order to be included in a three-game. A player's name can be stroked off at the end of the game by the coach and confirmed by the game official if player's name is left on game sheet due to possibility of being late.
- j. Any Club/ Association that has more than one team will be required to draft new players on an equal basis. (this would be any new player that did not play on, affiliate with, or previously drafted by that team).

2. Zones

- a. South Sask - All associations South of Davidson that are not listed under Regina.
- b. Regina - QCMBL (including: Lumsden and Standing Buffalo as well as any member that is the surrounding that previously played in the QCMBL because they did not have an association in their area)
- c. Saskatoon - SBLA (including Warman, Martensville, LCvet, Osler, Hague, Asquith, Delisle, and Vanscoy. as well as any member that is the surrounding that previously played in the SBLA because they did not have an association in their area)
- d. North Sask - All associations North of Davidson that are not listed under Saskatoon.

**Regulation 4: Player Movement**

- 1. All trades must be notified to the President and to be posted on the website, teams are responsible to make sure that the players are put on or taken off the list.
  - a. Trades that involve two teams from the same center shall be either approved/declined by that MA's President (the president of each MA will have a more in-depth knowledge of the players and future draft eligible players) (they can only trade 3 players in one season). All trades need to be submitted to the SABL and approved by SABL President.
- 2. A player who has registered within a MA/AMA or club in the previous year must obtain a release from that team to play with another team unless that MA/AMA or Club does not have the division.



3. A player who has not registered in the SABLL with any team in the preceding year and wished to play outside the MA/AMA or club that they live within must have a release from that MA/AMA or club.

### **Regulation 5: Scheduling and Game Formats**

1. The SABLL teams must submit their recommended team schedule 2 weeks before the AGM meeting.
2. Any changes to the schedule must be mutually agreed upon in writing, a minimum of seven (7) days before the game was originally scheduled to be played. The home team must ensure all parties have been notified including, but not limited to the SLA, SABLL, media, arenas, officials, etc.
3. If a schedule change request cannot be agreed upon seven (7) days in advance, then the game must be played as originally scheduled.
4. There will be a minimal of \$500 for a regular season game that is canceled or forfeited by a team. There will be a minimal of \$1000 for playoff game that is canceled or forfeited by a team. The Board of Directors will evaluate and analyze the situation that is canceled or forfeited and can issue further penalty fees or discipline action if needed.
5. Regular season league standings tiebreaker (SABLL modified of SLA's and LC's rule)
  - a. Most wins in regular season play.
  - b. Best record head-to-head play among tied teams
  - c. Fewest penalty minutes in the regular season play.
  - d. Lowest goals against in the regular season play.
  - e. Least number of losses in the regular season
6. League Playoffs or Championships to be combined with the SLA box provincial weekend.
7. Game time regulations.
  - a. 30 minutes prior to game time start that the floor be available for warm up.
  - b. National Anthem to be played or sung prior to game start and starting line-up announced.
  - c. Land Acknowledgment to be done prior to the game start.
8. Home team is to supply the warm-up balls (20 balls per team minimum)
9. A buzzer must sound with 3 minutes left before game start each period and start of the game.
10. No Game shall be scheduled later than 8:30 pm unless agreed upon both participating clubs.
11. All teams wishing to participate in exhibition, tournament, or another league play must notify the president and SLA. Prior to March 1<sup>st</sup>
12. The league will consist of minimum 10 games to a max of 16 games for regular season.
13. Points for games consist of 2 points for a win, 1 for a tie, 0 for a loss.



14. Overtime
  - a. During regular season games if score is tied each team shall receive one point
  - b. The team will play one 5-minute period with the team scoring first will be declared the winner and receive an additional point.
  - c. If it remains a tie after the 5-minute overtime period game will go to a shoot out
  - d. For playoffs, all games will follow LC overtime rules
  
15. Shootout
  - a. Goalies will stay in their home end and will not change.
  - b. Three players shall participate in the shootout coaches shall select and notify the officials of the players no player serving misconduct or match penalty Shall be allowed to participate. This round will not be sudden death all selected players shall be allowed to shoot.
  - c. If game is still tied after the first round of shooters three more players shall be selected that cannot be the same as the first round. This is sudden death but both teams get to shoot an even number of shooters.
  - d. It will continue until there is a winner each team must go through all their shooters before they can have a player shoot for a second time.
  
