

1. Appeals may be lodged as the result of one (1) of the following:
  - i) From a decision rendered by the Branch.
  - ii) From a decision rendered by a Member team, League or Association. The Appellant in this case, must have exhausted the appeal process of their respective team, League or Association.
  
2. Appeals may not be lodged as the result of one (1) of the following:
  - i) Any suspension involving a number of games, unless the suspension is for seven (7) or more games.
  - ii) Any decision of a Board or Member game protest.
  - iii) **When the accumulation sanction is used in the calculation to reach the seven (7) or more game requirement.**
  
3. An appeal shall:
  - i) Be brought within five (5) days from the date of the rendering of the decision. Such appeal shall be forwarded to the Head Office of the Branch by surface mail, courier, fax, email or hand delivered. The Executive Director shall notify the Appellant, in writing, of receipt of appeal.
  - ii) Be in writing.
  - iii) Be described, in numbered paragraphs, the decision appealed, the grounds for appeal, and the relevant facts. Pertinent documents, if any, must be attached.
  - iv) Be accompanied by cash payment or certified cheque payable to the Branch, a portion of which is a non-refundable administrative fee. The remaining fee shall be forfeited to the Branch if the Appellant is unsuccessful in their appeal and the Board shall have no power to refund such forfeited sum.
  
4. The Branch Office shall forward to the Respondent a copy of the appeal within two (2) days of receipt.
  
5. The Respondent shall, within two (2) days of receipt, respond to the Appellant:
  - i) In writing.
  - ii) By describing, in numbered paragraphs, their position including the grounds for the decision and the facts surrounding the decision.
  
6. The Appeal Pre-Screening Committee shall meet to review the Appeal Application Form to determine if there is sufficient grounds for the appeal.
  - i) The Appeal Pre-Screening Committee shall consist of the President, Vice- President and Executive Director.
  - ii) The Past President will serve as an alternate in the event of a conflict of interest or the unavailability of any of the above three (3) Committee Members.
  
7. All appeals shall be heard and a decision rendered within ten (10) days of receiving appeal unless mutually agreeable by both parties to extend timeline of appeal hearing.

- i) The Branch Appeal Committee shall be composed of the following: President, respective Convenor or designate, one (1) Life Patron and two (2) Directors from the Zone in which the appeal originated.

The Executive Director will be present and act in an advisory capacity and recorder of proceedings.

Committee make up may be altered in the event that rescheduling due to timelines is not possible.

- ii) Failure to respond within the timelines shall mean that the party who fails to respond is in agreement with the material provided by any other party and a decision ruled in favour of the Appellant.

8. Process to be followed in an appeal hearing:

- a) Chair calls hearing to order.
- b) Introduction of Chair, Branch Appeal Committee members and Appellant(s).
- c) Presentation by Appellant spokesperson.
- d) Branch Appeal Committee Members may ask clarifying or supplementary questions.
- e) Appellant(s) are excused from hearing.
- f) Introduction of Chair, Branch Appeal Committee Members and Respondent(s).
- g) Presentation by Respondent spokesperson.
- h) Branch Appeal Committee Members may ask clarifying or supplementary questions.
- i) Respondent(s) are excused from hearing.
- j) Deliberations by Branch Appeal Committee Members to render a decision.
- k) The Executive Director shall forward, in writing, to all parties, the written decision within 24 hours of the Branch Appeal Committee reaching their decision.

9. All decisions of the Branch Appeal Committee shall be final.

10. Appellant and/or Respondent, if not satisfied with the Branch Appeal Committee decision, may then appeal to Hockey Canada.

11. In order to preserve as far as possible, the purity of amateur hockey any recourse to the courts of any jurisdiction by any Member or individual before all rights and remedies of the Letters Patent and By-Laws of this Branch have been exhausted shall entail the immediate suspension and disqualification of any such Member or individual.

Approved by the Board of Directors: January 26, 2019

Replaces: May 14, 2016

Reviewed: Triennial