

EXECUTIVE & COMMITTEES

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1.0 POLICY FOR PROGRAM RESPONSIBILITY

The purpose of these guidelines is the assignment of program responsibility to various groups/individuals within the SBA.

1.1 DIRECTION

The following groups are generally responsible for the overall direction that the SBA takes.

- .1 **INDIVIDUAL MEMBERS** – all individuals control the direction of the association through their input to all levels of the association and through their category voting reps & committees. Individuals are responsible to make their concerns known to these people to that can change can be initiated. Without input /attendance from individuals at committee meetings the SBA cannot meet its mandate of being a volunteer based organization in the broadest sense.
- .2 **BOARD OF DIRECTORS** – as the committee with ultimate authority over all decisions of the association the Board is responsible for the values and the future of the association and the sport of Broomball in the province. The Board must work to ensure that the mission statement, goals and objectives and philosophy of the association are being accomplished. The Board speaks through policy and therefore must approve all policies before they become accepted as standard practice. All bylaws and guiding budget decisions must be approved at this level. The Board is the ultimate monitor of the SBA performance through the voting and bylaw process.
- .3 **EXECUTIVE COMMITTEE** – implement the plans of the SBA according to the tenants of the mission statements and the policies of the Board. The E.C. is responsible for the development of all policies, bylaws, budget actions and program evaluations for approval by the Board.

1.2 OPERATIONS

The following groups are generally responsible to operate the affairs of the association:

- .1 **MEMBERSHIP** – League executives, team organizers, tournament hosts, clinic instructors etc. All of these individuals come to our association first as members. The SBA is designed as a volunteer based organization. This means that the individual members themselves must ultimately be held accountable for the success or failures of the association.
- .2 **CATEGORY CHAIRPERSONS AND COMMITTEE HEADS** – the organization and liaison with individual members and group reps is left to category chairpersons and committee heads. At this level policy and bylaw proposals are made and passed on to the Board for approval. Categories are responsible for their own affairs within the guidelines of the existing policy, bylaws and budget. They must also ensure that the programs and decisions they implement are in line with the mandate of the association. Categories and committees implement programs that will improve their area and the association as a whole. When this is not the case the Executive/Board will act to assess and correct the situation or categories/committees will bring their requests to the Board for approval. Categories and committees are action oriented and it is important that tasks are delegated from the chairpersons down to membership for the programs to be successful. Without membership involvement the association is not functioning as it was designed and long term success will be difficult to achieve.
- .3 **AD HOC COMMITTEES** – often committees are put together for a short term project which may focus on a specific task. Committees of this nature should always involve members (versus just E.C.M.).

1.3 ADMINISTRATION

The following individuals/groups are generally responsible for the administration of the association's day to day affairs:

- .1 **MANAGEMENT COMMITTEE** – This committee is designed to monitor the functioning of the association on a day to day basis by referencing the current policy. Frequent communication assists in enforcing deadlines and target dates. The management committee controls the budget and financial process of the SBA once approval has been received by the Board. Another important function is evaluation of all programs and staff on an ongoing basis.

- .2 STAFF – are responsible to administer the programs of the association by organizing and supporting the efforts of the Executive and various committees and categories of the SBA. Staff implement the policies of the association within the guidelines specified by the Board and are responsible to report infractions to the appropriate parties when they occur. The Executive Director is accountable to the Management committee through the President. Other staff are accountable to the Executive Director. Some programs, by their nature, are operated by staff, however, staff function mainly in an administrative role with program operations being memberships responsibility.

2.0 EXECUTIVE COMMITTEE

2.1 MEMBERSHIP

The Executive Committee is composed of:

Nine elected Executive Members

- President
- Secretary
- Senior Mens and Ladies Chairpersons
- Minor Boys and Girls Chairpersons
- Non Contact and Mixed Chairpersons
- Technical Chairpersons
- Past President

Other appointed members

- Masters Chairperson
- Treasurer
- Aboriginal

2.2 VOTING

All members receive a vote at the E.C. level, however, appointed E.C.M.'s do not have a vote on the Board of Directors.

2.3 MEETINGS

The Executive Committee shall meet in conjunction with all SBA meetings and as often as is required to discuss matters affecting SBA programs and policies.

In addition the Executive shall hold conference calls throughout the year (monthly) and as is necessary in the off season.

All Executive members should make every effort to attend all meetings of the Executive Committee. E.C.M. who fail to do so shall have their future involvement with the E.C.M. reviewed.

2.4 GENERAL DUTIES OF E.C.M.

In general all members shall be responsible to:

- .1 Recruit and train members and volunteers
- .2 Maintain up-to-date personal files and information on:
 - (a) Sask Sport and other related agencies
 - (b) Grants, bylaws, policies and procedures
 - (c) Current SBA programs
- .3 Evaluate all assigned programs
- .4 Provide input to the Management Committee
- .5 Ensure good will exists between all SBA members
- .6 Promote the game of Broomball

- .7 Provide leadership
- .8 Ensure an effective communication network is in place
- .9 Submit budgetary concerns to the Treasurer
- .10 Gather or provide articles for the newsletter
- .11 Assist with the provincial fundraising projects as required
- .12 Assist the SBA with other programs, not specified in their job description, as required
- .13 Assist incoming Executive/Committee members with their development
- .14 Recruit and train replacement for Executive when term is ending
- .15 Assist in the operation of Provincial Championships in other categories
- .16 Be responsible to uphold the code of conduct and conflict of interest guidelines of the SBA
- .17 Ensure all aspects of the MAP program are planned for annually as outlined in Section 5 Financial – MAP

2.5 MANDATE

The Executive Committee is second only to the Board of Directors in terms of importance and power within the SBA. Direction and recommendations from this group are given to the various other committees of the SBA. Decisions made by the E.C.M. are, in some circumstances, binding on the SBA as outlined below.

- .1 Staff contracts are negotiated by the Management Committee for approval on behalf of the SBA by the E.C.
- .2 Recommendations regarding bylaw changes, budgetary matters, or matters affecting Broomball in general must be brought forward to the Board of Directors for approval.
- .3 SBA policy decisions, made by the Executive between meetings, need Board approval before they become standard policy.
- .4 Urgent decisions which, by their nature, become irrevocable are sometimes made by the E.C. In instances such as this, a review of the decisions and circumstances should be presented to the Board, by the Secretary, at the next available opportunity.

3.0 MANAGEMENT COMMITTEE

3.1 MANDATE AND RESPONSIBILITY

The responsibility to monitor the ongoing function of the association falls to the Management Committee. Once bylaws, policy and program plans have been established by the Board and E.C., the Management Committee is charged with keeping things on track. Day to day administration and supervision of staff are overseen by the President in consultation with the Management Committee. Financial matters are overseen by the treasurer in consultation with the Management Committee.

The Management Committee is comprised of the President, Treasurer and one Executive member at Large.

- .1 Chairman – President

3.2 OBJECTIVES

- .1 Annually review the performance of the SBA Executive Director and oversee the day to day operations of the SBA office.
- .2 Monitor the ongoing function of the association including bylaws/policy enforcement and other aspects of the association.

- .3 As a unit, respond to the day to day problems that may arise which are not covered by the policy or bylaws.
- .4 The chairperson shall:
 - a. Review and approve monthly staff overtime, holidays and sick leave reports.
 - b. Approve extended holidays (one week or more) of the E.D.
 - c. Be aware of and monitor other staff holidays approved by the E.D.
 - d. Maintain day to day knowledge of proceedings of the SBA office and carefully supervise its operations.
- .5 Through monthly conference calls or other methods keep in touch with all E.C.M. to ensure that all program plans are being carried out.
- .6 To be responsible for the process of hiring/termination of all association staff.
- .7 Monitor and enforce all aspects of the budget/financial concerns of the association as outlined in the Financial section of the PP manual.
- .8 Annually review all administrative risk management practices.
- .9 The quorum for business of the Management committee is 51%.

