



**Alberta Rugby Union**

11759 Groat Road  
Edmonton, AB T5M 3K6

Alberta Rugby Union  
**Appeals Policy**

Effective Date: October 1, 2018  
Board Approved:





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### **1. Submitting an Appeal**

An individual who wishes to appeal under this policy will submit a written Notice of Appeal to the Case Manager indicating his or her intention to appeal, his or her contact information, the reasons and grounds of the appeal, a summary of evidence to support the appeal, and the remedy requested. This notice must be submitted within 10 days of Rugby Alberta issuing its decision.

Decisions may only be appealed on procedural grounds, which are limited to Rugby Alberta:

- Making a decision for which it did not have authority or jurisdiction as set out in its Dispute Resolution Policy;
- Failing to follow procedures laid out in its approved policies;
- Making a decision that was influenced by bias;
- Failing to consider relevant information or taking into account irrelevant information in making the decision; or
- Making a decision that was grossly unreasonable.

### **2. Receiving the Appeal**

The Case Manager will review the Notice of Appeal and will decide if the appeal falls within the jurisdiction of this policy, is brought in a timely manner, and satisfies procedural grounds. If the Case Manager determines that the appeal may not proceed because it is not under this policy's jurisdiction, is not timely, or is without grounds, the parties will be notified in writing, stating reasons. There is no further appeal of this decision by the Case Manager.

### **3. Procedures**

If the Case Manager is satisfied that the appeal may proceed, then a hearing before a Tribunal will take place.

The Case Manager will appoint a Tribunal, which will consist of a single Adjudicator who is not connected to the decision and who has expertise hearing and deciding appeals, to hear and decide the appeal.

### **4. Hearing the Appeal**

The Hearing will be governed by the procedures that the Adjudicator and the Tribunal deem appropriate in the circumstances. The Tribunal will have authority to rule in the event of any dispute about procedure.





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## **5. Decision**

After the Hearing, the Tribunal will issue a written decision with reasons. The Tribunal may decide:

- To reject the appeal and confirm the decision being appealed; or
- To uphold the appeal, identify the error and refer the matter back to the Organization; or
- To uphold the appeal and vary the decision but only where the Tribunal has determined that the error or errors cannot be corrected by Rugby Alberta due to lack of clear procedures, lack of time, or lack of neutrality.

Where time is of the essence, the Tribunal may issue a verbal decision or a summary written decision, with reasons to follow.

## **6. The decision of the Tribunal will be final and binding upon the parties.**

