

Appendix A.7

APPEALS POLICY

Purpose:

The purpose of this policy is to enable disputes between staff, athletes, coaches, partners and CSI ATLANTIC to be dealt fairly, expeditiously, and affordably.

General Policies:

This policy applies to parties or staff who participate in programs, use facilities, or receive services from the CSI Atlantic. It applies to decisions made by the Board of Directors of the CSI Atlantic, by any Committee of the Board of Directors of the CSI Atlantic, or by anybody or individual who has been delegated authority to make decisions on behalf of the Board of Directors of the CSI Atlantic. Any party who is affected by such a decision may appeal the decision, provided there are sufficient grounds for the appeal as defined in this policy.

This policy **does not** apply to:

- a) Matters that are within the jurisdiction of a National Sport Federation or International Sport Federation;
- b) Matters relating to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations;
- c) Matters relating to harassment;
- d) Decisions made by the Office for the Sport Integrity Commissioner (“OSIC”)
- e) Decisions made under Section 8 (Screening of Appeal) of this policy; or
- f) The rules of any sport.

Interpretation

In the event of a dispute between the English and French versions of this policy, the English version shall take precedence. Timelines in this policy are in total days, irrespective of weekends or holidays. Where a deadline falls on a weekend or holiday, the next business day shall be the deadline for the purpose of this policy.

Timing of Appeal

Any athlete who wishes to appeal a decision shall have ten (10) day from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President (or designate) of the CSI Atlantic. Any athlete wishing to initiate an appeal beyond the ten (10) day period must provide a written request stating reasons for an exemption to the requirement above paragraph. The decision to allow, or not allow an appeal outside the ten (10) day period shall be at the sole discretion of the President (or designate).

Grounds of Appeal

A decision cannot be appealed nor can an appeal be heard, on the merits of the decision. Decision may only be appealed and appeals may only be heard, on procedural grounds. Procedural grounds are limited to the CSI Atlantic:

- a) Making a decision for which it did not have authority or jurisdiction as set out in the governing documents of the CSI Atlantic;
- b) Failing to follow procedures as laid out in the bylaws or approved policies of the CSI Atlantic;
- c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
- d) Exercising its discretion for an improper purpose; or
- e) Making a decision that was unreasonable.

Screening of Appeal

Within three (3) days of receiving the notice of appeal, the President (or designate) shall decide whether the appeal is based on one or more of the grounds described in the Grounds of Appeal Section.

If the appeal is denied based on insufficient grounds, the athlete shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President (or designate) and may not be appealed.

Appeals Panel

If the President (or designate) is satisfied that there are sufficient grounds for an appeal, with ten (10) days of having received the original notice of appeal the President shall establish an Appeals Panel (*the Panel*) as follows:

- a) The Panel shall be comprised of three (3) individuals who shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict;
- b) At least one the Panel's members shall be an athlete; and
- c) The Panel's members shall select from themselves a Chairperson.

Preliminary Conference

The Panel may determine that the circumstances of the dispute warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

- a) Format for the appeal (hearing by documentary evidence, oral hearing in-person, oral hearing by telephone conference, or a combination of these methods);
- b) Date and location of hearing;
- c) Timelines for exchange of documents;
- d) Clarification of issues in dispute;
- e) Clarification of evidence, if any, to be presented to the Panel;
- f) Order and procedure of hearing;
- g) Remedies being sought;
- h) Identification of witnesses; and

- i) Any other matter that may assist in expediting the appeal proceedings.

The Panel may delegate to its Chair or to one of its members the authority to deal with these preliminary matters.

Procedure for the Appeal

Where the Panel has determined that the appeal shall be held by way of oral hearing, the Panel shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:

- a) The hearing shall be held within twenty-one (21) days of the Panel's appointment.
- b) A quorum shall be all three (3) Panel members.
- c) Decisions shall be by majority vote, where the Chairperson carries a vote.
- d) If the decision of the Panel may affect another party to the extent that the other party could have recourse to an appeal under this policy, that party shall become a party to appeal in question.
- e) The athlete, CSI Atlantic and any affected parties shall be given ten (10) days written notice of the date, time, and place of the appeal hearing.
- f) The Panel may direct that any other individual participates in the appeal.
- g) If one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members who shall make their decision unanimously.
- h) Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

Procedure for a Documentary Hearing

Where the Panel has determined that the appeal shall be held by way of documentary evidence, it shall govern the appeal by such procedures as it deems appropriate in the circumstances provided that:

- a) All parties are given an opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal.
- b) The applicable principles and timelines of the Procedure for the Appeal Section are respected.

Evidence That May be Considered

As a rule, the Panel shall only consider that evidence that was before the original decision-maker.

At its discretion the Panel may hear new evidence that is material and that was not available at the time of the original decision.

Appeal Decision

Within five (5) days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than of the original decision-maker. At its discretion the Panel may decide:

- a) To void or confirm the decision being appealed;

- b) To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons that include, but are not limited to lack of clear procedure, lack of time, or lack of neutrality;
- c) To refer the matter back to the initial decision-maker for a new decision; and
- d) To determine how costs of the appeal shall be allocated, if at all.

A copy of this decision shall be provided to each of the parties and to the President (or designate).

Timelines

If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be abridged. If the circumstances of the dispute are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be extended.

Where there is a need to render a decision quickly, the Panel may issue a summary decision with reasons to follow, provided the written decision, with reasons, is rendered within five (5) days of concluding the appeal, or such other timeline as may be agreed to by the parties.

Jurisdiction

The decision of the Panel shall be final and binding upon the parties.

No action or legal proceeding shall be commenced against the CSI Atlantic in respect of a dispute, unless the CSI Atlantic refused or failed to abide by the provisions for appeal of the dispute, as set out in this policy.