



## Table Tennis Canada APPEALS POLICY

*Note: In this policy “member” refers to any director, employee (including contract personnel) coach, athlete, official, manager, committee member, volunteer or any affiliate association of Table Tennis Canada; “appellant” refers to the member appealing a decision; and “respondent” refers to the body whose decision is being appealed.*

1. Any member of Table Tennis Canada who is affected by a decision of the Board, of any Committee of the Board, or any body or individual who has been delegated authority to make decisions on behalf of the Board shall have the right to appeal that decision. To launch an appeal the appellant must deposit a \$200 appeals fee, which is refundable only if the eventual outcome of the appeal is in favour of the appellant.
2. This policy shall not apply to matters relating to the Rules of the Game, which may not be appealed.
3. Members who wish to appeal a decision shall have 10 days 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 of the Association
4. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:
  - a) making a decision for which it did not have authority or jurisdiction as set out in governing documents;
  - b) failing to follow procedures as laid out in the bylaws or approved policies of the Association;
  - c) making a decision which was influenced by bias;
  - d) failing to consider relevant information or taking into account irrelevant information in making the decision;
  - e) exercising its discretion for an improper purpose; and/or
  - f) making a decision which was unreasonable.
5. Within 14 days of receiving notice of an appeal the President (or designate) shall appoint three persons to constitute a Tribunal, in accordance with the following:
  - a) The Tribunal shall be comprised of members in good standing of the Association who shall have no significant relationship with the appellant, shall have had no

- involvement with the decision being appealed, and shall be free from actual or perceived bias or conflict.
- b) The chair of the appeal committee shall be a member of the BOD, unless a BOD member is not available to chair an appeal.
  - c) At least one of the Tribunal members shall be from among the appellant's peers (for example, if the appellant is an athlete one Tribunal member shall be an athlete; if the appellant is a coach one Tribunal member shall be a coach, etc.)
  - d) In appointing the Tribunal, consideration shall be given to the geographic location of the appellant, respondent and Tribunal members, in order to minimize the inconvenience and expense to all parties.
  - e) The appellant shall be given an opportunity to recommend one of the Tribunal members, provided the member satisfies criteria a) and c) above.
  - f) Each Tribunal member will be made aware of the duties and expectations of participating in the Tribunal including confidentiality and conflict of interest.
6. Within 15 days of its appointment the Tribunal shall review the notice of appeal and reasons for the appeal and shall decide whether or not there are sufficient grounds for an appeal. This decision is discretionary and may not be appealed.
  7. If the Tribunal is satisfied that there are not sufficient grounds for an appeal, it shall notify the appellant of this decision in writing, stating reasons. If the Tribunal is satisfied that there are sufficient grounds for an appeal, it shall refer the matter to ADR Sport RED <http://www.crdsc-sdrcc.ca/>.
  8. If at any point in the process an internal resolution is reached, the process will be stopped.

*Updated July 2016*