4.0 ELECTED EXECUTIVE MEMBERS

4.1 PRESIDENT

As the chief Executive officer of the SBA, it is the president's responsibility to demonstrate leadership qualities and show capability in organizing and planning policy directions for the Board of Directors. In general he/she shall be charged with the general management and supervision of the affairs and operations of the SBA. In addition, he/she shall:

- .1 Provide leadership to ensure the programs of the SBA are progressive, in line with member expectations and grant and incorporation guidelines.
- .2 Be responsible for the continued well being of the association.
- .3 Give direction to all directors and committee chairpersons and ensure that they are enforcing SBA policies and structure.
- .4 Be responsible to ensure a full slate of Executive is in place.
- .5 Chair the following committees and be responsible to coordinate their activities and carry out their mandate:
 - a. Board of Directors
 - b. Executive Committee
 - c. Management Committee
- .6 Act as ex-officio on all committees established by the Board.
- .7 Be the official representative of the SBA.
- .8 Be responsible to maintain harmony among the members and staff of the association.
- .9 Approve and sign all official documents of the Association.
- .10 Be responsible to organize a committee to review the involvement of any member that is in question.
- .11 Assist the E.D. with orientations for new Executive members and staff.
- .12 Be responsible to ensure both staff and volunteers are aware of and take advantage of administrative upgrading opportunities whenever possible.

4.2 SECRETARY

As chief information officer for the association, the SECRETARY is responsible to ensure efficient systems of recording, distributing, and storing of information that is in place.

In addition, he/she shall:

- .1 Attend all meetings of the Board and record all facts and minutes of all proceedings.
- .2 Direct the Executive Director to give all notices required to members and to directors in accordance with the bylaws.
- .3 Ensure the safekeeping of the minutes, registers, and other corporate documents by the Executive Director.
- .4 Ensure that accurate records are maintained for all Championships or other events of historical significance.
- .5 Ensure all changes to the Articles of Incorporation are written and submitted as required by the Non Profit Corporations Act.
- .6 Maintain an up to date mailing and membership list.
- .7 Provide new policy information to the Board as it occurs for their review and approval.

4.3 TECHNICAL CHAIRPERSON

As head of the Technical Committee, it shall be the Technical Chairperson's responsibility to ensure that programs are in place which will advance the game from a Technical standpoint.

Specifically he/she shall:

- .1 Organize the following committees (appoint chairperson to oversee their function as directed by the E.C.M.) and be responsible to coordinate their activities and carry out their mandate:
 - a. Officials Development
 - b. Rules and Discipline
 - c. Coaching Development
- .2 Develop an accident reporting system and review the circumstances behind all accident claims in order that an annual safety report can be established.
- .3 Be responsible to ensure all Provincial draws are developed according to current bylaws and seek approval from chairmen for same.
- .4 Together with the Juvenile Chairpersons, develop and implement a program which will eventually see Broomball in the school Physical Education and intramural program.

4.4 CATEGORY CHAIRPERSONS

Elected – Senior Mens and Ladies, Juvenile Boys and Girls, Non Contact, Mixed, and Technical.

Appointed – Masters

In general, all category chairpersons (elected or appointed) are responsible to carry out all aspects of the business of their category. They are responsible to represent the needs of and enforce the bylaw affecting members in their category. More specifically their duties in relation to category members are as follows:

- .1 Ensure awareness and enforcement of the following:
 - a. Sanctioning Policy
 - b. Bylaws
 - c. Category deadlines

- d. Financial commitments
 - e. Policies and procedures
- .2 Ensure category responds and contributes to Sask Sport requirements as follows:
- a. Membership - maintain or increase affiliation and the number of registered teams
 - ensure equal distribution of membership throughout zones
 - encourage development of programs for Aboriginal, women, or disabled participants
 - b. Self Reliance – maintain or decrease administrative costs while increasing self help revenues
 - c. Coaching – increase the number of fully certified coaches within the category
 - encourage equal distribution of coaches in all zones
 - increase the ratio of female to male coaches
 - encourage coaches from Aboriginal or disabled groups to become certified
 - d. Officials – encourage LOA's to increase the number of officials in the category
 - ensure equal membership in all eight zones
 - increase the ratio of female to male coaches
 - encourage Aboriginal and disabled officials
 - e. Introductory – encourage opportunities for skill development at introductory levels which provide access to target programs
 - ensure intro programs are operated in all zones
 - f. Competition – encourage highest possible percentage of members to participate in provincials
 - encourage equal participation in provincials from each zone
 - g. Sask First – improve ranking of category teams at the National level
- .3 Deal with all internal problems regarding members not following current policy and/or meeting bylaw requirements or, when necessary, report infractions in the noted areas to appropriate parties or committees.
- .4 Develop an up to date schedule of events.
- .5 Promote and encourage the use of the clinic kit.
- .6 Refer retiring or graduating members to other appropriate categories within the SBA.
- .7 Carry out the mandate of his/her committee according to the terms of reference outlined in the following sections of this manual.
- .8 Encourage member participation in out of Province events.
- .9 Develop guidelines and be responsible for the distribution and follow up of, Sask First and MAP funds to category members and ensure these guidelines are approved by the E.C.
- .10 Organize and operate all aspects of the provincial championships through the appointment of a host committee (See job descriptions in Section 8 Events). In addition, appoint a non-involved chairperson to assist with the operation of the event and to chair the discipline committee.

