



APPEALS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a. "Appellant" – The Party appealing a decision
 - b. "Association" – Canoe Kayak Canada
 - c. "Balance of Probabilities" – The probability that something occurred or did not occur is more than 50%
 - d. "Case Manager" – An individual appointed by the Association, who may be any Association Staff, Committee member, Volunteer, Director, or an independent third party, to oversee the implementation of this Appeal Policy.
 - e. "Days" – Days including weekend and holidays
 - f. "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
 - g. "Parties" – The Appellant, Respondent, and any other Members or persons affected by the appeal
 - h. "Respondent" – The body whose decision is being appealed

Purpose

2. The Association provides Individuals with this Appeal Policy to appeal certain decisions made by the Association.

Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision, provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy will not apply to decisions relating to:

- a. Employment
- b. Infractions for doping offenses
- c. The rules of the sport
- d. Substance, content and establishment of team selection criteria
- e. Budgeting and budget implementation
- f. Operational structure and committee appointments
- g. Volunteer appointments and the withdrawal or termination of those appointments
- h. Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
- i. Commercial matters
- j. Decisions made under this Policy

Timing of Appeal

5. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to the CEO of the Association, the following:

Notice of the intention to appeal

- a. Contact information of the Appellant
 - b. Name of the Respondent and any affected parties, when known to the Appellant
 - c. Date when the Appellant was advised of the decision being appealed
 - d. A copy of the decision being appealed, or description of decision if written document is not available
 - e. All detailed grounds, reasons and evidence for the appeal
 - f. Requested remedy or remedies
 - g. A payment of one hundred and fifty dollars (\$150) payable by certified cheque or money order payable to Canoe Kayak Canada which will be refunded if the appeal is successful or forfeited if the appeal is denied
6. An Individual who wishes to initiate an appeal beyond the fourteen (14) 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 fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

7. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds only include that 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 an impartial decision or 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 grossly unreasonable
8. 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.

Screening of Appeal

9. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Association may suggest, and the Parties may consent, the appeal to be referred to the Association's Dispute Resolution Policy.
10. Appeals resolved by mediation under the Association's Dispute Resolution Policy will cause the administration fee to be refunded to the Appellant.
11. Should the appeal not be resolved by using the Dispute Resolution Policy, the Association will appoint an independent Case Manager who has the following responsibilities:
- a. Determine if the appeal falls under the scope of this Policy
 - b. Determine if the appeal was submitted in a timely manner
 - c. Decide whether there are sufficient grounds for the appeal
12. If the appeal is denied 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 will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
13. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel (the "Panel") that shall consist of a single Adjudicator, 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

14. The Case Manager, in cooperation with the Panel, will then decide the format under which the appeal will be heard. This decision may not be appealed.

15. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications 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 Case Manager and the Panel deem appropriate in the circumstances, provided that:
 - a. The hearing will be held within a timeline determined by the Case Manager or the Panel
 - b. The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
 - c. 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
 - d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - e. The Panel may request that any other individual participate and give evidence at the hearing
 - f. 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
 - g. 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 a party to the appeal in question and will be bound by its outcome
 - h. The decision to uphold or reject the appeal will be by a majority vote of the Panel
16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
17. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

18. The Panel shall 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
19. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. 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.

Confidentiality

20. 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

21. The decision of the Panel will be binding on the Parties and on all of the Association's Individuals, subject only to any review that may be permitted under the rules of the Sport Dispute Resolution Centre of Canada.
22. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

FORM OF NOTICE OF APPEAL

My name is:

My address is:

My phone number is:

My email is:

At the time of the decision appealed from, I was:

An Olympic/Paralympic Team member

A National Team member

A Tour Team member

I am appealing for the decision of (name & title):

Decision appealed from (describe in some detail):

Date of decision:

Date I was informed of decision:

I was informed of this decision by (whom):

The decision directly affects me because:

This is what I believe the decision should have been:

The grounds of my appeal are: (describe what you believe was wrong with the decision and why it was wrong and attach as many additional pages as you feel necessary to fully set forth your arguments)

Date:

Signature: