

MEMBERSHIP

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1.0 INTRODUCTION

1.1 RESPONSIBILITY

The President, is responsible to ensure the continued growth of the membership of the S.B.A. Working through the category chairpersons, he/she must ensure that all areas that have an interest in broomball are contacted and that the association and its programs are explained to them.

1.2 MAJOR CONCERNS

- a. Membership Expansion
- b. Loaner Kit
- c. Grassroots Development
- d. Zone Sport Councils
- e. Participant Concerns
- f. Sport For All Coordinator
- g. Sask First Coordinator

2.0 MEMBERSHIP EXPANSION

2.1 An introduction kit which can be circulated each year to potential members, schools, or other groups interested in becoming involved in broomball shall be produced.

2.2 New leagues or new league reps that wish to become familiar with the programs and bylaws of the SBA and what is required of them are encouraged to get in touch with category chairpersons or the E.D. for a complete orientation. The host league will generally be asked to provide the facility while the S.B.A. will pay the cost of the clinic instructor. In some cases, the host may be asked to contribute a share or all of these costs.

2.3 Category Chairpersons working through local reps (where possible) shall actively recruit new members and will investigate the possibility of new categories as interest dictates.

2.4 Each Category Chairperson shall contact all leagues which have recently terminated their membership to determine the reasons why and assist with any programs they may be interested in or refer them to other categories (if applicable).

3.0 LOANER KIT

3.1 The loaner kit is provided to ensure maximum exposure for Broomball through the provision of loaner equipment to schools, new teams/leagues, and recreational groups. This is an extremely important program for membership expansion.

3.2 All groups using the loaner kit must sign and return all forms in the Loaner kit package to the S.B.A. office prior to the use of the equipment. Groups refusing to sign the waivers will, unfortunately, not be allowed to use the equipment. The equipment will not be sent to an organization if they have not completed and returned all forms to the office.

3.3 User groups must pay an annual associate membership fee of \$30.00 in order to be eligible to receive the equipment. The only costs they are responsible for is:
- One way shipping costs
- Replacement cost of lost or broken items

3.4 A list of the up to date replacement costs of all kit items will be included in each package.

3.5 All Kits must be annually inspected to ensure that equipment is safe and still in good order. As well, systems shall be in place to ensure that user groups verify the safety of the equipment.

3.6 Organizations with an outstanding account with the S.B.A. are not eligible to participate in the Loaner Kit program.

4.0 **SPORT FOR ALL COORDINATOR**

Each year, the S.B.A. shall appoint from among its members a Sport for All Coordinator. His/her job is to ensure the development of Grassroots programs in all categories. Working closely with the Category Chairpersons, he/she shall strive to ensure the long term growth of the association by initiating more people into broomball programs at an earlier age and extending their broomball careers past what is now occurring.

The main task of this person at present is to analyse our current programs and develop new and better programs to assist the S.B.A. at the Grassroots level. As well, members with concerns in this area will be able to address them formally through this coordinators position.

5.0 **SASK FIRST**

5.1 PROGRAM GOALS AND PHILOSOPHIES

The Sask First Program has as its base the following philosophical and goal statements:

The program should:

- 5.1.1 Allow all athletes an equal opportunity to be involved in an elite calibre program and encourage players to work towards excellence.
- .2 Increase the calibre of Broomball and expand avenues of competition across the entire province by financially supporting elite tournaments.
- .3 Significantly improve our Junior Program in the short term, and our SENIOR PROGRAM in the long term.
- .4 Increase public awareness and respect for the benefits of elite Broomball and promote the image of the game.
- .5 Increase the calibre of officiating in the province by providing funds to ensure there are more opportunities for top level officials to be involved and to be evaluated in elite competitions.
- .6 Better prepare our Athletes, Officials, and Coaches for Regional and National Championships.
- .7 Provide Elite Athletes to our Senior "A" system at earlier ages by involving athletes in elite competition at an earlier age.
- .8 Encourage teams/individuals to train year round for Broomball.
- .9 Encourage the development and maintenance of the Senior "A" category at the highest competitive level possible.