4.5 NON CONTACT CHAIRPERSON

- .1 Be responsible for the Masters program in the absence of an appointed chairperson.

4.6 REFEREE IN CHIEF

The Referee in Chief is generally responsible to act as a liaison between officials (the SBOA) and the SBA to ensure the enforcement of bylaws concerning officiating.

Unlike all other elected chairpersons the Referee in Chief is elected by officials (the SBOA) not the Board of Directors of the SBA.

Specifically, he/she shall be:

- .1 Responsible to chair all meetings of the Officiating Committee (see committee structure for mandate).

- .2 Responsible to develop the Provincial evaluation process.
- .3 Responsible for official's assignments for tournaments and major championships.
- .4 Ensure all officials are aware of the level system requirements and encourage them to participate in officials development programs whenever possible.
- .5 Ensure the views of the officials are expressed to the SBA Executive and Board.
- .6 Ensure harmonious relations exist between all SBA leagues and their LOA's.
- .7 Prepare and present budget requests for all officials development programs and ensure they are presented to the Technical Chairperson.
- .8 Attend all SB meetings to express views on SBA matters concerning officials.

5.0 APPOINTED EXECUTIVE MEMBERS

In addition to the elected positions, a number of positions on the E.C.M. are appointed. This is done in two ways: additional duties are taken on by elected members or SBA members are appointed to fulfil specific functions.

SBA members appointed to the Executive take on the powers and responsibilities of an Executive member, however, they do not have voting rights at the Board level. They do vote on matters before the Executive committee. However, they may or may not have voting rights on the various committees they are involved with, dependant on their role on that specific committee. They are also not involved in all aspects of the E.C.M. at the discretion of the elected E.C.M.

5.1 VICE PRESIDENT

The V.P. is appointed from the members of the elected Executive. The V.P. has no other function than to carry out the duties of the President in his/her absence.

5.2 TREASURER

As the chief financial officer of the association the TREASURER is responsible to design financial plans, and programs which will ensure the financial well being of the SBA and the SBOA. The Treasurer is not necessarily an elected member of the Executive.

In addition he/she shall:

- .1
 - a. Prepare and submit all information to the auditor as required annually and with the President sign the approved audit report
 - b. Be responsible to oversee the entire grant process including application, administration and follow up.
 - c. Review and approve all follow up reports prior to their submission to Sask Sport.
- .2 Be responsible for the overall budget process.
- .3 Maintain and amend a fiscal policy and present it for approval to the Board.
- .4 Be responsible for the preparation of a monthly financial statement to be distributed to the Executive and/or Board.
- .5 Approve or disapprove all actual and proposed expenditures according to the adopted fiscal policy.
- .6 Ensure auditors are approved by the Board of Directors annually at the AGM.
- .7 Have the authority to call for accounting update, in front of Executive and or Board of Directors, from any member of the SBA/SBOA who exceeds his/her given budgetary responsibilities or who neglects to follow the approved fiscal policy of direction of the Treasurer.
- .8 Confirm financial "GOOD STANDING" of any member upon request by the President.

- .9 Ensure all voting members have current bond accounts in order that they are eligible to vote as members of the Board of Directors.
- .10 Be responsible to collect all delinquent accounts from member and non member organizations.
- .11 Be responsible for all follow up of fundraising projects to licensing agencies.
- .12 Ensure all granting and licensing agencies receive annual audit reports and follow up information as required.
- .13 Chair the fundraising committee.
- .14 Sign or oversee the signing of all financial documents.
- .15 Establish minimum standards which must be met by the various committees involved in funding programs such as MAP, Sask First or Athlete Assistance.

