

# USACA Western Region Operating Guidelines: Rev 2.0 PROPOSAL

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## Preamble

This document, referred to as the Western Region Operating Guidelines (WROG), is intended to serve as the operating guidelines for the USACA Western Region. Observation of the USACA constitution and its requirements are paramount, and the guidelines in this document exist over and above, but not in replacement of, the USACA constitution.

## 1. Regional Administration Structure

### 1.1. Regional Administration

- 1.1.1. The Regional Administration (hereinafter referred to as the Administration) shall be formed and exist as specified by the USACA constitution.
- 1.1.2. The Administration shall act as the executive body for the region.
- 1.1.3. The Administration shall consist of the following members:
  - 1.1.3.1. Regional Chairman
  - 1.1.3.2. All Member League Presidents
  - 1.1.3.3. Two Members-at-Large
  - 1.1.3.4. A Youth Coordinator
  - 1.1.3.5. A Women's Coordinator
  - 1.1.3.6. Secretary
  - 1.1.3.7. Treasurer
- 1.1.4. All members of the Administration, except the Regional Chairman, the Secretary and the Treasurer, will have one vote. The Regional Chairman will have the casting vote in case of a tie.

### 1.2. Meetings

- 1.2.1. All formal meetings of the region shall be conducted according to Robert's Rules of Order.
- 1.2.2. The Administration shall meet at least once a month, whether in person or by telephonic or other means.
  - 1.2.2.1. The meeting calendar for the entire year shall be defined at the start of the year, and notice of all nonscheduled Administration meetings shall be explicitly provided at least fourteen (14) days in advance.
  - 1.2.2.2. Meetings of the Administration must be documented and minutes published on the regional website within three (3) days of the meeting taking place.

- 1.2.2.3. The first Administration meeting of the operating year shall occur by the end of the first month. This meeting shall define specific objectives and targets for the upcoming year, and those objectives and targets shall be published on the regional website.
- 1.2.2.4. Attendance of the Administration members (who are representatives of the Member Leagues) in the Monthly Administration Meetings is mandatory. If the number of (not necessarily consecutive) unexcused absences for a particular league representative in the Administration Meetings exceeds two in an operating year, that league will be suspended for the subsequent 6 months from the date of the third unexcused absence. This suspension includes revocation of voting privileges in the Administration and any of its committees but does not affect participation of the represented league in on-the-field cricketing activities.
  - 1.2.2.4.1. An unexcused absence is simply defined as one for which no advance notification was provided. The reason for the absence is not considered relevant.

### 1.3. Financial Responsibility

- 1.3.1. All financial outflows from the Region's Treasury shall be approved the Regional Chairman.
- 1.3.2. If the financial outflow is more than \$1000, the approval of the Regional BOD is also required through a simple majority vote.

## 2. Rights and Responsibilities of Member Leagues

### 2.1. Membership Criteria

#### 2.1.1. Membership Tiers and Qualifications

All USACA Western Region member leagues shall be determined to fall under one of the following categories:

##### 2.1.1.1. Adult League

In order to be considered an Adult League, a league must have a minimum of eight (8) member teams, each having at least eleven (11) members who have declared that league or association as their primary league, as defined in Section 5.2.

##### 2.1.1.2. Youth League

Any league or association that runs a bona-fide youth program, whether it involves league competition, tournaments, or simply coaching, shall be entitled to be considered a Youth League.

- 2.1.1.3. New leagues, shall be classified per the USACA Constitution and given an Administration seat at the start of next operating year, by the end of the first month.
- 2.1.1.4. Existing leagues shall have their status classified by the Administration on an annual basis at the start of the operating year no later than the end of the first month.
- 2.1.2. Requirements of Member Leagues
  - 2.1.2.1. Member leagues are required to follow and adhere to the USACA constitution.
  - 2.1.2.2. Member leagues are required to follow and adhere to these operating guidelines.
  - 2.1.2.3. Member leagues may not impose any restrictions on their players that impact their cricketing or volunteering activity outside of individual leagues.
  - 2.1.2.4. Member leagues and their officers and representatives must adhere to and abide by the regional codes of conduct.
  - 2.1.2.5. Any violations of the above four requirements should be reported to or noted by the Administration which could result in suspension or termination of Administration membership.
- 2.2. Voting Structure
  - 2.2.1. Voting within the Administration shall be conducted as mandated by the USACA constitution.
- 2.3. Contributory Responsibilities
  - 2.3.1. The Regional Treasurer shall prepare a budget at the start of each operating year. Depending on the financial state of the Region, the Administration shall decide on which financial obligations the leagues should meet.

