

WFRA Appeal Procedure

This Appeal Procedure is with respect to decisions of a Director or the Board of Directors of the West Ferris Ringette Association.

Timing

An appeal of a decision of a WFRA Director or the Board of Directors must be submitted within **7 days** of the date of the delivery of the decision being appealed. If the initial decision was verbal and the member then requests that the decision be in writing, the date of delivery for the calculation of the deadline to file an appeal will be the day the written decision is received. Any appeal request received after the seventh day will be considered at the discretion of the WFRA.

Form and Deposit

The appeal form (below) must be completed and transmitted to the appropriate Director or the President, either in person or by email. A \$50.00 deposit payable to the WFRA must be attached. The deposit will be refunded if the Appellant wins the appeal. After the completed appeal form is received, the recipient of the appeal (i.e. the WFRA Board of the Director whose decision is being appealed) will have 7 days to review the appeal request.

Revisions

The Appellant can revise their appeal if it is within its original 7 days.

Probable Cause

In order for the appeal to be reviewed, the Appellant must show probable cause. The facts must be relevant, complete and of sufficient weight, and must be presented in a logical argument showing how procedural fairness was lacking in the decision.

Request Decision

The decision to either approve or decline the appeal request will be made by three board members (Director, President and Vice President, or their delegate when a conflict exists). If the appeal is declined, a written explanation will be issued to the Appellant. If the appeal request is approved, the WFRA Board will be notified in writing of the appeal. For efficiency, Board members can review the appeal and correspond via email with respect to the Appeal.

Hearing

A hearing with the Appellant will be scheduled within 7 days of the approval of the appeal request. To have quorum, 51% of Board members that are not in conflict must be in attendance. A Board member will be selected to chair the hearing and proper minutes will be taken. If the Appellant declines to attend the Hearing, the Board will make a decision based on the information provided in the appeal request form.

Final Decision

The final decision will be made within 24 hours of the hearing and will be issued in writing to the Appellant. Once the decision is made it will be final. Failure to honour the Board's final decision will result in a disciplinary sanction.

Appeal Request

Date of request of Appeal: _____ Name of Appellant: _____

Decision being reviewed: _____

Decision received by: _____ Date of receipt of decision: _____

Is a copy of initial decision being appealed attached? _____

Is a cheque payable to WFRA in the amount of \$50.00 attached? _____

Grounds for Review:

- Failure to follow Due Process (WFRA/ORA policies and procedure was not followed)
- Misapprehension of Fact (decision was not made based on actual evidence)
- Bias (conflict of interest of a member)

Please write detailed reasons and provide evidence to support your appeal:

Signature: _____

Appeal Review

Date of receipt of appeal: _____

Was this received within 7 days of the initial decision? _____

Appeal Request reviewed by: _____, _____, and _____

Was there probable cause for this appeal? _____

Explanation:

If the request is declined, please attach a copy of the written explanation sent to the Appellant.

Date that the written explanation was transmitted to the Appellant: _____

Means of transmission (fax, email, by mail, in person): _____

If the request is approved:

Date board members' notification: _____

Date of Hearing: _____ Time: _____ Location: _____

Attach minutes from the hearing.

Final Decision:

Date Appellant was notified of final decision: _____

Means of transmission (fax, email, by mail, in person): _____

Attach copy of written notification sent