5.3 PROMOTIONS CHAIRPERSON

In general, the Promotions Chairperson shall be responsible to ensure that all SBA/SBOA programs are promoted to the membership, public, and media. If a promotions chairperson is not available, all duties in this area are referred to the Secretary to carry out as is possible.

In addition he/she shall:

- .1 Be responsible to ensure the Association has an annual promotional plan which will see Broomball and the SBA favourably promoted at every opportunity.
- .2 Be responsible for the "Spotlite" including the collection of articles, format, setting deadlines, etc.
- .3 Ensure there is a system of collection of historical information such as league results, player profiles, event reports, pictures, etc. in conjunction with the Secretary.
- .4 Work with league reps to develop promotional plans for league programs.
- .5 Work with the fundraising Chairperson to solicit sponsors and ensure sponsors receive appropriate recognition.
- .6 Ensure the awards night is operated annually in conjunction with a local host.
- .7 Be responsible to ensure Broomball's players/teams are nominated for any awards available to them such as the Athlete of the Month/Year in conjunction with the Technical chairperson.
- .8 Together with the Secretary ensure the efforts of SBA/SBOA volunteers are recognized and publicized annually.
- .9 Plan and conduct press conferences or media receptions whenever feasible to promote the various significant events of the year.

5.4 FUNDRAISING CHAIRPERSON

In general, the fundraising chairperson shall be responsible to establish effective fundraising projects to meet the self help budgetary needs. In the event that no one takes on this role, the Treasurer assumes responsibility for this area.

In addition he/she shall:

- .1 Chair the Fundraising committee and be responsible to coordinate its activities and carry out its mandate.
- .2 Be responsible for all applications and assist the Treasurer with the follow up of fundraising projects to

licensing agencies.

- .3 Together with the President seek out and negotiate sponsorship agreements with potential program sponsors.

5.5 MASTERS CHAIRPERSON (REFER TO GENERAL DUTIES OF CATEGORY CHAIRPERSONS)

In general, the Master's Chairperson shall be responsible for the planning, operating, and reviewing of all Masters Broomball programs in the province. As well, he/she shall be responsible to represent the needs and enforce the bylaws affecting members in his/her category.

In addition he/she shall:

- .1 Encourage member participation in the Master Winter Games (if held).
- .2 Work closely with Category Chairpersons to ensure eligible retiring members are aware of the benefits of Masters Broomball.

5.6 ABORIGINAL DEVELOPMENT CHAIRPERSON

In general, the Aboriginal Development Chairperson shall be responsible to develop programs that will encourage persons of Aboriginal ancestry to be members of the SBA.

Specifically he/she shall:

- .1 Act as a liaison between category chairperson and Aboriginal members (and potential members) when necessary and between the SBA and provincial Aboriginal groups.
- .2 Encourage category chairpersons to provide access to aboriginal members through the development of specific programs and appropriate of funding.
- .3 Make direct contact with Aboriginal groups interested in Broomball and encourage them to become SBA members.
- .4 Provide input into the special needs of Aboriginal groups and suggest bylaw and program changes that may be necessary to allow them easier access to SBA programs.
- .5 Coordinate SBA involvement in the First Nation Winter Games.
- .6 Assist the Officials Committee in the development and recruitment of Aboriginal officials.
- .7 Advise all Aboriginal groups of the types of funds that they may be able to access from the SBA or the categories.
- .8 Provide input into budget development that will ensure Aboriginal programs are properly funded.
- .9 Represent the views of Aboriginal membership to the Board of Directors of the SBA.
- .10 Encourage Aboriginal members to serve on the Board and/or on committees of the SBA.
- .11 Investigate the feasibility of SBA operated Aboriginal events and provincial championships.
- .12 Promote Aboriginal programs to the SBA membership and provincial media.
- .13 Develop a committee with individuals from key Aboriginal groups represented including FISN, MNS and NRRC.