### **3. Calendaring**

- 3.1. Regional Events
  - 3.1.1. The Regional Secretary shall publish the schedule of regional events on the regional website by the end of the first month of the operating year.
    - 3.1.1.1. This schedule of events shall include, but not be limited to, regional tournaments, selection trials and practice and other training sessions, for senior, age-group and women's cricket.
    - 3.1.1.2. All events published and calendared by the end of the first month of the operating year shall be scheduled at the region's discretion and it is the responsibility of member leagues to formulate their own internal schedules accordingly.

3.1.1.3. All regional events not scheduled and published by the end of the first months of the operating year can only be scheduled on dates that no member league has any published, scheduled activity so as to avoid conflicts.

3.2. Conflict Resolution of Regional Events

3.2.1. A regional meeting or event may not be scheduled so as to conflict with a previously published member league event except in the case that said member league explicitly approves of the conflict.

3.3. Member League Schedules

3.3.1. Member leagues must publish a full schedule of their cricketing events/tournaments no later than four weeks prior to the start of said tournament.

3.3.1.1. A full schedule including venues is required to facilitate attendance at games by members of the selection committee and/or the Administration.

3.3.2. Member leagues are not required to publish their meeting schedules, but are strongly encouraged to do so in order to ensure that there are no conflicts at the regional level.

3.3.2.1. Member leagues who fail to publish their meeting schedules shall not be eligible to request a rescheduling of a regional event or meeting that is subsequently scheduled to conflict.

**4. Administration Appointment of Regional Committees**

4.1. The Administration is responsible for appointing various committees. In the process of appointing such committees, the Administration shall:

4.1.1. Solicit applications from any and all interested parties who wish to serve on one or more of these committees, as and when an opening is available.

4.1.2. Review all applications without prejudice.

4.1.3. Should it elect to do so, interview applicants as part of the process. However, if one applicant is interviewed, then all other applicants shall have the right to request an interview should they so desire.

4.1.4. Publish its final choice, outline the reasons for its choice, and clearly explain any contravention of the minimum requirements stipulated herein.

4.2. Nominations to USACA

4.2.1. All nominations to USACA positions, including but not limited to national management and committee appointments, shall be made by the Administration.

- 4.2.2. A simple majority shall be required in order for a candidate to be presented to USACA as a nominee from the region. All member leagues may vote on these nominations regardless of their status as youth, or adult, and the position being nominated for, as the nominations are representative of the region as a whole.
- 4.2.3. Any candidate for a position shall be considered individually and it shall therefore be possible to nominate multiple individuals for the same position.
- 4.3. Appointment of the Disciplinary Committee
- 4.3.1. This committee shall consist of three members appointed by the Administration after solicitation of interest from any candidates who are residents of the region in good standing, who are familiar with region's cricket activities and who have some experience serving in a similar role.
- 4.3.2. The term for this committee will be two operating-years. The committee will be responsible for enforcing the Code of Conduct described in Section 9.
- 4.4. Appointment of the Dispute Resolution Committee
- 4.4.1. This committee shall consist of three members appointed by the Administration after solicitation of interest from any candidates who are residents of the region in good standing, who are familiar with region's cricket activities, and who have some experience serving in a similar role.
- 4.4.2. The term of for this committee will be two operating-years.
- 4.4.3. Chair of the Dispute Resolution Committee will be designated by the Administration when the committee is first formed.
- 4.4.4. The committee will be responsible for enforcing the Dispute Resolution Procedure described in Section 10.
- 4.5. Appointment of the Appeals Committee
- 4.5.1. The Administration will serve as the Appeals Committee.
- 4.5.2. If the appeal is made by an Administration member himself or herself, that member will abstain from the appeal deliberation by the remainder of the Administration with appropriate adjustments of the quorum and majority vote criteria.
- 4.5.3. Administration will follow the appeals procedure described in Section 11.
- 4.6. Appointment of Ad-Hoc Committee
- The Administration may, at any point at which it deems appropriate, appoint an individual or a committee to explore or affect any cricketing matters pertaining to the region. Such ad-hoc committees should have scope that does not overlap with those of existing committees of the Administration or any of its committees. Such ad-hoc

committees should have time-limited existence, not to exceed the end of the operating year.

