



SASK SPORT

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	Sask Sport
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 to:

Nathan Cole, Provincial Sport Consultant at ncole@sasksport.ca

SASK SPORT USE ONLY

Date Received: _____

Review Comments: _____

Review Status: Approved Approved Pending Not Approved

Sport Consultant Authorization: _____