16. Playoff schedule will be determined between the SABLL board and the SLA Box Sector
17. Playoff Format
  - a. Full round robin
  - b. Best of 3 final between the top two teams
  - c. If needed, the third game of the best of three will be a 10 min period will be played, after the first 10 minutes if the game is still tied 10-minute sudden death period will be played. If game is still tied another 10-minute period will be played and will continue to play 10 minutes periods till it has been decided. Between each period teams will be given a 2-minute break and will not switch ends.

#### **Regulation 6: Game & Referee Fees/Expenses**

1. Home team shall pay for facility and referee fees/expenses.
2. On Floor Referees shall be paid
  - a. Peewee A game on floor officials \$60 per game
  - b. Bantam A game on floor officials \$70 per game
  - c. Midget A game on floor officials \$95 per game



3. An Off Floor Official is mandatory for all SABLL games and will be paid \$30 per game. Roles and Responsibilities of the off-floor official shall be:
  - a. Assist minor officials conduct duties (i.e., not operating shot clock/score clock unless for training purposes)
  - b. Assist on-floor officials as requested (i.e., cannot call penalties)
  - c. Identify players during altercations.
  - d. Assist in breaking up and/or controlling benches during altercations as designated by the on-floor officials.
  - e. Intention to be a local official for official training/development purposes.
  - f. Back-up on-floor official due to possible injury
4. Out of town referees will be paid .40 cents/per km and paid \$10 per/hour for their travel time. Out of town is defined as the playing facility more than 30 kilometers away in one direction from the referee's home city/town limits.
5. The SABLL appoint an officiating assignor to be paid a \$5 per game honorarium at completion of the season. If the RIC does not wish to assign the entire province, they can appoint an assignor at the rate of \$5.00 per game.

#### **Regulation 7: Home Jersey Designation**

1. Each team must designate their home jersey colors at the same time as they submit their initial roster at the start of the SABLL season. It will be the responsibility of the visiting team to wear jerseys not similar in color to the home team.

#### **Regulation 8: Trophies and Merchandise**

1. All league trophies must be submitted, in good condition, to the SLA Office by May 1 as per SLA Policy 5.01.8.
2. No merchandise may be created or sold with reference to the SABLL without the consent of the SABLL.

#### **Regulation 9: Game Results**

1. Home teams must fill in live online game sheets provided by the league. If there is no internet the game sheets need to be uploaded prior to game start and game sheet must be finalized 30 minutes after the game conclusion.
2. Home teams are required to contact the local media, Regina Leader Post, & Saskatoon Star Phoenix immediately after the completion of the game. All email correspondence to the media must be copied to the SABLL office.



### **Regulation 10: All-star game**

1. The SABLL will determine on an annual basis to whether or not to host a league all-star game.
2. If the league chooses to host a game the host site will be determined at a SABLL meeting. The All-star game will consist of teams as follows:
  - a. North Team – 15 to 18 players / # of teams in division = # players to be selected from each team. Two or three goalies with the two best against averages.
  - b. South Team – 15 to 18 players / # of teams in division = # players to be selected from each team. Two or three goalies with the two best goals against averages.
  - c. The teams with a higher rank will be given the extra player spots. For example, if 5 teams then each team are allowed 3 players and best-ranked 3 teams are allowed 4 players on the team. The ranking will be determined 10 days prior to the all-star game.
  - d. The All-Star teams will be coached by coaches of the team that are in 1<sup>st</sup> place 10 days prior to the All-Star game, or as otherwise arranged.
3. It is recommended that the club hosting the All-Star game, co-ordinate a skills clinic for the minor box players in the afternoon of the All-star game.
4. A penalty fee of \$100 per player to a maximum of \$500 for each Team that does not send the minimal of five representatives that is requested by the SABLL Commissioner. If the individuals that are requested cannot attend the All-Star Game, the Association that they are from must find a replacement from the same Association that they were chosen from.
5. The division that wins the All-Star game will be awarded to host the All-Star game for the next year. Example- if the North beats the South in 2013, one of the associations that make up the North will have the opportunity to put in a bid to host the All-Star game.

