

## DEFINITIONS

The following terms have these meanings in this Policy:

- a) “Appellant” – The Party appealing a decision.
- b) “Case Manager” – The person designated by the President or the Board of Directors of SKY to deal with the appeal.
- c) “Days” – Days irrespective of weekend and holidays.
- d) “Members” – All individuals employed by, or engaged in activities with, SKY including, but not limited to, athletes, coaches, coordinators, judges, officials, volunteers, managers, administrators, committee members, Parents, directors, and officers of SKY.
- e) “Parent” means the parent(s) or legal guardian(s) of the Athlete.
- f) “Parties” – The Appellant, Respondent, and any other Members or persons affected by the appeal.
- g) “Respondent” – The person or body whose decision is being appealed.
- h) “SKY” – means SKY Volleyball Club.

## PURPOSE

SKY is committed to providing an environment in which all Members are treated with respect. SKY provides Members with this Appeal Policy to enable fair, affordable, and expedient appeals of certain decisions made by SKY.

## SCOPE AND APPLICATION OF THIS POLICY

1. Any Member who is directly affected by a SKY decision has the right to appeal that decision provided that decision is within the categories set out in section 4 and there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
2. This Policy **applies** to decisions relating to:
  - a. Eligibility
  - b. Selection
  - c. Conflict of Interest
  - d. Discipline
  - e. Membership
3. This Policy **does not apply** to decisions relating to:
  - a. Employment
  - b. Infractions for doping offenses
  - c. The rules of volleyball
  - d. Selection criteria, quotas, policies, and procedures established by entities other than SKY
  - e. Substance, content and establishment of team selection criteria
  - f. Volunteer/coach appointments and the withdrawal or termination of those appointments
  - g. Budgeting and budget implementation
  - h. SKY’s operational structure and committee appointments

- i. Decisions or discipline arising within the business, activities, or events organized by entities other than SKY.
- j. Commercial matters.
- k. Decisions made under this Policy.

## **TIMING OF APPEAL**

4. Members who wish to appeal a decision have seven days from the date on which they received notice of the decision to submit, in writing to SKY the following:
  - a. Notice of the intention to appeal
  - b. Contact information and status of the Appellant.
  - c. Name of the Respondent and any affected parties
  - 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. All evidence that supports these grounds
  - h. Requested remedy or remedies.
  - i. An administration fee of \$250, which will be refunded if the appeal is successful or if the appeal is not heard for reason of not meeting the grounds for appeal
5. A Member who wishes to initiate an appeal beyond the seven-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-day period will be at the sole discretion of the Case Manager and may not be appealed.

## **GROUND FOR APPEAL**

6. 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 authority or jurisdiction (as set out in the Respondent's governing documents)
  - 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 is unable to consider other views)
  - d. Failed to consider relevant information or took into account irrelevant information in making the decision.
  - e. Made a decision that was grossly unreasonable.
7. The Appellant bears the onus of proof and must prove, on a balance of probabilities, that the Respondent has made an 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.

## **SCREENING OF APPEAL**

8. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the ‘Timing of Appeal’ section of this Policy), the Case Manager will determine whether to attempt to resolve the appeal or have the appeal heard under the Procedure for Appeal Hearing. If the appeal is not resolved, the appeal will be heard under the Procedure for Appeal Hearing.
9. If the appeal is denied on the basis of insufficient grounds for appeal, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
10. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel which shall consist of a single person, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel’s members to serve as the Chair.

## **PROCEDURE FOR APPEAL HEARING**

11. The Case Manager will notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
12. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
13. The format of the hearing may involve written submissions, an oral in-person hearing, an oral hearing by telephone, 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 Case Manager and/or the Panel deem appropriate in the circumstances, provided that:
  - a. Written submissions only – If the hearing is to be by written submissions only, the Case Manager and/or Panel will provide the Parties with details of the procedures for the hearing.
  - b. The oral hearing will be held within the appropriate timeline determined by the Case Manager
  - c. The Parties will be given reasonable notice of the day, time and place of the hearing.
  - d. Copies of any written documents which the parties wish 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 Member participate and give evidence at the hearing.

- 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 person to the extent that the other person would have recourse to an appeal in their own right under this Policy, that person will become a 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 Panel members.
14. In fulfilling its duties, the Panel may obtain independent advice.

## **APPEAL DECISION**

15. The Panel will issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel 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.
  - c. Uphold the appeal and vary the decision.
  - d. 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 Panel will take into account the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources.
16. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and SKY. 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 Panel.
17. If the appeal is not upheld, the \$250 administration fee will not be refunded to the Appellant.

## **CONFIDENTIALITY**

18. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. 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**

19. The decision of the Panel will be final and binding on the Parties and on all SKY Members.