4.7. Oversight of all Matters

4.7.1. All appointed committees and individual appointments shall in effect report to the Administration.

4.7.2. It is the prerogative of the Administration to determine and define the nature of that reporting and oversight relationship.

4.8. Appointment of Regional Selection Committee

4.8.1. The Administration shall be responsible for appointing regional selection committees at the adult men, women, U-19, and U-15 levels.

4.8.2. Candidates must meet the following requirements:

4.8.2.1. Must be a resident of the region.

4.8.2.2. Must be willing to commit to regularly watch as wide a range of cricket within their local area as is practically possible.

4.8.2.3. Must not be in contention for team selection and must not be a office holder in the Administration or the Administration

4.8.2.4. Preferably have played representative cricket at an adult and/or youth level.

4.8.2.5. Preferably have acted as a selector previously, whether regionally, for an individual league, or elsewhere.

4.8.3. The term of office for a selector shall be two operating years.

4.8.4. Each Selection Committee shall be comprised of three members.

4.8.4.1. The Chair of this Committee will be appointed by the Administration.

4.8.4.2. Each selector shall have one vote, with the chair having a deciding vote should it be required.

4.8.5. The Selection Committee, once appointed, shall be responsible for developing its own process and guidelines, subject to the following:

4.8.5.1. There can be no stipulation that a player must represent his/her league in a specific tournament in order to be eligible for selection to the region. All cricket within the region should be considered.

4.8.5.2. The Selection Committee must document and publish the names of any players not considered for disciplinary, availability, injury or other non-cricketing reason.

4.8.5.3. All squad announcements must be accompanied by the status and eligibility of each player named in the squad.

4.9. Appointment of Regional Coach

4.9.1. The Administration shall be responsible for appointing regional coaches at the adult men, women, U-19, and U-15.

- 4.9.2. Candidates must meet the following requirements:
  - 4.9.2.1. Must be a resident of the region.
  - 4.9.2.2. At a minimum, must provide evidence of USACA requirements of a background check. However, it is strongly recommended that each candidate provide evidence of passing a background check in the following categories:
    - National Criminal w/ Sex Offender Search
    - County Criminal Records Search
    - Motor Vehicle Records Search
    - Wants and Warrants Search
    - Drug Screening
  - 4.9.2.3. Must be willing to commit to regular training sessions and travel with the team for competition as required.  
Must not be in contention for team selection and must not be a office holder in the Administration.
  - 4.9.2.4. Preferably have at least a Level 1 coaching qualification from a recognized cricketing authority.
  - 4.9.2.5. Preferably have played representative cricket at an adult and/or youth level.
  - 4.9.2.6. Preferably have acted as a coach previously, whether regionally, for an individual league, or elsewhere.
- 4.9.3. The term of office for a coach shall be two operating years, but the Administration shall retain the right to terminate the appointment without cause after one year or with cause at any time.
- 4.9.4. The coach, once appointed, shall be responsible for developing his or her own process and guidelines, subject to the following stipulations:
  - 4.9.4.1. The coach must work with the Selection Committee on any matters that affect the composition of the squad, but does not have any direct say in selection.
  - 4.9.4.2. The coach shall provide a written report on the team and its performance in any tournament or competition within seven (7) days of the conclusion of the tournament.
    - 4.9.4.2.1. This report shall be a confidential report made available only to the Administration.
    - 4.9.4.2.2. The Administration shall work with the coach to prepare a version of the report that is appropriate for public distribution, if so required. This version of the report shall

be published no later than seven (7) days after receipt of the confidential report.

#### 4.10. Appointment of Regional Team Manager

4.10.1. The Administration shall be responsible for appointing regional team managers at the senior, women, U-19, and U-15 levels.