### **Regulation 12: Game time length**

1. 10U A – 3, 12-minute stop time periods
2. 12U A – 3, 15-minute stop time periods
3. 14U A - 3, 17-minute stop time periods
4. 16U A - 3, 20-minute stop time periods



## Regulation 13: SABLL Rules

### Equipment

1. All players competing in lacrosse must wear the appropriate equipment as per the Canadian Lacrosse Association approved rule book and LC Safety & Equipment Guidelines.
  - a. Goalies in 10U and 12U who require Goalie Equipment exemptions will have to apply for those through the SLA to the LC as per LC process. Certifications of exemptions need to be submitted to the SABLL Board prior to the first game and Coaches need a copy of the exemption to present to an official if requested.

### Mouth Guard/Piece

2. All players competing in box lacrosse must wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.
3. If for medical reasons a mouthpiece cannot be worn, then a medical certificate and waiver must be signed by the player and attending physician and be filed at the SLA office.

### Gross misconducts and Match penalties

4. Any player that receives a match penalty or a gross misconduct will be issued a \$100 penalty fee. It is up to that Association that the player is registered with to pay the SABLL.

### Game Misconducts

5. If you receive more than one game misconduct in one game, you will receive additional game suspension for each additional game misconduct received after the first. Ex- player receives 5min boarding plus GM then gets 5min and another GM. The player MUST sit out the next game.
6. If an individual receives more than three game misconduct in a season it is equivalent to one additional game suspension.



## BYLAW 7 – SABLL EXECUTIVE

- 7.01 The Executive of the SABLL shall consist of the following positions with the following term of office:
- a. Commissioner (2 years)
  - b. Vice-President (2 years)
  - c. Treasurer (2 years)
  - d. Discipline and Appeals Commissioner (2 years)
  - e. Referee in Chief (2 years)
  - f. Marketing Director (2 years)
  - g. Statistician
- 7.02 The term of the office of Commissioner and Treasurer shall be elected on even years, and the term of Vice-President, Referee in Chief, and Discipline and Appeals Commissioner shall be elected on odd years.
- 7.03 A Member of the Executive may resign from office upon giving notice thereof in writing to the Commissioner and such resignation becomes effective in accordance with its terms or upon acceptance by the Executive, whichever may be the earlier date.
- 7.04 The Members may, by Special Resolution remove any Member of the Executive before the expiration of his term of office and may, by Special Resolution elect any person in his stead for the remainder of the term of the Executive Member so removed.
- 7.04.1 The Executive may, by a two-thirds (2/3) vote, remove an Executive Member who, in the opinion of the Executive has been or is being remiss or neglectful of duty or by conduct which impairs his/her performance as an Executive Member.
- 7.04.2 The office of an Executive is vacated if he resigns his office, if he is removed from office, as herein provided, or if he ceases to have the necessary qualifications.
- 7.04.3 Where a vacancy occurs on the Executive or if the office is not elected, and a quorum then exists, the Executive then in office may appoint a person to fill the vacancy for the remainder of the term. If there is not then a quorum in office, the Executive then in office shall forthwith call a meeting of the Members to fill the vacancies, and, in default or if there are no Executive then in office, the meeting may be called by any Member.





7.05 Meetings of the Executive shall be held in Saskatchewan and follow SABLL Bylaws and/or Roberts Rules of Order.

7.05.1 Where the Executive have consented thereto, any Executive may participate in a meeting of the Executive by conference call or other communications equipment by means of which all persons participating in the meeting can hear each other, and an Executive participating in a meeting pursuant to this subsection shall be deemed for the purposes of these Bylaws to be present in person at the meeting.

7.05.2 Meetings of the Executive shall be held at such place, at such time and on such day as the Commissioner or any Three (3) Executive may determine, and the Commissioner shall call meetings when directed or authorized by any three (3) Executive, who shall state the business which is to be conducted at the said meeting. Notice of every meeting so called shall be given to each Executive not less than forty-eight (48) hours (excluding any part of a Sunday and of a holiday as defined by the Interpretation Act) before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Executive are present or if those absent have waived notice or otherwise signified their consent.

7.05.3 The order of Business at any regular meeting of the Executive or Committees shall be as follows:

- a. Call to order:
- b. Roll call of Delegates
- c. Reading and Approval of Agenda:
- d. Reading and Approval of minutes:
- e. Reports of Executive Members
- f. Business arising from minutes:
- g. Financial review
- h. Policy change
- i. New Business
- j. Next Meeting
- k. Adjournment

7.05.4 If there are agenda items which require specific Executive or Committee Members to be present, and they are not present, the Commissioner shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those Executive or Committee Members are still not present, those items shall be tabled until the next meeting.



