



MEMO TO: MEMBER CLUBS, STAFF, PRESIDENTS, HEAD COACHES

FROM: KLARA MILLER, CEO

DATE: FEBRUARY 17, 2016

RE: DISPUTE RESOLUTION AND RISK MANAGEMENT

Gymnastics Saskatchewan membership conditions require our Club Members to have Dispute Resolution and Harassment and Abuse policies and procedures. The purpose of this membership condition, which has been in force for more than a decade, was to place our members in a position to manage or mitigate club discipline concerns, complaints, dispute resolution or appeals using recognized fair and due process.

Since implementing these mandatory policies and processes a few years ago, there has been increased knowledge and more efficient practices developed in the area of Dispute Resolution. This past year, interest was expressed by many other sports in having Sask Sport investigate updating these policies and processes to reflect current best practices to guide them when such situations arise. Sask Sport worked alongside Sport Law & Strategy Group out of Toronto to develop and recommend updated, comprehensive, user-friendly policies and procedures. Sask Sport will now also make available professional assistance (Case Managers, for eg.) to assist with disputes.

Gymnastics Saskatchewan has now adopted these new policies, as a requirement of our membership in Sask Sport. In order to assist you, our clubs, with the requirement to also adopt Dispute Resolution policies, we are making all the policy templates available to you.

The Dispute Resolution policy suite now consists of the following mandatory policy and procedure components:

- **Discipline and Complaints Policy and Flowchart**
- **Appeal Policy and Flowchart**
- **Alternative Dispute Resolution (Mediation) Policy**
- **Code of Conduct Policy** - to replace any former Harassment and Abuse Policy, as well as being inclusive and encompassing of all types of behaviors under one policy, and to be in effect for the Board of Directors, committees, other volunteers, coaches, managers, officials, parents and spectators; and
- **Conflict of Interest Policy** - as this is a key area where dispute situations often arise.

Templates for each policy are attached, and can also be downloaded (using Google Chrome) off our website at <http://www.gymsask.com/membership/risk-management/>. The **Dispute Resolution Complaints and Appeals Supplement** is also attached, and provides relevant information when entering into a formal dispute process. This supplement compliments the processes recommended through the "Discipline and Complaints Policy" and "Appeals Policy" templates and associated flowcharts provided.

I urge you to adopt these new policies for your club's use as soon as possible, and no later than June 1, 2016. Once approved, simply add your club name to the documents as indicated and save on file. These policies should be made available to your club members, coaches, board members, parents, etc. via your website or other means.

In June 2016, Gymnastics Saskatchewan will be requiring clubs to submit their Dispute Resolution policies in order to maintain membership in our organization.

As always, do not hesitate to contact me if you require assistance with the transition to these new policies, or if you have any questions.

Best Regards,

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