



Appeal Policy Flowchart

Applicant files written appeal with Association in which jurisdiction exists

Screening of Appeal

- The Association requests services of a third-party Case Manager
- The Case Manager will determine if the appeal:
 - Falls under the scope and jurisdiction of the Appeal Policy
 - Was submitted in a timely manner
 - Whether there are sufficient grounds for the appeal
 - The required submissions are completed

Appeal Dismissed

- The Appeal is dismissed if the Case Manager determines:
- The appeal is not within the scope of the appeal policy
 - The appeal is not submitted in a timely manner (14 days) of required deadline without extension or approval
 - There are insufficient grounds for appeal

Appeal to Proceed

- The Case Manager may propose to the parties the Dispute Resolution Policy with the objective of resolving the dispute.

Dispute Resolution Policy

- Opportunities for dispute resolution may be pursued at any point in a dispute (except prior to any decision of an Adjudicator/ Panel), upon the consent of the parties.
- The Case Manager will appoint a mediator or facilitator.
- The mediator/facilitator will decide the format for mediation and/or facilitation.
- Should a negotiated decision be reached, the decision shall be reported to and approved by the organization with jurisdiction of the dispute. either Special Olympics Canada or the applicable Chapter.
- Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the Special Olympics Saskatchewan's Appeal Policy.

Appeal Hearing Procedure

(Alternate Dispute Resolution Unsuccessful or Denied)

The Case Manager:

- Appoint the Appeal Panel
- Will, in cooperation with the Panel, decide the format of the appeal hearing
- Provide notice of the hearing
- Ensure all evidence and submissions are disclosed to all parties and the Panel
- Set all timelines

The Panel:

- May request other individuals participate in the hearing
- Will determine what is or is not evidence
- will render a written decision within 14 days of the completion of the hearing
- Distribute the decision to the Case Manager who will distribute the decision as necessary

The Panel's decision will:

- Reject the appeal
- Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- Uphold the appeal and vary the decision

A Chapter Panel's decision is not appealable. An SOC Panel's decision may be appealed pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).

This flowchart is a quick guide only. Please see the full version of the Appeal Policy and the Dispute Resolution Policy for complete details.