



Appeals Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a. “Appellant” – the Party appealing a decision;
 - b. “Respondent” – the body whose decision is being appealed;
 - c. “Parties” – the Appellant, Respondent, and any other Individuals or persons affected by the appeal;
 - d. “Days” – calendar days; and
 - e. “Individuals” – all categories of membership defined in the Row Nova Scotia (Row NS) Bylaws, as well as all those employed by, or engaged in activities with, Row NS including, but not limited to, athletes, coaches, umpires, officials, volunteers, convenors, managers, administrators, committee members, directors and officers of Row NS, spectators at events, and parents/guardians of athletes.

Purpose

2. Row NS is committed to providing an environment in which all Individuals involved with Row NS are treated with respect. Row NS provides Individuals with this Appeal Policy to enable fair, affordable, and expedient appeals of certain decisions made by Row NS.

Scope and Application of Policy

3. This Policy applies to all Individuals.
4. Any Individual who is directly affected by a Row NS 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.
5. This Policy will apply to decisions relating to:
 - a. eligibility;
 - b. selection decisions;
 - c. conflict of interest;
 - d. discipline; and
 - e. membership.
6. This Policy will not apply to decisions relating to:
 - a. employment as it following Nova Scotia labor laws;
 - b. infractions for doping offenses as governed by Canadian Anti Doping Agency;



- c. the Rules of Racing as governed by Rowing Canada Aviron;
- d. selection criteria, quotas, policies, and procedures established by entities other than Row NS;
- e. substance, content and establishment of team selection criteria which is at the discretion of the Row NS Board of Directors;
- f. budgeting and budget implementation at the discretion of the Row NS Board of Directors;
- g. Row NS's operational structure and committee appointments as determined by the Row NS Board of Directors;
- h. decisions or discipline arising within the business, activities, or events organized by entities other than Row NS (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Row NS at its sole discretion);
- i. commercial matters for which another appeals process exists under a contract or applicable law; and
- j. decisions made under this Policy as they are final.

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 an appeal, electronically by e-mail or in written form, to the Row NS Administrative Representative and/or President, the following should be included:
 - 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 these grounds;
 - i. requested remedy or remedies; and
 - j. an administration fee of one hundred dollars (\$100) payable to Row NS.
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 to make (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 and leads to unfair decision);
 - d. failed to consider relevant information or took into account irrelevant information in making the decision; and
 - 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), Row NS may direct the appeal to be heard first under Row NS's Dispute Resolution Policy.
12. Appeals resolved by mediation under Row NS's Dispute Resolution Policy will cause the administration fee to be refunded to the Appellant.
13. Should the appeal not be resolved by using the Dispute Resolution Policy, Row NS will appoint an independent third-party Case Manager. As per the Complaint and Discipline Policy, the Case Manager is not required to be a member of Row NS. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. The Case Manager 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; and
 - c. decide whether there are sufficient grounds for the appeal.
14. If the appeal is denied on the basis of insufficient ground, 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.
15. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals 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

16. 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.
17. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
18. 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 person 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
 - g. that is unduly repetitious and shall place such weight on the evidence as it deems appropriate;
 - h. 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; and
 - i. the decision to uphold or reject the appeal will be by a majority vote of Panel members.
19. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

20. 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; and



Row Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, NS B3J 1G6

- 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.

21. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Row NS. 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

22. 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, all parties will adhere to the guidelines outlined in the Privacy Policy regarding sharing of confidential information.

23. Row NS will keep information and records regarding appeals for six (6) full fiscal years after the conclusion of the appeal's decision.

Final and Binding

24. The decision of the Panel will be binding on the Parties and on all Row NS Individuals; 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).

25. No action or legal proceeding will be commenced against Row NS or Individuals in respect of a dispute, unless Row NS has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in Row NS's governing documents.

Approved: July 2, 2019