7.05.5 The minutes of the Executive meetings shall include motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to Executive as soon as possible and at the latest prior to the start of the next meeting.

7.05.6 Executive shall vote on every motion of an executive meeting, unless excused by resolution of the Meeting from voting on a specific motion, or unless is disqualified from voting by reason of a conflict of interest as contemplated pursuant to the Bylaws.

7.05.7 Executive, Divisions and Committee Members shall not vote on any question:

- a. Effecting a private company of which they are shareholders.
- b. Effecting a public company in which they hold more than one percent of the shares.
- c. Effecting a partnership or firm of which they are members.
- d. A contract for the SABLL of goods, merchandise, or services to which they are a party.
- e. On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a LCs of which they are, by statute, necessarily members; and
- f. Any question directly effecting the placement or discipline of any player or personnel to whom they are directly related.
- g. Any Executive or Committee Member excluded because of the above shall so declare before the discussion of the question and shall not participate in the debate and shall be deemed absent for that specific question.

7.05.8 No absentee voting shall be allowed.

7.05.9 An Executive Member may request his/her vote to be recorded in the minutes.

## 7.06 MOTIONS

7.06.1 Each Executive, excluding the Commissioner or in his absence the Vice President, shall have the privilege of proposing motions for consideration with requirement of a seconder.

7.06.2 The Commissioner or in his absence the Vice President shall rule on the validity of any point of order. If a motion is ruled “out-of-order” by the Commissioner, it shall be so recorded in the minutes along with the reasons stated for the ruling.

7.06.3 Meetings shall be conducted and governed in accordance with the SABLL Bylaws and/or Roberts Rules or Order.



7.06.4 Between meetings the Commissioner may elect to have a motion determined by email ballot.

7.06.5 The E-mail/fax Ballot Process will consist of the following:

- a. First Reading: The ballot is to be circulated electronically or by fax to all Executive as per the contact information provided to the Commissioner. Any questions, comments or concerns regarding the proposal SABLL are to be submitted to the office within 3 business days.
- b. Second Reading: All questions, comments or concerns received (if any) are to be circulated with the appropriate answers or responses to the Executive. Any suggested improvements to the proposal SABLL to be incorporated at the discretion of the Commissioner. Responses to the second reading are due to the Commissioner within 3 business days: and
- c. Final Reading/Vote: The proposal SABLL is circulated to the Executive including all questions, comments or concerns with the appropriate responses calling for a final vote. Responses are due to the Commissioner within 3 business days.
- d. E-mail votes/responses will be accepted, however, only votes received from the Executive's e-mail address according to what is on file with the SABLL will be accepted. Otherwise, a faxed vote must be sent.
- e. A non-response to a ballot shall be deemed to be a vote in favour of the ballot.
- f. A resolution signed by all Executive Members, shall be as valid and effectual as if it has been passed at a meeting of the Executive, duly called, constituted, and shall be held to relate back to any date therein stated to be the date thereof.

7.07 For the purpose of carrying out the Mission Statement of the SABLL/SLA, the Executive shall manage the affairs of the SABLL, and shall implement all the resolutions, exercise all the powers and do all such acts and things as may be exercised or done by the SABLL and are not by these Bylaws expressly directed or required to be done at a meeting of the Members or otherwise. The powers and duties of the Executive includes, without limiting the generality of the foregoing, the following:

- a. Supervision of the collection of fees and funds of the SABLL.
- b. Approval of annual SABLL budget
- c. Supervision of the expenditure of funds of the SABLL.
- d. To monitor and ensure that the Rules and Regulations of Lacrosse in the SABLL are consistent to the Mission Statement of the SABLL.
- e. To borrow, raise or secure the repayment of money in such manner upon such terms and conditions as the Executive deems fit, and in particular by the issue of bonds, debentures, security agreements, mortgage, charge or other security on the whole or any part of the present and future property (both real and personal) of the SABLL, provided, however, that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by a Special Resolution of the Members.
- f. To approve all playoff schedules and formats.



