

**Definitions**

1. The following terms have these meanings in this Policy:
  - a) "SCE" – Sport Cheer England; and
  - b) "In writing"- a letter or email sent directly to SCE's Chair Person.

**Purpose**

2. SCE 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.
3. SCE encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences as quickly and as amicably as possible. SCE believes that negotiated agreements and settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

**Application of this Policy**

4. This Policy applies to all disputes within SCE when all parties to the dispute agree that such a course of action would be mutually beneficial.

**Facilitation and Mediation**

5. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by SCE and/or the Case Manager<sup>1</sup> to mediate or facilitate the dispute.
6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
7. The final decision will be communicated by the mediator or facilitator to the parties and SCE.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by SCE.
9. 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 SCE's Discipline and Complaints Policy or Appeal Policy.
10. The costs of mediation and facilitation will be shared equally by the parties or paid by SCE upon SCE's sole discretion.

**Final and Binding**

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

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<sup>1</sup> The Case Manager will comply with the position description described in Appendix A of SCE's Discipline and Complaints Policy