



DRAFT
The Chimo Gymnastics Club
Administration Policy
A4-1: Alternative Dispute Resolution Policy

Effective: January 2018
Revised:
Related Policies: A2-1: Complaints and Discipline Policy and Procedure
A3-1: Appeal Policy and Procedure, A5-1: Case Committee Policy and Procedure

Purpose

This Policy applies to all disputes within The Chimo Gymnastics Club (the Club) when all parties to the dispute agree that such a course of action would be mutually beneficial.

Scope

The Club 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.

The Club encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Club believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

Definitions

Case Manager: An individual appointed by the Club, who need not be a member or affiliated with the Club, to administer this Policy. The Case Manager will comply with the position description described in *Case Committee Policy and Procedure*.

In writing: A letter, fax or email sent directly to the Club in confidence

Policies

Facilitation and Mediation

1. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Club and/or the Case Manager to mediate or facilitate the dispute.
2. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
3. The final decision will be communicated by the mediator or facilitator to the parties and the Club. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Club.
4. 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 Club's *Complaints and Discipline Policy* or *Appeal Policy*.

5. The costs of mediation and facilitation will be shared equally by the parties or paid by the Club upon the Club's sole discretion.
6. Minutes and records of the meeting(s) and any relevant information must be submitted as the record and will be held in confidence and in trust by the Board of Directors.

Final and Binding

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

Review of Policy

9. This policy will be reviewed by the Board of Directors every three years in February. This policy may be amended at any time as needed by vote of the Board of Directors