5.2 SASK FIRST COORDINATOR

Each year a coordinator for the Sask First program shall be appointed from among the membership of the Junior or Senior categories.

5.3 SASK FIRST COMMITTEE

5.3.1 Mandate

The Sask First Committee is in place to carry out the goals and philosophies of the Sask First program.

.2 Membership

Chairperson - Sask First Coordinator

At this time, committee size has not been determined. However, representatives from Junior, Senior "A", and the officials program should be represented on the committee along with E.C.M.'s.

.3 Objectives

- a. To determine funding guidelines for the Junior and Senior committees for their tournament programs.
- b. To assist the Junior and Senior committee in promoting the ideals of elite development and the Sask First program.
- c. To ensure the officiating program is involved in elite development programs.

5.4 SASK FIRST TOURNAMENT APPLICATION POLICY

5.4.1 Mandate

To assist tournament organizers by providing financial assistance to help offset a percentage of the costs involved in running the event.

.2 Eligible Expenses

- a. Juvenile
 - Ice rental
 - Officials
- b. Senior
 - Officials expenses

Applicants should be aware that each of the above items have a budgeted limit. All interested parties should contact the S.B.A. office for further details.

.3 Required Documentation

- a. Application Form (see appendix)
 - Tournament date
 - Arena(s) being used and details on them (# of dressing rooms, ice size, etc.).
 - Draw
 - Detailed budget
 - Tournament organizing committee
 - Awards
- b. Follow up (see appendix)
 - Financial statement, including receipts
 - Complete results of tournament

Senior applicants should be aware that priority will be given to "A" calibre tournaments.

6.0 SENIOR CATEGORY POLICIES

- 6.1 No fan seats are to be subsidized for any SBA trips.
- .2 The price per seat will be established for all trips subsidized & non subsidized.
- .3 Accommodations will be handled the same as transportation costs for these trips.
- .4 If only two teams are eligible for qualifying in "A" provincials, they will play the best of three for the gold medal.
- .5 The chairman has the ability to refer any motions by the Senior Committee that he/she is not comfortable with to the Board of Directors for approval.
- .6 That league reps receive necessary information, such as budgets, in advance of the meeting in order that they may distribute it to the teams reps.
- .7 If there are six teams in "A" provincials, it will be run with a 3/3 split with a 3 vs. 2 crossover.
- .8 Disqualify all Non Contact players completely from Senior participation.
- .9 SBA office to develop a roster amendment form in 3 part.
- .10 Each Senior Contact league must send a league representative from the male and/or female categories to each S.B.A. meeting to vote as a member of the Board of Directors. Failure to do so will result in a \$100.00 fine (deducted from bond account) being assessed for each meeting missed.
- .11 Senior Contact Leagues which do not have bonds with the SBA are not eligible to vote. The above bylaw remains in effect for each meeting missed until a league withdraws.

7.0 OTHER CATEGORIES

- 7.1 Leagues from categories other than Senior are not required to post (voting) bonds as noted above. However, they may send voting reps to become members of the board of directors on a permanent basis once their written application for voting status has been accepted by the board.

MINOR

1. That a maximum of \$1500 will be allocated to individuals for athlete assistance. The top recipients, based on A.A. previous point system, \$500 for post secondary, \$250 for non post secondary students. The balance will be divided equally between the members attending junior nationals
2. Each year Jr. Comm. to inform all Sr. leagues of graduating Jr. players.
3. That if the chairman feel they must stop a decision, in the best interest of broomball, that they must table the decision to the SBA Board of Directors.

NON CONTACT

1. Maximum 16 teams in Provincials (no minimum).
2. No "A" or "B" players or teams be allowed in sanctioned N.C. tourneys. Status based on current year registration.
3. Non Contact ice and officials costs be adjusted to \$4000, \$3000 to ice and \$1000 officials.

