CHAPTER 1 - Introduction

Mission Statement: "**To encourage Canadians to enjoy the sport of Broomball and achieve success at all levels of competition".**

Vision: **We play Broomball: the Canadian sport for all families, communities and champions.**

Values: **Integrity, Inclusion, Collaboration, Accountability, Respect and Excellence**

Focus

1.1. The Canadian Broomball Federation is committed to being an athlete-focused organization, which encourages the participation of athletes in the governance of the organization.

Guidelines

1.2. The day-to-day affairs of the CBF are guided by the *By-Laws* and the *Policies and Procedures Manual*. Should conflict arise between the *Policies and Procedures Manual* and the *By-Laws*, the *By-Laws* shall govern.

1.3. It is the responsibility of all Members, Appointed Officers, Participants and Registrants to be familiar with the contents of the *By-Laws* and *Policies and Procedures Manual* and follow the directions contained therein.

Registrant/Participant Suspension

1.4. No suspension of a Registrant or Participant may take place before:

a. The affected Registrant or Participant has been notified in writing of the proposed suspension,

b. The affected Registrant's or Participant's Member association has been notified in writing of the proposed suspension,

c. The affected Registrant or Participant or their Member association has presented its case to the Board.

1.5. The following timelines must be followed for suspension of Registrants or Participants:

a. Board - must investigate and inform the Registrant or Participant and their Member association in writing within fifteen (15) calendar days after notification of an incident.

b. Registrant or Participant – within thirty (30) calendar days after receiving the *Suspension Notice*, the Registrant or Participant must respond in writing to the Board - as to whether they accept the suspension or will appeal.

c. Member – within thirty (30) calendar days after receiving the *Notice of Suspension*, the Member must respond in writing to the Board as to

whether they accept the suspension of the Registrant or Participant or if they will appeal.

d. APPELLANT – if a suspension will be appealed, the Appellant must submit an appeal in writing to the CBF within fifteen (15) calendar days following the receipt of the *Notice of Suspension.*

Correspondence will include:

i. Date of occurrence;
ii. Location of occurrence;
iii. Details of incident;
iv. Conditions for lifting suspension (if applicable); and
v. Copies of reports that may have been raised by officials, Members, other Registrants or Participants, or other individuals (if applicable).

CBF Meetings

1.6. The CBF will hold meetings, as described below, in order to ensure the timely and efficient conduct of CBF business.

1.7. Meetings fall into the following categories:

a. **CBF Annual Meeting:**

i. Chair: CBF President
ii. Purpose: Convened to discuss CBF business, introduce policy, approve recommendations, and vote on resolutions
iii. Held: Annually on the date and location determined at the previous Annual Meeting, within six months of the end of the CBF's fiscal year, to coincide with the Senior National Championship.
iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting.
v. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers.
vi. Speaking Rights: The CBF Board, Appointed Officers, and Member delegates may speak. Invited Speakers and Observers may speak if invited to do so by the Chair.
vii. Quorum: A quorum requires the presence of a majority of the Members.

b. **CBF Technical Meeting**:

i. Chair: CBF Vice President Technical
ii. Purpose: Convened to discuss CBF technical issues**,** including Rule Changes and make recommendations to the Members (NOTE: All Rule Changes will come into effect July 1st).
iii. Held: Prior to the Annual Meeting
iv. Recommendations: Recommendations from the Technical Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members
v. Voting: Members are permitted a maximum of two delegates each, who

shall both be permitted to vote for recommendations at the meeting

vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers

vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers, and Observers.

c. CBF Sport Development Meeting:

i. Chair: CBF President OR a CBF Vice President

ii. Purpose: Convened to discuss CBF developmental issues, including Policies and By Law changes and make recommendations to the Members (NOTE: all Policy and By Law changes will come into effect at the conclusion of all National Championships following the Annual Meeting).

iii. Held: Prior to the Annual Meeting

iv. Recommendations: Recommendations from the Sport Development Meeting, approved by an Ordinary Resolution, are presented at the Annual Meeting for ratification (by Ordinary Resolution) by the Members

v. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote for recommendations at the meeting

vi. Attendance: CBF Board, Appointed Officers, Member delegates, Observers (Registrants, Participants, and other interested individuals), Invited Speakers

vii. Speaking Rights: The CBF Board, Appointed Officers, Member delegates, Invited Speakers and Observers.

d. **Board of Directors Meeting**

i. Chair: CBF President

ii. Purpose: Discussion of CBF issues and CBF operations, introduce and amend CBF policies, vote on resolutions

iii. Held: A minimum of twice per year (may be held by conference call or teleconference)

iv. Voting: Elected directors are permitted one vote each

v. Attendance: CBF Board, Appointed Officers, Invited Speakers

e. **Special Meeting:**

i. Chair: CBF President

ii. Purpose: Discuss specific CBF issues

iii. Held: As called by the CBF Board or upon the written requisition of twenty percent (20%) of the Members (may be held by conference call or teleconference)

iv. Voting: Members are permitted a maximum of two delegates each, who shall both be permitted to vote at the meeting

v. Attendance: CBF Board, Appointed Officers, Member delegates, Invited Speakers

vi. Quorum: A quorum requires the presence of a majority of the Members