- g. To interpret and enforce the Bylaws, Policies, Rules and Regulations of the LC, SLA, and SABLL for the betterment of lacrosse in the SABLL.
  - h. To recommend, draft and prepare changes to the Bylaws, for approval of the Members at the AGM.
  - i. To impose and enforce appropriate penalties upon the Members, Members of Members, Officials or other persons for violations or breaches of the Bylaws, Policies, Rules and Regulations of the LC, SLA and the SABLL, or for any violation or breach of a decision or ruling of the Executive.
  - j. To appoint those Executive Members who are not elected pursuant to the Bylaws and, from time to time, define the duties of Executive, and the Agents and employees of the SABLL.
  - k. To Classify, subject to the Bylaws, Lacrosse Teams, in all categories and Divisions.
- 7.08 Subject only to those rights of appeal as provided for herein and in the constitution and Bylaws of the SLA and the LC, all decisions, rulings and interpretations of the Executive are final and binding upon the Members, Members of Members and Officials.

## **BYLAW 8 – DUTIES OF THE EXECUTIVE MEMBERS**

### **8.01 COMMISSIONER**

8.01.1 The Commissioner is accountable to and elected by the Members at the AGM, for a term of two years.

8.01.2 The function of the Commissioner, with the assistance of and through the Executive will formulate and oversee SABLL policy, assist in achieving SABLL objectives on behalf of the Executive in conjunction with the Vice-President and supported by the Treasurer, in a business-like and timely manner.

8.01.3 The Commissioner is responsible for the following duties:

- a. To call and chair all meetings of the Executive and Members
- b. Shall have the power, on an emergent basis, to discipline any player, coach, manager, trainer, or Lacrosse team or unseemingly conduct on or off the
- c. Playing surface for a breach of the Bylaws, Rules or Regulations, subject always to the right for Discipline and Appeals as hereinafter provided.
- d. To assist the Commissioners in dealing with SABLL operations
- e. To represent the SABLL at all SLA meetings
- f. To assist in preparing an annual budget
- g. To be responsible for all fiscal matters pertaining to the SABLL.
- h. To represent the SABLL in all discussions with the Saskatchewan Lacrosse Referees Association



## 8.02 VICE PRESIDENT

8.02.1 The Vice-President is accountable to and elected by the Members at the AGM, for a term of two years.

8.02.2 The function of the Vice-President is to carry out the administrative objectives and duties of the SABLL in conjunction with the Commissioner and Treasurer, in a business-like and timely manner.

8.02.3 The Vice-President is responsible for the following duties:

- a. To prepare changes for the SABLL Bylaws, and Regulations as directed by the Executive.
- b. To provide support to the Commissioners
- c. To direct and assist the Commissioner and Treasurer
- d. To fully exercise the authority of the Commissioners, in the absence or inaccessibility of the Commissioners.
- e. Act in the absence of the President
- f. To fully exercise the authority of the Commissioners to discipline, in the absence or inaccessibility of the Commissioners

## 8.03 TREASURER

8.03.1 The Treasurer is accountable to and elected by the Members at the AGM for a term of two years.

8.03.2 The function of the Treasurer is to be responsible for the custody and maintenance of all books and records of finances, as required by SABLL Bylaws and the law and ensuring the SABLL is properly financially managed.

8.03.3 The fiscal year will be Jan 1<sup>st</sup> to Dec 31<sup>st</sup>, with year-end as Dec 31.

## 8.04 DISCIPLINE AND APPEALS COMMISSIONER

8.04.1 The Discipline and Appeals Commissioner is appointed by the Executive for a two-year term.

8.04.2 The function of the Discipline and Appeals Commissioner is to rule on disciplinary issues submitted to the Commissioner pursuant to SABLL Bylaws and Regulations, set up Appeal Hearings and appoint Appeal Committees, hear game protests and complaints against any Member or Member of Members of the SABLL. The Discipline and Appeals Commissioner, or his or her delegate, when requested, shall also interpret SABLL Bylaws and Regulations when the issue relates to disciplinary action.



## 8.05 REFEREE IN CHIEF

8.05.1 The Referee in Chief is accountable to the Executive and appointed by the SLRA for a term of two years.

8.05.2 The function of the RIC is to provide the SABLL with the official interpretation of rules, to maintain a central registry of SLRA Officials qualified for SABLL sanctioned games and to oversee the completion of the assigning of the appropriate Referees and Officials to all SABLL games by the designated SABLL Assignor.

## 8.06 MARKETING DIRECTOR

8.06.1 Attend all Executive meetings.

8.06.2 Attend all Planning and Development meetings.

8.06.3 Work with the Commissioner to promote the game of Lacrosse.

8.06.4 Work with the Commissioner to discover new methods of fundraising and develop corporate sponsorships.

### 8.06.5 Planning

- a. Communicate with Coordinators to understand their promotional requirements and desires.
- b. Gather marketing ideas from these coordinators and report to Commissioner.
- c. Assist Commissioner to understand the needs and wants of the SABLL membership as it relates to the marketing and promotion of Lacrosse.
- d. Assist the Commissioner in examining fundraising opportunities, to increase the SABLL self-help revenue, thereby, increasing the amount of funding available for programs and services.

## 8.07 STATISTICIAN & WEBMASTER

### 8.07.1 Statistician Duties

- a. The Statistician shall review all game sheets for accuracy within seven days.
- b. The Statistician shall forward electronic copies to the webmaster for website update within 7 days.



- 8.07.2 Webmaster Duties
- a. The Webmaster shall update the stats on the website for all teams.
  - b. The Webmaster shall enter the exhibition schedule, regular season schedule and playoff schedule on the website.
  - c. The Webmaster shall enter team rosters on the website.
- 8.08 All new committees to be responsible for future projects can be chosen by any one of the following three methods:
- a. Committee Chairperson and Members are appointed at the Executive meeting;  
or
  - b. Committee Chairperson and Members are appointed by the Commissioner; or
  - c. The Commissioner appoints the Committee Chairperson with powers to select his/her own members.
- 8.09 The Executive shall serve without remuneration.
- 8.10 All Members of the Executive shall be entitled to reimbursement for their reasonable expenses incurred while engaged in business required by their duties. The Treasurer shall approve and document all expense claims to ensure their validity.
- 8.11 Everyone on the Executive or Division or Committee member who has, directly or indirectly, any interest in any contract or transaction to which the SABLL is or is to be a party, shall disclose his interest in such contract or transaction at a meeting of the Executive or Division or Committee and shall at that time disclose the nature and extent of such interest.
- 8.13 Except in respect of an action on behalf of the SABLL to procure a judgment, the SABLL shall indemnify any Executive Member or Committee Member, and his heirs and legal representatives against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of being or having been an Executive Member of the SABLL, if:
- a. He or she acted honestly and in good faith with a view of the best interests of the SABLL
  - b. In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.



## LEAGUE MEMBERS (HISTORY)

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### 12U (previously called Pee Wee)

Team name	Years played
South Sask Elite	2019
South Sask Stealth	2021
North Sask Fury	2019
North Sask Jr. Predators	2021
Regina Barracuda	2019/2021
Saskatoon SWAT	2019/2021

### 14U (previously called Bantam)

Team name	Years played
South Sask Elite	2019
South Sask Stealth	2021
North Sask Fury	2019
Regina Barracuda	2019/2021
Saskatoon SWAT	2019/2021

### 16U (previously called Midget)

Team name	Years played
Regina Barracuda	2019/2021
Saskatoon SWAT	2019/2021
North Sask Jr. Predators	2021





## LEAGUE CHAMPIONS

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### 2019 LEAGUE CHAMPIONS

- PEE WEE
  - League Champions – South Sask Elite
  - 2<sup>nd</sup> – Regina Barracuda
  - 3<sup>rd</sup> – Saskatoon SWAT
  
- BANTAM
  - League Champions – Saskatoon SWAT
  - 2<sup>nd</sup> – Regina Barracuda
  - 3<sup>rd</sup> – South Sask Elite
  
- MIDGET
  - League Champions – Saskatoon SWAT
  - 2<sup>nd</sup> – Regina Barracuda

**2020 LEAGUE CHAMPIONS - no season due to covid.**

### 2021 LEAGUE CHAMPIONS

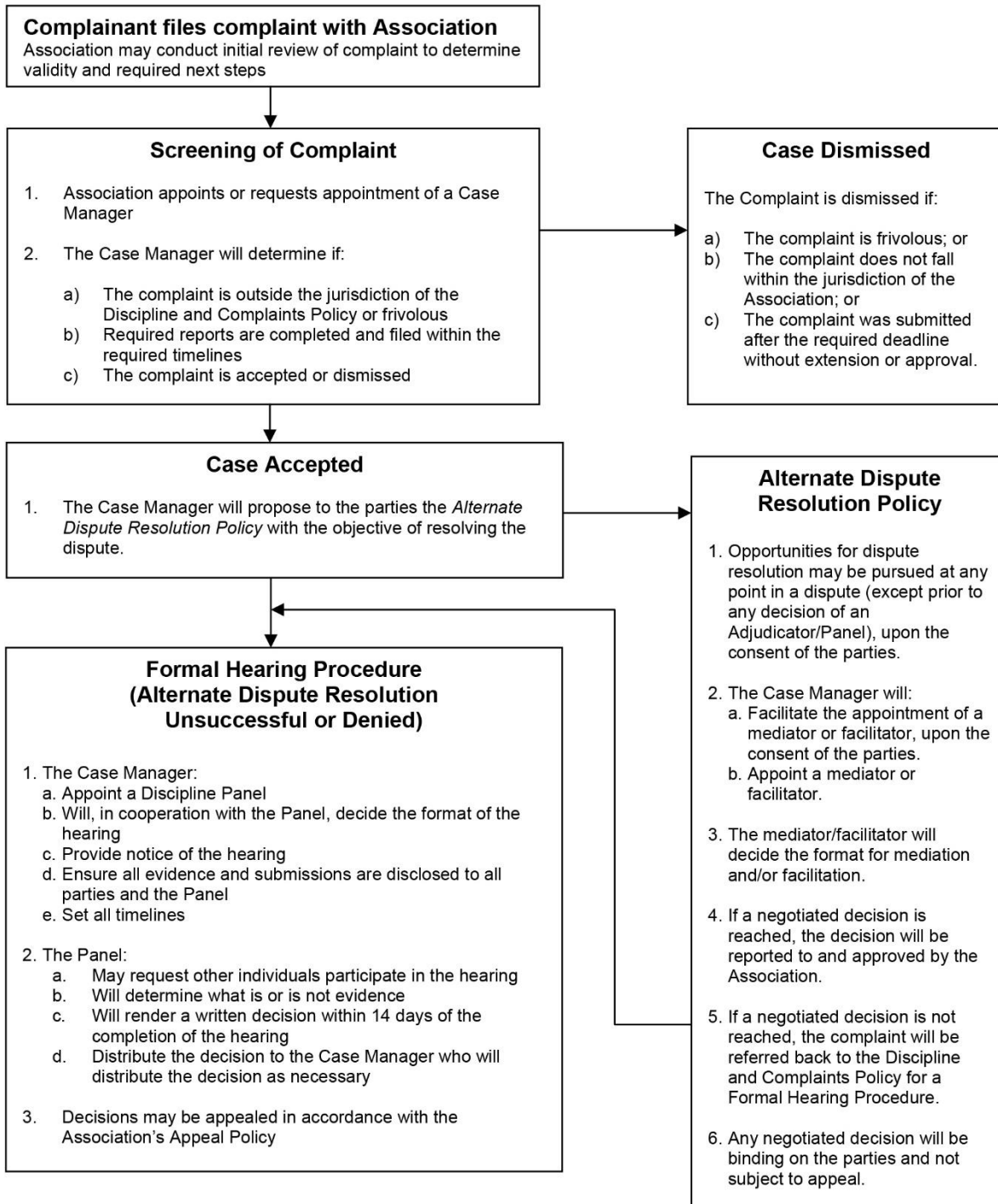
- 12U
  - League Champions – South Sask Stealth
  - 2<sup>nd</sup> – Saskatoon SWAT
  - 3<sup>rd</sup> – North Sask Jr. Predators
  
- 14U
  - League Champions – Regina Barracuda
  - 2<sup>nd</sup> – South Sask Stealth
  - 3<sup>rd</sup> – Saskatoon SWAT
  
- 16U
  - League Champions – Saskatoon SWAT
  - 2<sup>nd</sup> – Regina Barracuda
  - 3<sup>rd</sup> – North Sask Jr. Predators