MASTERS

1. Charge a pro rated fee to cover ice costs per each player.

OFFICIALS

1. That leagues can hire their R.I.C. with input from the L.O.A.. The L.O.A. rep must be an elected official of the L.O.A.
2. That evaluations from tournaments as well as league play affect the assignments of officials to provincial championships as well as out of province events. L.O.A. reps and R.I.C. of the leagues will have input with the SBOA executive and the Provincial Referee-in-Chief on these assignments.
3. Officials must attend clinics in order to be considered for Provincials, tourneys, and out of province events.
4. That in order to officiate at SBA sanctioned tournaments and Provincials as well as be eligible for interprovincial championships that clinic attendance is mandatory.
5. The officials exam be written by the Rules & Discipline committee and given to the SBOA.
6. Reimburse the officials comparable to the rest of the executive.
7. Involve the Brett Gibbs Memorial to the top official at the SBA Awards night.

SBA EXECUTIVE

1. President should review parliamentary procedure and give direction to category chairpersons on running their committee meetings as well as Board of Directors & Executive meetings in a more business like manner.
2. That Saskatchewan support the idea of Westerns staying in November.
3. The staff be required to direct concerns re the operation of category business to the Category Chairmen first and then to the Management Committee in order that direction can be given to the categories from the board.
4. No finances to be paid out without proper documentation.
5. Meal allowances will stay in place as is, regardless of the SBA paying meal tabs.
6. Every chair has their agenda in the office 40 days prior to meetings.

8.0 HARASSMENT POLICY

General Information

This policy is setup with the following:

- 1. Policy Statement
- 2. Definitions
- 3. Complaint & Appeal Procedure
- 4. Disciplinary Action
- 5. Education/Information

Sask Sport Inc. will provide leadership, education and training to the Provincial Sport Organizations who require assistance and support in implementing any aspects of this sport issue.

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Forward

The following policy will provide you with:

- a) A policy statement
- b) Definitions
- c) Complaint and appeal procedure
- d) Disciplinary action
- e) Education/information strategy

Policy Statement

1. The Saskatchewan Broomball Association (SBA) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
 - Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in the province of Saskatchewan.
 - Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under the *Canadian Criminal Code*.
 - Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent, or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
 - The SBA is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion and creed, age, gender, sexual orientation, marital status, family status, disability, being in receipt of public assistance, or pardoned conviction.
 - In addition, *the Occupational Health and Safety Act* covers harassment in employment situations. It includes all of the areas dealt with by *The Saskatchewan Human Rights Code*. It also covers harassment because of physical appearance.
2. This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of the SBA. The SBA encourages the reporting of all incidents of harassment, regardless of who may be the offender.
3. This policy applies to harassment that may occur during the course of all SBA business, activities, and events. It also applies to harassment between individuals associated with the SBA but outside SBA business, activities, and events when such harassment adversely affects relationships within the SBA's work and sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the *Saskatchewan Human Rights Commission*, even when steps are being taken under this policy.

Definitions

5. Harassment is a form of discrimination, and refers to conduct associated with a prohibited ground that negatively affects the work or sport environment or leads to adverse consequences within that environment for the person(s) experiencing the harassment, which the perpetrator knew or ought reasonably to have known would be unwelcome.
6. Harassment can take many forms. It may be verbal, physical, visual or psychological. It can include but is not limited to:
 - Written or verbal abuse or threats;
 - The display of racist, sexist or other offensive material;
 - Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, intellectual ability, race, religion, gender, or sexual orientation;

- Leering other suggestive or obscene gestures;
 - Condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - Unwanted physical contact, including touching, petting, pinching, or kissing;
 - Unwelcome sexual flirtations, advances, requests, or invitations; or
 - Physical or sexual assault. (Note: sexual or physical assault are criminal offences And the appropriate police authorities should be contacted.)
7. For the purposes of this policy, sexual harassment is unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
 - Such conduct has the purpose or effect of interfering with an individual's performance; or
 - Such conduct creates an insulting, intimidating, humiliating, malicious, degrading or offensive environment.
8. Sexual harassment can be perpetrated by males against females; females against males, between males or between females.
9. For the purposes of this policy, retaliation against an individual
- for having filed a complaint under this policy; or
 - for having participated in any procedure under this policy; or
 - for having been associated with a person who filed a complaint or participated in any procedure under this policy,
- will be treated as harassment, and will not be tolerated.

