

Horseshoe Saskatchewan Inc.

Alternate Dispute Resolution Policy



Approved by the Board of Directors on _____

Horseshoe Saskatchewan Inc.

Alternate Dispute Resolution Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Association*” – Horseshoe Saskatchewan Inc.
 - b) “*In writing*”- A letter, fax or email sent directly to the Association.

Purpose

2. The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
3. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

Application of this Policy

4. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

5. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association and/or the Case Manager to mediate or facilitate the dispute.
6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
7. The final decision will be communicated by the mediator or facilitator to the parties and the Association.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association?
9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association’s *Discipline and Complaints Policy* or *Appeal Policy*.
10. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon the Association’s sole discretion.

Final and Binding

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
12. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.

Dispute Resolution Policies and Procedures Checklist

Organization Name: _____

Submitted By: _____

Date Submitted: _____

Our organization has approved the adoption of the new Dispute Resolution Policy suite required for compliance with Sask Sport membership conditions, as confirmed by the completed checklist below:

Checklist Items	Organization	SSI
1. Discipline and Complaints Policy & Flowchart stated with: <ul style="list-style-type: none">• the association name• the timeframe to report a complaint• contact information of where to send a complaint• exemption timeframe to report a complaint• any modifications to template is submitted using "Tracked Changes"	<input type="checkbox"/>	<input type="checkbox"/>
2. Appeal Policy & Flowchart stated with: <ul style="list-style-type: none">• the association name• timeframe for an individual to appeal a decision• appeal fee and method and direction for payment• contact information of where to send an appeal• any modifications to template is submitted using "Tracked Changes"	<input type="checkbox"/>	<input type="checkbox"/>
3. Alternative Dispute Resolution Policy stated with: <ul style="list-style-type: none">• the association name• any modifications to template is submitted using "Tracked Changes"	<input type="checkbox"/>	<input type="checkbox"/>
4. Code of Conduct Policy stated with: <ul style="list-style-type: none">• the association name• any modifications to template is submitted using "Tracked Changes"	<input type="checkbox"/>	<input type="checkbox"/>
5. Conflict of Interest Policy stated with: <ul style="list-style-type: none">• the association name• any modifications to template is submitted using "Tracked Changes"	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of signed and dated meeting minutes or signed and dated copy of motion verifying approval by the organization	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate how your association plans to communicate this policy to your membership.

Check all that apply: ☐ Website ☐ Email ☐ Newsletter ☐ Member Meetings

☐ Other: _____

Please submit this checklist, along with above required policies, by no later than **June 1, 2016** to:

Kristen Attwood, Sport Assistant - kattwood@sasksport.sk.ca

SASK SPORT INC. USE ONLY

Date Received: _____

Review Comments: _____

Review Status: ☐ Approved ☐ Approved Pending ☐ Not Approved

Sport Consultant Authorization: _____