# APPENDIXES

## A. SLA Discipline Process

### Discipline and Complaints Policy Flowchart



## Saskatchewan Lacrosse Association Discipline and Complaints Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “Association” – **Saskatchewan Lacrosse Association**
  - b) “Case Manager” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Discipline and Complaints Policy. The Case Manager will comply with the position description described in Appendix “A”.
  - c) “Complainant” – The Party alleging an infraction
  - d) “Days” – Days including weekend and holidays
  - e) “Individuals” – All categories of membership defined in the Association’s Bylaws, including clubs, teams, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - f) “In writing”- A letter, fax or email sent directly to the Association.
  - g) “Respondent” – The alleged infracting Party

### Purpose

2. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s policies, bylaws, rules and regulations, and *Codes of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

### Application of this Policy

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.
4. This Policies also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.
5. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.
6. An employee of the Association found to have to be a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association’s *Human Resources Policy*, as well as the employee’s Employment Agreement, as applicable. Violations may result in a warning, reprimand, restrictions, suspension or other disciplinary actions up to and including termination of employment.



## Reporting a Complaint

7. Any Individual may report any complaint to the Association. A complaint must be In Writing and must be filed within 21 days of the alleged incident. Complaints should be submitted to:

Executive Director  
Saskatchewan Lacrosse Association  
2205 Victoria Avenue, Regina SK S4P 0S4  
ed@sasklacrosse.net

8. A Complainant wishing to file a complaint outside of the 21 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the 21 days will be at the sole discretion of the Case Manager. This decision may not be appealed.
9. At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.
10. Resignation or lapsing of membership after a complaint is filed does not preclude disciplinary proceedings being pursued under this policy.
11. Upon receiving a complaint, the Association will review the complaint to determine validity and required next steps.

## Case Manager

12. Upon the receipt and review of a complaint, the Association may appoint or request the appointment of an independent Case Manager to manage and administer complaints submitted in accordance with this Policy and such appointment is not appealable. Case Manager services will be accessible through Sask Sport from an external firm or pool of individuals with knowledge and expertise in dispute resolution.
13. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is within the jurisdiction of this Policy or frivolous
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Discipline Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

## Procedures

14. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.



15. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
16. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.
17. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose the Association's Alternate *Dispute Resolution Policy* with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Alternate Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
18. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
  - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel
19. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate disciplinary sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
20. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
21. If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.
22. In fulfilling its duties, the Panel may obtain independent advice.



## Decision

23. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

## Sanctions

24. The Panel may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Association
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Association activities for a designated period of time
- g) Withholding of prize money or awards
- h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the Association or from other sources
- j) Expulsion from the Association
- k) Any other sanction considered appropriate for the offense

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.

26. Infractions that result in discipline will be recorded and records will be maintained by the Association.

## Suspension Pending a Hearing

27. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

## Criminal Convictions

28. An Individual's conviction for a *Criminal Code* offense, as determined by the Association, will be deemed an infraction under this Policy and will result in expulsion from the Association. Criminal Code offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs



### **Confidentiality**

29. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

30. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

31. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, Sask Sport Inc., etc., may be advised of any decisions rendered in accordance with this Policy.

### **Appeals Procedure**

32. The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

## **CASE MANAGER POSITION DESCRIPTION**

### **Purpose**

1. In some of its policies, the Association requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

### **Policies**

2. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

### **Identity**

3. The Case Manager, whether or not appointed by the Association at its sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with the Association – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of the Association.
4. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the Association.



### **Discretion - Complaints**

5. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of the Association's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### **Discretion - Appeals**

6. When an appeal is filed, the Case Manager is required to:
  - a) Propose the use of the Association's Alternate Dispute Resolution Policy
  - b) Determine if the appeal falls under the scope of the Appeal Policy
  - c) Determine if the appeal was submitted in a timely manner
  - d) Decide whether there are sufficient grounds for the appeal
  - e) Appoint the Panel, if necessary
  - f) Coordinate all administrative aspects and set timelines
  - g) Provide administrative assistance and logistical support to the Panel as required
  - h) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
7. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult the Association's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

### **Discretion – Alternate Dispute Resolution**

8. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager may be required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

### **Hearing Format - Discretion**

9. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms, but are not limited to:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call plus written submissions





10. In determining the format of the hearing the Case Manager should consider:
- a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

### **Panel Appointment**

11. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
- a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
12. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

### **Communication**

13. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
14. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure**



15. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
- a) Receive the written complaint or appeal
  - b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
  - c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
  - d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
  - e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
  - f) Appoint the Panel
  - g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
  - h) Ensure the Panel renders a written decision within a prescribed timeline.