4.10.2. Candidates must meet the following requirements:

4.10.2.1. Must be a resident of the region.

4.10.2.2. At a minimum, must provide evidence of USACA requirements of a background check. However, it is strongly recommended that each candidate provide evidence of passing a background check in the following categories:

- National Criminal w/ Sex Offender Search
- County Criminal Records Search
- Motor Vehicle Records Search
- Wants and Warrants Search
- Drug Screening

4.10.2.3. Must be willing to travel with the team for competition as required.

4.10.2.4. Must not be in contention for team selection and must not be a office holder in the Administration.

4.10.2.5. Preferably have played representative cricket at an adult and/or youth level.

4.10.3. Team manager appointments shall be on a per-tournament basis.

4.10.4. The manager, once appointed, shall be responsible for developing his or her own process and guidelines, subject to the following stipulations:

4.10.4.1. The manager shall not be involved in coaching or other activities except as requested to do so by the team coach.

4.10.4.2. The manager shall provide a written report on the team and its performance in any tournament or competition within seven (7) days of the conclusion of the tournament.

4.10.4.2.1. This report shall be a confidential report made available only to the Administration.

4.10.4.2.2. The Administration shall work with the manager to prepare a version of the report that is appropriate for public distribution, if so required. This version of the report shall be published no later than seven (7) days after receipt of the confidential report.

#### 4.11. Emergency Appointments

4.11.1. Should a vacancy arise on the selection committee, or for the positions of coach, manager or any other appointed position, such that an emergency appointment is required, then if and only if the Administration is unable to or fails to act, the Regional Chairman is authorized to make an interim appointment. This appointment shall only be valid until such time as the Administration either ratifies the appointment, or makes a full-term appointment

4.11.2. Such emergency action is only permitted if the Administration has failed to act and there are less than 24 hours to go before an event that requires the appointment to be in place.

#### 4.12. Appointment of Ad-Hoc Committee

The Administration may, at any point at which it deems appropriate, appoint an individual or a committee to explore or effect any cricketing matter pertaining to the region. Such ad-hoc committees should have scope that does not overlap with those of existing committees. Such ad-hoc committees should have time-limited existence, not to exceed the end of the operating year.

The Administration may at any time, by means of a 2/3 absolute majority vote, direct the Regional Treasurer to incorporate his/her budget for use by an appointed committee.

## 5. **Player Registration and Eligibility**

### 5.1. Registration

5.1.1. All players in all member leagues must be registered with the region.

5.1.2. Region shall make available a secure online registration facility for such a purpose.

5.1.3. Registration information shall include at least the players legal name, contact email address and contact phone number (or in the case of youth, the player's parent/guardian name, contact email address and contact phone number).

5.1.3.1. Any player wishing to be considered for regional selection shall also provide a date of birth and information on residency status (US citizen, green card holder, or visa type and date of first entry into the US on current visa).

5.1.4. Registration information will only be used by the region for the purposes described in this document and will not be shared in other contexts or with third parties without the expressed written (or email) consent of each registrant.

5.1.5. When registering with the region, a player must designate his/her primary league, and the team is playing in, for the forthcoming operating year by the end of the first month of the operating year.

## 5.2. Primary League

5.2.1. Players may only play adult or youth representative cricket for the league that they designate as their primary league.

5.2.1.1. This clause shall not prevent a player from playing league cricket within one or more other leagues, hereafter referred to as secondary leagues.

5.2.2. Over the course of a season, a player must play an equal number or more games in his/her primary league than in any single secondary league in which he/she also plays.

5.2.2.1. A player who fails to meet this criterion will automatically have the league in which he/she plays the most games deemed as his/her primary league in the forthcoming operating year.

5.2.2.2. In order to override this automatic designation, both the player's automatically designated primary league AND his/her preferred primary league must provide explicit written (email) approval.

## 5.3. Representative Cricket

### 5.3.1. Representing the Region

In order to play representative cricket for the region, players must be qualified to play for the national team, under any of the applicable criteria.

5.3.1.1. Regional squads are not required to be restricted in their composition other than as specifically mandated by USACA tournament-specific guidelines.

### 5.3.2. Representing a Member League

In order to play representative cricket for a member league, players must meet one of two criteria:

5.3.2.1. The player is eligible to represent the region, or

5.3.2.2. The player is on a demonstrable path towards eligibility (e.g. newly arrived U-19 cricketer, or adult cricketer with local permanent employment on a valid working visa).

