

Terrace Blueback Swim Club Appeal Policy

In this document "Organization" refers to Terrace Blueback Swim Club.

1. Terms in this Policy are defined as follows:
 - a) **Affected Party** – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right.
 - b) **Appeal Board** – Consists of at least 3 members of the Executive who were not on the Disciplinary Board. The Appeal Board will not consist of any member or parent or guardian of the member under disciplinary actions.
 - c) **Appellant** – The Party appealing a decision.
 - d) **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to the *Code of Conduct and Ethics*.
 - e) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
 - f) **Parties** – The Parties are the Appellant, Respondent, and any Affected Party.
 - g) **Respondent** – The body whose decision is being appealed.

Purpose

2. This *Appeal Policy* provides Participants with a fair and expedient appeal process.

Scope and Application of this Policy

3. This Policy applies to all Participants.
4. Any Participant who is directly affected by a decision made by the Organization shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
5. This Policy **will apply** to decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
6. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
 - e) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - f) Budgeting and budget implementation
 - g) The organization's operational structure and committee appointments

- h) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
- i) Commercial matters for which another appeals process exists under a contract or applicable law
- j) Decisions made under this Policy

Timing of Appeal

7. Participants who wish to appeal a decision have seven (7) business days from the date on which they received notice of the decision to submit the following to the Chair or Designate.
 - a) Notice of the intention to appeal
 - b) Their contact information
 - c) Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
 - d) Date the Appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of one hundred dollars (\$100) may be collected, which will be refunded if the appeal is upheld
8. A Participant who wishes to initiate an appeal beyond the seven (7) business day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the seven (7) day period will be at the sole discretion of the Chair or designate and may not be appealed.

Submitting an Appeal

9. Appeals of decisions made by the Organization can be submitted to the Organization to be addressed pursuant to this Policy. Alternatively, the Organization may ask Swim BC to hear appeals of the Organization's decisions at its discretion.

Grounds for Appeal

10. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
 - d) Made a decision that was patently unreasonable

Screening of Appeal

11. The parties may first attempt to resolve the appeal through the *Alternative Dispute Resolution Policy*.
12. Appeals resolved under the *Alternative Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant if the administration fee was originally collected.
13. Should the appeal not be resolved by using the *Alternative Dispute Resolution Policy*, the Organization will appoint an Appeal Board (who must not be in a conflict of interest or have any direct relationship with the parties). The Appeal Board will consist of 3 members of the executive who were not on the Discipline board. The Appeal Board will be appointed within 10 business days of the Appeal being submitted. The Appeal Board has the following responsibilities:

- a) To determine if the appeal falls under the scope of this Policy
 - b) To determine if the appeal was submitted in a timely manner
 - c) To decide whether there are sufficient grounds for the appeal
14. If the Appeal Board denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and the President will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
15. If the Appeal Board is satisfied there are sufficient grounds for an appeal, the Appeal Board will appoint a Chair.

Determination of Affected Parties

16. In order to confirm the identification of any Affected Parties, the Appeal Chair will engage the Organization. The Appeal Chair may determine whether a party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

16. The Appeal Board shall notify the Parties that the appeal will be heard. The Appeal Board shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Board and may not be appealed.
17. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances. The following guidelines will apply to the hearing:
- a) The hearing will be held within 7 days of the receipt of the appeal.
 - b) The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
 - c) The evidence used and procedures followed by the Disciplinary Board will be reviewed.
 - d) Copies of any written documents which any of the Parties wishes to have the Panel consider will be provided to all Parties in advance of the hearing
 - e) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - f) The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
 - g) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - h) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
 - i) The decision to uphold or reject the appeal will be by a majority vote of Appeal Board members
19. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

20. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.
21. The Appeal Board shall issue its decision, in writing and with reasons, within 5 days after the hearing's

conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Appeal Board may decide to:

- a) Reject the appeal and confirm the decision being appealed
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision, or
 - c) Uphold the appeal and vary the decision.
22. The Appeal Board will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Appeal Board will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
23. The Appeal Board's written decision, with reasons, will be distributed to all parties, including the president. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Appeal Board. Appeal board decisions are considered final.

Timelines

24. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Board may direct that these timelines be revised.

Confidentiality

25. The appeals process is confidential and involves only the parties, the Appeal Board, and any independent advisors to the Appeal Board. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

26. No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.