APPEALS POLICY PROCESS MAP

Canada Snowboard is committed to providing a respectful and fair environment to all individuals This Appeals Policy is to enable fair, affordable, and expedient appeals of certain decisions made by Canada Snowboard.

DOES THIS DECISION QUALIFY FOR AN APPEAL?



This Policy <u>will</u> apply to decisions relating to:

ELIGIBILITY

TEAM & FIS EVENT SELECTIONS

ATHLETE ASSISTANCE PROGRAM (AAP) **NOMINATIONS**

DISCIPLINE

CONFLICT OF INTEREST

MEMBERSHIP

This Policy <u>will not</u> apply to decisions relating to:

Employment

Infractions for doping offenses

The rules of the sport of snowboard

Selection criteria, quotas, policies, and

procedures established by entities other than Canada Snowboard Substance, content and establishment of team

selection and AAP criteria

Volunteer/coach appointments and the withdrawal or termination of those appointments

Budgeting and budget implementation Canada Snowboard's operational structure and

committee appointments

Decisions or discipline arising within the business, activities, or events organized by

entities other than Canada Snowboard (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Canada Snowboard at its sole discretion) Commercial matters for which another appeals

process exists under a contract or applicable law Decisions made under this Policy



YES THIS DECISION QUALIFIES, NOW WHAT?

Individuals who wish to appeal a decision have <u>seven (7) days</u> from the date on which they received notice of the decision to submit, in writing to Canada Snowboard, the following:

· Contact information and status of the Appellant

· Notice of the intention to appeal

- Name of the Respondent and any affected
- parties, when known to the Appellant Date the Appellant was advised of the decision
- A copy of the decision being appealed, or description of decision if written document is
- not available · Grounds for the appeal

successful)

being appealed

· All evidence that supports the grounds of

· Detailed reasons for the appeal

- Requested remedy (or remedies) · An administration fee of five hundred dollars
- (\$500), which will be refunded if the appeal is upheld
- Pay the appeal administration fee of \$500 to jane@canadasnowboard.ca by e-Transfer or cheque (fee will be reimbursed if the appeal is
- MISSED THE 7 DAY APPEAL PERIOD?

exemption. The decision to allow, or not allow the appeal will be made at the sole discretion of the Case Manager and may not be appealed.

An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an

BEGIN THE APPEAL PROCESS

APPEAL A decision cannot be appealed on its merits alone. An appeal may only be heard if there are

GROUNDS FOR

sufficient grounds for appeal. Sufficient grounds to appeal a decision are limited to when the Respondent: Made a decision that it did not have the authority or jurisdiction (as set out in the

Failed to follow its own procedures (as set out in the Respondent's governing documents);

Respondent's governing documents) to make;

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

- appears not to have considered other views); Failed to consider relevant information or took into account irrelevant information in making

Made a decision that was grossly

the decision; or

unreasonable

DUSTIN HEISE Chief Executive Officer, Canada Snowboard dustin@canadasnowboard.ca

Please email all necessary documents to:

High Performance Director Speed, Canada Snowboard High Performance Director, Park & Pipe, Canada Snowboard

Once the Notice of Appeal has been received by the Executive Director, the Executive Director will reply

with confirmation of receipt. The Executive Director will follow with submission of the Notice of Appeal to an unbiased 3rd Party Ombudsperson to ensure appropriate grounds for appeal are met, and will promptly

CC: Kim Krahulec

kim.krahulec@canadasnowboard.ca

follow up (within 5 business days) with both the appellant and Canada Snowboard regarding next steps.

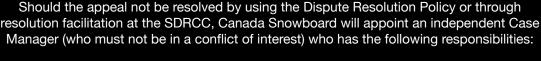
CC: Tyler Ashbee

tyler@canadasnowboard.ca

RESOLVING THE DISPUTE

Upon receiving the notice of the appeal, the fee, and all other information, Canada Snowboard and the Appellant may first attempt to resolve the dispute pursuant to Canada Snowboard's Dispute Resolution Policy or through the Early Resolution Facilitation services offered by the Sport Dispute Resolution Centre of Canada (SDRCC).

UNABLE TO RESOLVE THE DISPUTE? NEXT STEPS...



SCREENING PROCESS

Determine if the appeal was submitted in a timely manner; and · Decide whether there are sufficient grounds for the appeal.

<u>Sufficient</u> Grounds to Move Forward

their own expense

Determine if the appeal falls under the scope of this Policy; and

- If the case manager is satisfied there are If the appeal is denied on the basis of sufficient grounds a third party arbitrator will insufficient grounds, because it was not be appointed to hear the appeal. In submitted in a timely manner, or because it extraordinary circumstances a panel of three did not fall under the scope of this Policy, the
 - persons may be appointed. reasons for this decision. THIS DECISION MAY NOT BE APPEALED.

APPEAL HEARING PROCEDURE

The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager

telephone or other electronic means, a hearing based on a review of documentary evidence

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. If a Party chooses not to participate in the hearing, the hearing will proceed in any event. The format of the hearing may involve an oral in-person hearing, an oral hearing by

<u>Insufficient</u> Grounds to Move Forward

Appellant will be notified, in writing, of the

be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

 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

The hearing will be held within a timeline determined by the Case Manager

The Parties will be given reasonable notice of the day, time and place of the hearing

The Parties may be accompanied by a representative, advisor, or legal counsel at

· The Panel may request that any other individual participate and give evidence at the

- · The Panel may allow as evidence at the hearing any oral evidence, 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 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, will have an opportunity to participate in

the appeal, and will be bound by its outcome • The decision to uphold or reject the appeal will be by a majority vote of Panel members

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

lieu of the Canada Snowboard Appeal Policy. For more detailed information please refer to the Full Appeal Policy which can be found in the Document Centre of our website. (https://www.canadasnowboard.ca/files/Canada Snowboard Appeal Policy EN.pdf)

Please note: This infographic should be used as a visual reference only and should not be used in



