



Appeal Policy – Approved by the Board of Directors October 26, 2016

Definitions

1. The following terms have these meanings in this Policy:
 - a. Appellant – The Party appealing a decision
 - b. Case Manager – An individual appointed by the Ontario Speed Skating Association (OSSA), including but not limited to, any OSSA Staff, Committee Member, Volunteer or Director; or any independent third party, to oversee this Appeal Policy. The Case Manager will be responsible for, but not limited to:
 - I. The overall responsibility to ensure procedural fairness and the applicable timelines are respected; and
 - II. The decision making authority described in this Policy.
 - c. Days – Days irrespective of weekend and holidays
 - d. Individuals – Members of the Association and all individuals engaged in activities with, the Ontario Speed Skating Association including, but not limited to, athletes, coaches, judges, officials, volunteers, managers, administrators, committee members, and directors and officers of the Ontario Speed Skating Association.
 - e. Parties – The Appellant, Respondent, and any other Individuals or persons affected by the appeal
 - f. Respondent – The body whose decision is being appealed

Purpose

2. The Ontario Speed Skating Association provides Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the Ontario Speed Skating Association.

Scope and Application of this Policy

3. This Policy applies to all Individuals. Any Individual who is directly affected by an Ontario Speed Skating Association decision shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy will apply to decisions relating to:
 - a. Eligibility
 - b. Selection
 - c. Conflict of Interest
 - d. Discipline
5. This Policy **will not apply** to decisions relating to:
 - a. Employment
 - b. Decisions relating to doping offenses
 - c. The rules of speed skating and its various disciplines

- d. Selection criteria, quotas, policies, and procedures established by entities other than the Ontario Speed Skating Association including but limited to:
 - I. Canada Speed Skating
 - II. Ministry of Tourism, Culture and Sport including their Quest for Gold Ontario Athlete Assistance Program (OAAP)
 - III. Coaches Association of Ontario
 - IV. Canadian Sport Institute
 - V. Trillium Foundation of Ontario
 - e. Substance, content and establishment of team selection criteria
 - f. Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g. Allegations of harassment (Please refer to OSSA's Harassment Policy)
 - h. Budgeting and budget implementation
 - i. Ontario Speed Skating Association's operational structure and committee appointments
 - j. Commercial matters
 - k. Decisions made under this Policy
6. The Appeals process is available to individuals (as defined in section 1) when other avenues for issue resolution have not resolved the relevant issue satisfactory. Prior to moving to an appeal, individuals are encouraged to discuss and attempt to resolve their issue with the OSSA Executive Director and/or President of the Board of Directors.

Timing of Appeal

7. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to OSSA's Secretary or President , 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. Detailed reasons for the appeal
 - h. All evidence that supports the grounds for appeal
 - i. Requested remedy or remedies
 - j. An administration fee of two hundred dollars (\$250), which will be refunded less the costs of hearing the appeal if the appeal is successful. Costs may include teleconferencing fees, travel costs and administrative fees.
8. An Individual who wishes to initiate an appeal beyond the seven (7) 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 Case Manager and may not be appealed.

Grounds for Appeal

9. 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 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
10. The Appellant bears the onus of proof and 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.

Screening of Appeal

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Ontario Speed Skating Association will review the appeal and attempt to resolve the appeal.
12. Should the review fail to resolve the appeal, the Ontario Speed Skating Association will appoint an independent third-party 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
13. 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.
14. 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 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

15. The Case Manager shall 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.
16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
17. The format of the hearing may involve 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 the Panel deem appropriate in the circumstances, provided that:
- a. The hearing will be held within the appropriate timeline determined by the Case Manager
 - b. The Parties will be given reasonable notice of the day, time and place of the hearing
 - 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 Panel members

18. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

19. 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
- 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

20. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Ontario Speed Skating 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

21. 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

22. The decision of the Panel will be binding on the Parties and on all Individuals associated with the Ontario Speed Skating Association; subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).