## 6. Youth Cricket Guidelines

These guidelines apply to all players under the age of 18 in match or practice session in which a hard ball is used.

### 6.1. Fielding Restrictions

- 6.1.1. No player who falls under the U-15 classification may field closer than 8 yards from the middle stump, except for behind the wicket on the off side.
- 6.1.2. For players who fall under the U-13 classification, the distance is 11 yards. This distance applies even if the fielder is wearing a helmet.
- 6.1.3. Any player who is under the age of 18 but does not fall under the U-15 classification must wear a helmet and abdominal protector (box) when fielding within 6 yards of the bat, except for behind the wicket on the off side.
- 6.2. Helmet Safety
  - 6.2.1. Batting - Helmets with a faceguard or grille must be worn when batting against a hard cricket ball.
  - 6.2.2. Wicket-Keeping – Helmets with a faceguard or grille, or a face protector, must be worn when standing up to the stumps.
  - 6.2.3. Parental consent not to wear a helmet must NOT be accepted in any form of cricket.
- 6.3. Fast Bowling Safety
  - 6.3.1. For the purposes of these safety rules, a fast bowler is defined as one to whom a wicket-keeper in the same age group would, *in normal circumstances*, stand back from the stumps to take the ball.
  - 6.3.2. Having completed a spell, a bowler subject to these rules may not bowl again until the equivalent number of overs to the length of his spell has been bowled from the same end.
  - 6.3.3. Fast bowlers under the age of 13 are limited to 4 overs per spell and 8 overs per day.
  - 6.3.4. Fast bowlers under the age of 15 are limited to 5 overs per spell and 10 overs per day.
  - 6.3.5. Fast bowlers under the age of 17 are limited to 6 overs per spell and 18 overs per day.
  - 6.3.6. Fast bowlers under the age of 19 are limited to 7 overs per spell and 21 overs per day.
  - 6.3.7. The above requirements in this sub-Section (6.3) shall not apply to Youth `Test` Matches. These Youth `Test` Matches, held occasionally in the region, are played at a slower pace than the limited overs matches and the players have sufficient breaks to recover from physical exertions.

## **7. Youth Participation in Adult Cricket**

### **7.1. Duty of Care for Youth Players**

All clubs and leagues must recognize that they have a duty of care towards all young cricketers while representing them. This duty of care shall be interpreted in two ways:

- 7.1.1. Not to place a young player in a position that involves an unreasonable risk to that young player, taking into account the circumstances of that match and the relative skills of the player.
- 7.1.2. Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players.

## 7.2. Additional Requirements

Additionally, the following specific requirements apply to young players in adult matches:

- 7.2.1. All young players who have not reached their 18<sup>th</sup> birthday are subject to the helmet safety and fielding restrictions stipulated in section 6 of these guidelines.
- 7.2.2. A young player acting as a runner in an adult match must also wear a helmet even if the player he/she is running for is not doing so.
- 7.2.3. Umpires are empowered to stop a game should either of the above regulations be contravened.
- 7.2.4. The umpires and opposing captain must be notified of the age group of all players participating in an adult match who are in the Under 19 age classification. This includes any young player who may participate as a substitute fielder.
  - 7.2.4.1. To this end, each team should provide a team-sheet in all matches on which all U-19 classified players are identified, with a further identifying mark against all players under the age of 18.
- 7.2.5. Any player in the Under 13 age group and younger must have explicit written consent from a parent or guardian before participating in adult matches.
- 7.2.6. Any club or team wishing to play an Under 11 player in an adult league or cup match must obtain the explicit prior approval of the league or cup management before the player can play. Approval should only be given in the exceedingly rare case of outstandingly talented players.

## 7.3. Minimum Standard

These safety conditions are a minimum standard for the region, and any league or tournament committee may choose to adopt a stricter restriction at their discretion, provided such restriction is stipulated and published prior to clubs or teams registering their participation in said competition.

## **8. Cricket Structure and Events**

### 8.1. Regional Tournaments and Hosting

#### 8.1.1. Hosting Rights

- 8.1.1.1. Regional Tournaments can be co-hosted by one or more associations.
- 8.1.1.2. The host association or associations for an intra-region tournament shall be determined on a rotational basis, and shall be determined independently for youth and senior tournaments.
- 8.1.1.3. The host association or associations shall be responsible for appointing a Tournament Committee tasked with the organization and conducting all aspects of the tournament. This Tournament Committee shall report directly to the Administration.
- 8.1.1.4. If the host association or associations are unable to provide facilities that are deemed to be of sufficient standard, they will be required to work with other member leagues to secure appropriate facilities for the tournament.
- 8.1.2. Financial Obligations
  - 8.1.2.1. For intra-regional tournaments, the host league or leagues are required to cover the cost of grounds, food and refreshments.
  - 8.1.2.2. Individual leagues shall be required to pay their own travel and accommodation costs for their teams and support staff.
  - 8.1.2.3. The regional budget shall provide funds for match balls, umpiring fees, trophies and awards.
- 8.2. National Tournaments
  - 8.2.1. Financial Obligations
    - 8.2.1.1. For national and other tournaments that involve a regional representative side, the USACA typically covers travel costs for the team coach and manager to the tournament destination, hotel accommodation for the team at their destination and a daily food stipend for the playing squad, coach and manager.
    - 8.2.1.2. If these financial obligations are not provided for by the USACA, the players and/or their primary leagues are responsible for them
    - 8.2.1.3. Should the region secure any sponsorship for national and other tournaments, the sponsorship money shall be applied equally to costs across the Administration.
- 8.3. Adult Competition
  - 8.3.1. Annual Intra-Regional Tournament
 

At a minimum, the region shall conduct an annual 50-over Adult Tournament as well as a 20-20 Adult Tournament played under ICC ODI and T20 playing conditions respectively.
  - 8.3.2. Other Tournaments

The Administration may devise or effect other tournaments as it deems appropriate.

#### 8.4. Youth Cricket

##### 8.4.1. U-19 Intra-Regional Tournament

At a minimum, the region shall conduct an annual 50-over U-19 Tournament as well as a 20-20 U-19 Tournament or league played under ICC ODI and T20 playing conditions respectively. These tournaments or leagues shall be conducted as specified below:

8.4.1.1. Each youth or full member league is entitled to enter one (1) team in this tournament.

8.4.1.2. A youth or full member league may enter additional teams only after gaining the approval of a 2/3 majority vote of the Administration.

8.4.1.3. No player may play for more than one team in the tournament.

8.4.1.4. Youth or full member leagues, without sufficient youth players of appropriate age or capability to participate on their own, may combine resources in order to field a team in this competition.

8.4.1.5. All youth players will be required to register with the region and declare a primary youth league.

8.4.1.5.1. This primary youth league may be different from the declared primary adult league, but all other restrictions apply as they do for adult leagues.

8.4.1.6. The tournaments may be split between sub-regions as determined by the Administration.

8.4.1.7. Any adult involved in coaching, managing, mentoring or other volunteer positions within this youth league shall be required to clear a 'fingerprint or background check' as described in Sections 4.9 and 4.10.

##### 8.4.2. U-15 Intra-Regional Tournament

At a minimum, the region shall also conduct at least one tournament at the U-15 level each year.

##### 8.4.3. Other Tournaments

The Administration may devise or implement other tournaments as it deems appropriate.

##### 8.4.4. Scheduling of Tournaments

The Administration shall work with the Regional Youth Coordinator to ensure that a schedule for Intra-regional youth tournaments is devised so as to afford regular games throughout the cricket season, without impacting or conflicting with individual member league schedules, tours and tournaments.

#### 8.5. Women's Cricket

8.5.1. The Administration shall collaborate with the Regional Women's Coordinator to organize a regional women's team and their cricketing activities.

### 9. **Code of Conduct**

- 9.1. Each Administration officer or member, committee member, coach, team manager, and youth official and in the case of youth cricket, parents and guardians, shall review and strictly adhere to the Code of Conduct which is ratified at the first Administration meeting to be held by the end of the first month of the operating year.
- 9.2. Each player of the region participating in intra-regional cricketing activities as well as playing representative cricket for the region or country shall review and strictly adhere to the Code of Conduct.
- 9.3. Any violations of this Code by anyone except members of the Disciplinary Committee will be dealt with swiftly by the region's Disciplinary Committee.
- 9.4. Any violations of this Code by the members of the Disciplinary Committee will be dealt with by the Administration.
- 9.5. Any appeal of disciplinary action imposed by the Disciplinary Committee will be handled by the Administration itself which acts as the Appeals Committee (see Section 11).
- 9.6. These Codes of Conduct are contained in Annex A.

### 10. **Dispute Resolution Procedure**

#### 10.1. Jurisdiction

10.1.1. Any registered member of the region may file a complaint pertaining to any matter which falls within the jurisdiction of the regional administration.

10.1.2. Any member of the region, by reason of membership, agrees to be subject to this dispute resolution procedure and agrees to be bound by any decision rendered pursuant to this dispute resolution procedure.

10.1.3. It is highly encouraged that the parties to any dispute should make a reasonable effort to settle the dispute before filing it with the Dispute Resolution Committee.

#### 10.2. Filing a Complaint/Dispute

10.2.1. The complainant shall file a written or electronic complaint with the Chair of the Dispute Resolution Committee, providing such filing can be verified.

10.2.2. The complaint shall set forth in clear and concise language, preferably in numbered paragraphs, the following: the alleged violation, grievance, denial or threat to deny, and, the remedy requested thereof.

- 10.2.3. The complainant must sign and date the complaint, retaining any proof of such filing.
- 10.2.4. To be valid a complaint must be filed within thirty (30) days of the occurrence of the alleged violation or grievance.
- 10.2.5. The Dispute Resolution Committee shall administer and oversee all administrative grievances and complaints and shall ensure that all properly filed complaints are heard in a timely, fair and impartial manner.
- 10.2.6. The Dispute Resolution Committee has the right to not process a complaint or grievance if it determines through a simple majority vote that the complaint or grievance is without merit.
- 10.2.7. A decision shall be determined by the majority of the Committee and shall be in writing. The Committee's decision shall be binding and final except as overturned by the Appeals Committee.

### 10.3. Hearing Procedure

In all hearings conducted under these guidelines, the parties shall be accorded:

- 10.3.1. Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true.
- 10.3.2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense.
- 10.3.3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend.
- 10.3.4. A hearing before a disinterested and impartial body of fact-finders.
- 10.3.5. The right to be assisted in the presentation of one's case at the hearing.
- 10.3.6. The right to call witnesses and present oral and written evidence and argument.
- 10.3.7. The right to confront witnesses (in a hearing), including the right to be provided the identity of witnesses in advance of the hearing.
- 10.3.8. The right to have a record made of the hearing, if desired.
- 10.3.9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion.
- 10.3.10. Notice of any substantive and material action of the hearing panel in the course of the proceedings.

## **11. Appeals Procedure**

- 11.1. The Appeals Committee shall consider and determine appeals from final decisions rendered by the Disciplinary Committee or the Dispute Resolution Committee, relating to activities sponsored by the region or a member of the region.

- 11.2. The Appeals Committee has the authority to call for the production of any relevant documents and evidence that they may require to arrive at a fair and impartial decision.
- 11.3. The decision of the Appeals Committee is final.
- 11.4. An appeal must be submitted to the Chair of the Administration within ten (10) days from the date of the official receipt of the decision by the party making the appeal. The Chair must then distribute the appeal to the Disciplinary Committee or the Dispute Resolution Committee and all parties to which the dispute or grievance is relevant.
- 11.5. A decision rendered by the Disciplinary Committee or the Dispute Resolution Committee from which an appeal is taken is NOT suspended, pending the final decision of the Appeals Committee, unless the Appeals Committee otherwise explicitly orders.
- 11.6. The decision of the Disciplinary Committee or the Dispute Resolution Committee may be upheld, reversed or reversed and remanded.

## **12. Amendments to the Western Region Operating Guidelines (WROG)**

- 12.1. The WROG consists of this document and its Code of Conduct annex.
- 12.2. .Voting members of the Administration shall sponsor Amendments for consideration at the Annual General Meeting of the Region
- 12.3. The sponsored Amendment when seconded by another voting member of the Administration can be voted upon
- 12.4. Passage of the Amendment requires 2/3 absolute majority of the Administration and 2/3 absolute majority of the Member Clubs of the Region.
- 12.5. Passed Amendment shall go into effect immediately.