6.0 BOARD OF DIRECTORS

The Board of Directors is comprised of the Executive and the category directors. The directors are elected or appointed by their league or category to sit on the SBA Board of Directors.

Groups currently eligible to appoint directors are all Leagues that have been approved by the Board for voting status, Minor committee (2) and the SBOA.

6.1 RESPONSIBILITY OF DIRECTORS:

- .1 To act as a voting member on the Board.
- .2 To determine the opinion of their group on specific SBA matters that arise and to present this opinion at SBA meetings.
- .3 To inform their members of all decisions of the SBA that affect their league operation.
- .4 To know and understand all SBA program offerings and bylaws so that their league can take advantage of them and act in accordance to them.
- .5 To distribute material that is received from time to time, from the SBA office, to their members (MAP, Clinic Information, Meeting Notices etc.).
- .6 To ensure all financial commitments to the SBA are met within the prescribed deadlines.
- .7 To act as a liaison between the SBA and their group.
- .8 To act as the main contact of their group for outside agencies.
- .9 To maintain an up to date address list of all people involved in their group. Changes and additions should be forwarded to the BSA office as they occur.
- .10 To ensure that there is regular and effective communication between the LOA and the league.
- .11 Bring any league concerns to the SBOA to be addressed.

7.0 CATEGORY AND OTHER COMMITTEES**7.1 MEETINGS**

- .1 The following groups meet prior to the three main SBA meetings or more often at the discretion of the chairpersons. Each committee must meet a minimum of once each year or they will not be eligible to receive SBA budget support.

Senior Committee
Minor Committee
Mixed Committee
Masters Committee
Non Contact Committee
Officiating Committee
Aboriginal Committee

- .2 In most cases where male and female chairpersons exist for a category, the chairperson with the most seniority on the Board will chair the meeting. Should chairpersons carry on for more than one term on the Executive they would then alternate the chair each season.
- .3 In most cases where male and female membership exists within a category, they shall meet together. However should circumstances dictate, separate committee meetings may be held. Decisions made at these meetings may or may not be binding dependent on their nature and the directions provided to the "sub" committee by the main committee.

- .4 Chairpersons are advised to pay attention to budget restrictions for their category when planning meetings.
- .5 Chairpersons must ensure proper notification is given to team and league reps for each meeting.

7.2 CATEGORY COMMITTEE MANDATES AND TERMS OF REFERENCE

In general, category committees are responsible to deal with matters concerning the operation of their category. Specific category concerns do not need approval by the Board. Details on these can be found in the committee structure and mandate section of this document. As a general rule, all SBA matters concerning categories, which arise as a result of Executive or special committee business, are eventually referred back to the category committees or category chairperson to promote, operate, discuss, and make recommendations and changes and eventually implement and operate.

The development of each category will be left to the members of that category and their chairpersons. The successes and failures of each category will be up to its members. All processes of planning, monitoring, evaluating, and changing is ultimately in the hands of the category membership.

7.3 VOTING AND COMMITTEE MEMBERSHIP

- .1 At the committee level, the following points outline the voting procedures:
 - a. Each league rep (in good standing) receives a vote; where leagues exist.
 - b. Each team rep (in good standing) receives a vote.
 - c. No person may carry more than one vote at any time; therefore no proxy exists.
 - d. Voting delegates must be signed on a team roster or they are not eligible. NOTE: New teams must qualify to vote by paying their fees and notifying their chairperson prior to the meeting.
 - e. The Committee Chairpersons and the SBA President also have votes on each committee.
- .2 Tie Breaking Votes

In the circumstance where a tie may exist the individual chairing the meeting shall carry two votes should they be required.

7.4 CATEGORY COMMITTEE OBJECTIVES

A number of objectives apply in a general sense to all category committees as follows:

- .1 Operate category programs
 - a. Ensure hosts are available each season and oversee the planning and operating of the category championships and tournaments according to the bylaws.
 - b. To form a Discipline committee, when required, to deal with problems regarding individuals, teams, or leagues from their category.
 - c. To make recommendations to the Board on SBA (SBOA) bylaws, budgetary concerns, or matters affecting Broomball in general.
 - d. To provide input or recommendations to the Rules Committee regarding rule changes or interpretations that may be required.
 - e. To assist the SBA with fund raising in order to ensure the operation of program approved in the budget.
 - f. To provide representatives and recommendations to the various SBA committees (Officiating, Rules and Discipline, Coaches, Fundraising, Promotions, etc.).
 - g. To promote and operate programs of special committees or the SBA Board such as MAP, Sask First, fundraising, etc. within their category according to established guidelines and budgetary demands in order to best suit the needs of members in their category.
 - h. To ensure a systematic evaluation of all category concerns is undertaken annually in order that the category may continue to improve.
 - i. Ensure the category viewpoint is represented to the various organizing bodies of inter-provincial or National groups as required (via delegates).
 - j. Develop and promote multi level programs (grassroots, intermediate, and elite) which meet category needs and will encourage membership.
 - k. Ensure concerns expressed by Committee heads regarding category members are dealt with.
 - l. Host category committee meetings a minimum of once a year which allow plans and decisions to be made by category membership.

- m. Oversee involvement of teams in out of province events arranged through the association.
- .2 To ensure the long term stability of their category by recruiting new members.

7.5 OFFICIATING COMMITTEE

.1 Mandate:

The Officiating Committee is responsible to deal with matters concerning the Officiating programs of the SBA and how they relate to the operation of SBA members leagues, tournaments, and provincial play.

.2 Voting:

In addition to the RIC, each LOA rep, SBA league rep, and each recognized category rep (Chairperson or appointed rep) in good standing is eligible to send one voting rep. As well, the Technical Chairperson and SBA President may vote on all matters before the committee. SBA Executive members do not have a vote unless they are representing a league/category or an LOA.

.3 Objectives:

- a. To foster, develop, and improve upon the quality, excellence and numbers of officials by providing opportunities for improvement through organized programs and education.
- b. To ensure opportunities exist for SBA reps and LOA reps to communicate on a regular basis and to deal with LOA/league difficulties when asked.
- c. To make recommendations to the Board on bylaws, budgetary concerns, or officiating matters affecting Broomball in general.
- d. To ensure SBA sanctioning policies concerning officials are upheld.
- e. To ensure a systematic yearly evaluation of all officiating concerns is undertaken annually.

7.6 SASKATCHEWAN BROOMBALL OFFICIALS ASSOCIATION

.1 Mandate:

With the elimination of the SBOA as an association the SBOA, not without and elected executive (other than the RIC) have taken on a new role within the SBA. Their main concern is commenting on how SBA decisions affect officials and evaluation and appointment of officials.

.2 Voting:

Only officials receive a vote at SBOA meetings. Each member of the SBOA shall be entitled to a vote at all SBOA general meetings. In the case of a tie vote, the RIC shall cast an additional vote.

.3 Objectives:

- a. To recruit and develop officials.
- b. To ensure proper opportunities exist for the advancement of officials through involvement in elite events both provincially and out of province.
- c. To implement a fair process of evaluation and upgrading for all officials, according to a recognized level system.
- d. To appoint officials for all provincial and out of province tournaments and championships.
- e. To deal with SBOA disciplinary matters as required.
- f. To cooperate with and send representatives to the CBF officials committee in order that officiating practices can be standardized across the country.
- g. Along with the Officiating Committee improve the image of officials by developing professional standards of conduct.
- h. Appoint one of their members (generally the RIC) as the SBOA voting delegate at all General meetings of the SBA.
- i. To annually elect the RIC from among their members.

8.0 MEETINGS

The following policy outlines agenda items which normally exist for regularly scheduled meetings throughout the year.

8.1 BOARD OF DIRECTORS

The Board normally meets two times per year, in the fall and in the spring. Dates are determined at the Spring meeting.

.1 Fall Agenda Items

- a. Finalize bylaws regarding member fees and provincial eligibility.
- b. Finalize split of MAP and Sask First funds to categories.
- c. Confirm provincial hosting sites and dates.
- d. Finalize committee budgets.
- e. Approve year end audit.