Responsibility

10. The SBA is committed to creating and maintaining a supportive sport environment free of all forms of harassment.

The SBA will implement and administer this policy internally by:

Appointing a harassment committee which shall be responsible to:

- Discourage and prevent harassment within the SBA;
- Investigate formal complaints of harassment in a sensitive, responsible and timely manner;
- Impose appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- Provide guidance to persons who experience harassment;
- Do all in their power to support and assist any employee or member of SBA who experiences harassment by someone who is not an employee or member of a SBA;
- Make all members and employees of SBA aware of the problem of harassment, and in particular, sexual

harassment, and of the procedures contained in this policy;

- Inform both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- Regularly review the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;

Harassment Officers

11. The SBA will do the following:

- The SBA shall appoint at least two persons, one male and one female, who are themselves members or employees of the SBA, to serve as officers under this policy. If more than two officers are appointed, the SBA, shall ensure a gender balance.

The SBA and or harassment officers can choose to work in collaboration with the pool of resource people when required.

12. The role of harassment officer is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the harassment committee.

- To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

13. The SBA shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy

14. Every member of the SBA has a responsibility in ensuring that the SBA sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of the SBA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

15. In the event that the harassment committee is involved in a complaint that is made under this policy, the SBA President shall appoint a suitable alternate for the purposes of dealing with the complaint. If this avenue is either unavailable or inappropriate, complaints may be made directly to:

- a) Any member of the SBA Board of Directors
- b) Any senior SBA staff member

Consensual Relationships

16. In addition to a general Code of Ethics, A specific Code of Ethics should be adopted which provides general principles and decision rules to cover most situations encountered by coaches, athletes, staff, board, officials etc..

[This is extremely important because voluntary sexual relationships are not forms of harassment. However, such relationships can be problematic when issues of power are involved. People in positions of authority have to understand that they have specific responsibilities to, even unintentionally, not exploit the power that they hold.]

Disciplinary Action

17. Employees or members of the SBA against whom a complaint of harassment is substantiated may be disciplined, up to and including employment dismissal or termination of membership. Retaliation against any individual for reporting a violation of this policy will not be tolerated and will be grounds for discipline including discharge. Equally, because false accusations can have serious repercussions on innocent individuals, the wilful misuse of this policy or making deliberately false accusations may also be grounds for dismissal or termination of membership.

Confidentiality

18. The SBA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The SBA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
19. The SBA shall not disclose to outside parties the name of the complainant and respondent, or the circumstances giving rise to a complaint, unless such disclosure is required for a disciplinary or other remedial process.

Complaint Procedure

20. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
21. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of an harassment officer/committee.
22. The harassment officer/committee shall inform the complainant of:
 - The options for pursuing an informal resolution of his or her complaint;
 - The right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - The availability of counselling and other support provided by the SBA;
 - The confidentiality provisions of this policy;
 - The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - The external mediation/arbitration mechanisms that may be available;
 - The right to withdraw from any further action in connection with the complaint at any stage (even though the SBA might continue to investigate the complaint); and
 - Other avenues of recourse, including the right to file a complaint with the *Saskatchewan Human Rights Commission* or, where appropriate, to contact the police to have them lay a formal charge under the *Criminal Code*.
23. There are three possible outcomes to this initial meeting of complainant and officer.
 - (a) *The complainant and officer agree that the conduct does not constitute harassment*
 - If this occurs, the harassment officer will take no further action and will make no written record.
 - (b) *The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint*
 - If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
 - If informal resolution yields a result that is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.
 - (c) *The complainant brings evidence of harassment but decides not to lay a formal written complaint*

- If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
 - When the harassment officer decides that the evidence and surrounding circumstances requires a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and respondent.
24. As soon as possible after receiving the written complaint, but within twenty-one (21) days, the harassment officer shall submit a report to the harassment committee, containing the documentation filed by both parties along with a recommendation that:
- No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
 - The complaint should be investigated further.
- A copy of this report shall be provided, without delay, to both the complainant and the respondent.
25. In the event that the harassment officer's recommendation is to proceed with an investigation, the harassment committee shall within fourteen (14) days appoint three members of the SBA to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.
26. Within twenty-one (21) days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
- The complainant and respondent shall be given fourteen (14) days notice, in writing, of the day, time and place of the hearing.
 - Members of the panel shall select a chairperson from among themselves.
 - A quorum shall be all three panel members.
 - Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
 - The hearing shall be held *in camera*.
 - Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed. If the respondent does not appear, the hearing will proceed.
 - The complainant and respondent may be accompanied by a representative or adviser.
 - The harassment officer may attend the hearing at the request of the panel.
27. Within fourteen (14) days of the hearing, the case review panel shall present its findings in a report to the [SBA](#) harassment committee, which shall contain:
- A summary of the relevant facts;
 - A determination as to whether the acts complained of constitute harassment as defined in this policy;
 - Recommended disciplinary action against the respondent, if the acts constitute harassment; and
 - Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
28. If the panel determines that the allegations of harassment are false, and are found to be vexatious or retaliatory, their report shall recommend disciplinary action against the complainant.

29. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
30. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider such factors as:
- the nature of the harassment;
 - whether the harassment involved any physical contact;
 - whether the harassment was an isolated incident or part of an ongoing pattern;
 - the nature of the relationship between complainant and harasser;
 - the age of the complainant;
 - whether the harasser had been involved in previous harassment incidents;
 - whether the harasser admitted responsibility and expressed a willingness to change; and
 - whether the harasser retaliated against the complainant.
31. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:
- Verbal apology;
 - A written apology;
 - A letter of reprimand from the sport organization;
 - Referral to counselling;
 - Removal of certain privileges of membership or employment;
 - Demotion or a pay cut;
 - Temporary suspension with or without pay;
 - Termination of employment or contract; or
 - Expulsion from membership.
- [The policy also will include remedies that will take into consideration those that are harassed. These could include apologies, compensation for lost wages or fees, transfer to a new coach or supervisor, etc.]
- [For example: a participant in a program is required to pay fees for participating. Because of harassing behaviour, the participants drop out of the program. The participant should at a minimum, be entitled to a refund of such fees.]
32. Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the SBA harassment committee and harassment officers.
33. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

Procedure Where a Person Believes That a Colleague Has Been Harassed

34. Where a person believes that a director, supervisor, employee, coach, official, volunteer, parent, or athlete has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with the complaint procedure as set out in this policy. (Section 22)

[The policy should note that the SBA can and often should take action to address concerns about harassment where there is no complaint. This could include circulating the policy or confronting individuals who are making inappropriate comments or engaging in inappropriate behaviour. Example, a coach over hears players making racist comments in a locker room. The coach should be encouraged to and supported in addressing that type of behavior.]

[If a person in authority knows, or should reasonably have known, that a policy violation may have occurred and fails to take appropriate action, the person in authority has condoned the violation of the policy and may be subject to sanctions under these guidelines.]

Appeals

35. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within fourteen (14) days of the complainant or respondent receiving the panel's report.
36. Permissible grounds for an appeal are:
- The panel did not follow the procedures laid out in this policy;
 - Members of the panel were influenced by bias; or
 - The panel reached a decision that was grossly unfair or unreasonable.
37. In the event that a notice of appeal is filed, the SBA harassment committee shall together appoint a minimum of three (3) members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
38. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.
39. Within ten days of its appointment, the appeal body shall present its findings in a report to the SBA harassment committee. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

The SBA Board of Directors has the final decision on the case being appealed. Once the decision has been approved at the Board level, the appropriate parties will be contacted.

40. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.
41. The decision of the appeal body shall be final.

Review and Approval

42. This policy shall be reviewed by the harassment committee on an annual basis.