

# GENERAL

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## **1.0 INTRODUCTION**

### **1.1 MAIN DOCUMENTS**

In general, the affairs of the Saskatchewan Broomball Association (here after referred to as the S.B.A.) are governed by three main documents: the Constitution, the Bylaws, and the Policy & Procedure Manual.

These documents inter relate in the following ways:

#### **1.1.1 The Constitution:**

The Constitution is the document which outlines the general goals and objectives of the Broomball Association, and its purpose or reason for being. It also outlines how a person may become a member. As a member, each person has a right to express his/her concerns, and this process, the democratic process of the association, is also outlined in the constitution. As such, the constitution is not subject to major changes on an ongoing basis and in fact can only be changed once a year at the annual general meeting.

All decisions of the association should be made with the stated goals and objectives of the association in mind.

#### **.2 The Bylaws**

The bylaws of the S.B.A. are the operating rules regarding the programs of the S.B.A. These rules outline what specific requirements an individual or team must fulfil before they are considered in good standing with the S.B.A. Once in good standing, a member may then participate in S.B.A. programs. Many rules regarding S.B.A. programs or championships are also contained within the bylaws.

Just as the associations members continually change, so do its bylaws and as such they can be amended at each meeting of the Board of Directors.

#### **.3 The Policy & Procedure Manual**

The Policy & Procedures Manual is designed to provide the Board of Directors and Committee members with a simple and concise explanation of the policies and procedures that govern the Saskatchewan Broomball Association. The ultimate objective behind developing the manual is to promote better communication within the Association through a clear definition of all policies and procedures relating to its functions. Another objective is to ensure fair and consistent decision making. This document is the basis from which the S.B.A. Executive makes their decisions regarding the enforcement of the bylaws and constitutional clauses and the day to day decisions necessary to operate the association.

The Board of Directors are responsible for the future of the association. It is their mandate to ensure that the goals & objectives of the association are met. It is through policy that their instructions are handed down to the Executive, staff & committees of the association. As such all policies must eventually be approved by the Board of Directors.

During the course of a season events occur which result in new policy being made between meetings. This decision will then become policy. Care should be taken when making day to day decisions because they will guide the Executive somewhat in future decision making. All policies should be reviewed for final acceptance by the Board of Directors.

Executive members and staff are responsible to ensure that policy decisions are documented and presented to the Board at the first opportunity.

#### **.4 The Appendix**

Another useful section is the appendix. The appendix contains forms which members may be required to use as well as complete details on any lengthy policies or S.B.A. programs which may be too large for the Policy & Procedures Manual.

## 1.2 UPDATE AND MAINTENANCE

The Executive Director of the Saskatchewan Broomball Association will, under the direction of the Board, be responsible for the update and maintenance of the Policy & Procedures Manual. Major policy decisions which have been made throughout the year will be summarized for review by the Executive Committee at year end and presented to the Board for approval at the Annual General Meeting.

## 1.3 AMENDMENT

At any given time the following circumstances, regarding amendments to our main documents, may exist:

- Interim policies
- Acceptable Motions
- Contradictory or incomplete motions

In order to ensure that the Policies & procedures are updated maintained in a consistent and thorough manner the E.D. shall review all proposed changes and notify the group of any contradiction or omission, if necessary. It is the responsibility of the group forwarding the amendment to resolve the problem. The Management Committee shall have the final decision on any disputes referred to them. Adequate preparation and consultation with the E.D. prior to meetings will minimize these occurrences.

At any time E.C.M.'s & members are responsible to call for a review of interim policy decisions they are not comfortable with. The Treasurer and E.D., because of their hands on involvement with expenditures should be leaders in this area. Review of operations will create policy recommendations for approval by the Board.

## **2.0 AFFILIATION WITH OTHER ORGANIZATIONS**

### 2.1 SASK SPORT INC.

Sask Sport Inc. is a non-profit, non-government organization representing amateur sport in Saskatchewan. The S.B.A. is an active member of Sask Sport Inc.

### 2.2 SASK TRUST FOR SPORT, CULTURE, AND RECREATION

The Sask Trust for Sport, Culture, and Recreation was established in 1974 for the purpose of providing funds to provincial non-profit organizations in the fields of sport, culture, and recreation. These funds are provided to support and encourage people involved in these areas. The Trust was established with proceeds from the Saskatchewan Sweepstakes Lottery and has been maintained by proceeds from the Western Canada Lottery, Sask. Division.

### 2.3 SPORT DIVISION

The purpose of Sask Trust Sport Division is to promote the development of sport by providing financial assistance to regional and provincial sport organizations.

### 2.4 ADMINISTRATION CENTRE FOR SPORT, CULTURE, AND RECREATION

Sask Sport Inc. operates the Admin. Centre network. The Admin. Centres provide a professional business support system to non profit organizations so they may effectively carry out their programs at the lowest possible cost. The centres operate on the premise that user groups will equitably share all services. The S.B.A. is a member of the Admin. Centre, and as such, shall utilize the services provide whenever possible.

Complete Admin. Centre policies & procedures are available from the Executive Director of the S.B.A.

### 2.5 SASKATCHEWAN SPORTS HALL OF FAME AND MUSEUM

The Saskatchewan Sports Hall of Fame and Museum is a non profit organization whose goal it is to preserve the rich heritage of sport in the province. The location of the Hall is 2205 Victoria Ave. Regina. The Hall operates an annual induction dinner each June.

## 2.6 ZONE SPORT COUNCILS

The Zone Sport Councils exist to act as an intermediary between PSGB's and local communities. This system is very important in that the Zones can help the S.B.A. make contacts and, to some degree, operate or promote programs such as clinics or tournaments within their zone. Zone sport councils frequently put out newsletters which are an invaluable source of free promotion for our sport. As well, the zones are very important in the operation of regional winter games and of the Saskatchewan Winter games. As such, it is to our benefit to have a strong working relationship with the zone sport councils.

## 2.7 CANADIAN BROOMBALL FEDERATION (CBF)

The Canadian Broomball Federation (here after referred to as the C.B.F.) is a National Sports Organization whose reason for being is the organization and promotion of broomball in Canada. The S.B.A. is an active member of the C.B.F. Information on the operation and bylaws of the C.B.F. are available from the Executive Director of the S.B.A.

## 2.8 WESTERN CANADIAN BROOMBALL

The S.B.A. is a member of a non structured group which has been formed to organize the annual Western Canadian "B" Intermediate Championships, as well as the Western Junior Championships. No Constitution exists for this group and bylaws cover eligibility and hosting only. Each year at the "B" event, a meeting is held with each province receiving one vote. Bylaw changes are made at that time. No elected officers are named; however, it is left to the current years host to ensure the bylaws are followed.

## **3.0 DEFINITIONS**

The following pages outline many of the definitions, abbreviations, or acronyms which are used throughout this manual.

S.B.A.	Saskatchewan Broomball Association
S.S.	Sask Sport
C.B.F.	Canadian Broomball Federation
P.S.G.B.	Provincial Sport Governing Body
E.C.	Executive Committee
E.C.M.('s)	Executive Committee Member(s)
A.A.	Athlete Assistance
M.A.P.	Membership Assistance Program
L.O.A.	League Official's Association
H.P.	High Performance
N.C.	Non Contact
E.D.	Executive Director
T.D.	Technical Director
R.I.C.	Referee in Chief