.2 Annual General Meeting

- a. Review of all programs
- b. Constitutional amendments
- c. Bylaw submissions
- d. Policy review
- e. Rule change submissions
- f. Approve budget for submission to Sask Sport

8.2 CATEGORY COMMITTEES

.1 Spring

- a. Review year – teams, budget targets, etc.
- b. Proposed bylaw changes
- c. Establish dates for prep meeting for fall season
- d. Review potential hosting bids
- e. Develop category expansion plans

.2 Fall

- a. Review finalized category budget
- b. Finalize provincial dates and sites
- c. Initiate category specific programs

8.3 MEETING SCHEDULE

Friday Night – Executive or Committee Meetings

Saturday – 9:00 Executive Meeting
13:30 Executive or Committee Meetings
15:30 Senior Meeting

Sunday - 9:00 Executive Meeting
12:00 Lunch
13:00 Board of Directors

8.4 MINUTES

The elected secretary of the SBA will be responsible for taking minutes at the SBA General Meetings. If he/she is unavailable a professional secretary will be hired to take minutes for the meetings. All minutes must be ready for circulation the first Wednesday following the meeting.

9.0 CODE OF ETHICS

The Executive of the SBA are elected or appointed by the membership to carry out the mandate of this association to the best of their ability. With this honour responsibilities are both granted and accepted. This policy speaks in detail to the qualities of behaviour that are expected for these individuals and for all members of the SBA in general.

9.1 CODE OF CONDUCT

- .1 Competence – Members will:
 - a. Enhance their own level of expertise
 - b. Enhance the efficient and effective operation of the SBA
 - c. Contribute, through their organizational competence, to the betterment of Broomball in the province
- .2 Justice – Members will:
 - a. Respect and treat with dignity the rights of all individuals engaged in the administration and performance of Broomball
 - b. Encourage the development and maintenance of a just sport environment for all
 - c. Develop and maintain the SBA as an example of corporate and social justice
- .3 Responsibility – Members must:
 - a. Be accountable for their behaviour as decision makers within the SBA
 - b. Be accountable for decisions made by their subordinates and volunteers reporting to them
 - c. Develop and maintain a supportive environment which provides for individual creativity, responsibility and personal initiative
 - d. Be ultimately accountable for the quality and nature of Broomball in Saskatchewan
- .4 Integrity – Members must:
 - a. Ensure that their behaviour is beyond reproach in terms of what the organization deems to be right and good
 - b. Treat one another and stakeholders with the utmost respect and propriety
 - c. Behave in a manner which supports the organizational integrity of the SBA
- .5 Leadership – Members must:
 - a. Demonstrate ethical, educational and technical guidance in their capacity as leaders in Broomball
 - b. Provide ethical, educational and technical guidance for those under their responsibility
 - c. Behave in a manner which places the SBA in an ethical, educational, and technical guidance role
- .6 Equality – Members will:
 - a. Treat all individuals, without exception, as equal partners in sport
 - b. Develop and maintain a sport environment whereby all individuals are treated with respect and dignity
- .7 Cooperation – Members will:
 - a. Develop and maintain active relations with allied organizations and individuals
 - b. Work toward a sport environment where active sharing of resources and information take place

9.2 CONFLICT OF INTEREST

Due to the nature of volunteer's or employees responsibilities, it may be in some cases necessary to restrict the activities of the individuals serving as volunteers or employees to ensure that a conflict does not or does not appear to exist.

- .1 The executive and staff are responsible to avoid any situation where they are or they appear to promote a private interest for him/herself which results in an interference with the objective exercise his/her responsibilities with the SBA or gain an advantage by virtue of his/her position with the SBA.

9.3 ADDRESSING THE CODE OF CONDUCT

- .1 Any member may at any time write to the President of the SBA to call into question the actions of any person they deem to be in conflict with the Code of the association. Should the matter be concerning the actions of the President the individual shall be advised to write to any other Executive member.

- .2 The individual making the complaint shall not do so frivolously, rather, they shall be accountable to site specific examples for the committees review.
- .3 The President (or Executive Member) shall, if the situation merits, call a meeting to interview the parties involved. The findings of this review shall be presented to the Board of Directors for final decision.
- .4 In some cases the complaint may be regarding conflict of interest and may, with the consent of those involved, be solved by an individual removing him/herself from involvement in a decision or activity and as such a Board meeting would not be required.
- .5 Individuals who refuse to cooperate with the review will, by the nature of this act, be acting against the code and as such will be dealt with as the Board sees fit.