

Shooting Federation of Canada

ATHLETE APPEALS PROCEDURE

CATEGORY: Athlete / High Performance	NUMBER:
SUBJECT: Appeals Procedure	PAGE: 1 of 4
APPROVED: September 28, 2007	REVISED:

APPEALS PROCEDURE PURPOSE

The appeals procedure will provide athletes with a review process within the Federation with respect to the decisions, disciplinary or otherwise, of National Team Coaches, Project or Training Camp Coaches, Project or Training Camp Team Leaders, and of the High Performance Committee.

RATIONALE

The Federation Policy and Athlete Appeal Procedure identified herein is an effort to ensure that an athlete is aware that he or she does have recourse against what he or she considers unfair or biased treatment by a National Team Coach, a Project or Training Camp Coach, a Project or Training Camp Team Leader or by the High Performance Committee. The policies and procedures are brief and need not be overly elaborate and complex if athletes, coaches, team leaders and members of the Committee monitor their own actions with common sense, and keep in mind that which is good for the sport and this Federation.

RIGHT TO DISCIPLINE

A member of the National Team or a shooter who has been selected to accompany the National Team may be disciplined by the appropriate team official who is in charge of camp, trial, project or competition for failing to adhere to the expectations described in the SFC Athlete Agreement or in the Shooting Federation of Canada National Team Handbook.

RESPONSIBILITY FOR DISCIPLINE

Disciplinary action may be taken by the appropriate agent of the Federation - in the first instance, by the Coach, then, by the Team Leader.

GREATER DISCIPLINARY ACTION

The High Performance Committee may take disciplinary action above and beyond that meted out on location by the Coach or Team Leader.

ATHLETE APPEAL PROCEDURE

1. The appeal provisions are meant for and are available only to persons who are members in good standing of the National, Olympic, Paralympic or Project Team at the time that a specific (disciplinary or other) decision is made.
2. Any decision of a Coach or Team Leader as described under "Rationale" above, whether it is disciplinary or otherwise and that will directly affect the individual making the appeal, may be appealed to the High Performance Committee, providing a notice of appeal in the form supplied herein is delivered to the Head Office (National Office) of the Federation within 30 days of the protested action or decision.
3. The High Performance Committee may refuse to hear any appeal or to continue any appeal hearing, where, in its opinion, the matter is trivial, frivolous or vexatious or has not been initiated in good faith.
4. An appeal against a decision on any protest to the High Performance Committee may be made in writing to the Executive Committee of the Federation within fourteen (14) days of the High Performance Committee's decision.
5. The Executive Committee may refuse to hear any appeal or to continue any appeal hearing where, in its opinion, the matter is trivial, frivolous or vexatious or has not been initiated in good faith.
6. Any protest or appeal shall be mailed to the Federation address, and the postmark date shall govern.
7. The decision of the Executive Committee and the decision of the High Performance Committee, where an appeal is not presented within the time prescribed herein, shall be final and binding and there shall be no appeal thereafter.
8. There is no further internal appeal procedure within the SFC. Once all aspects of the Shooting Federation of Canada internal appeal procedure are exhausted, any further action on the issue must be forwarded directly to the Federal Government sponsored Alternative Dispute Resolution (ADR) mechanism.
9. Notwithstanding the above, for any matters related to the Athlete Assistance Program Nomination or de-carding, all appeals must follow the Policies and Procedures of Sport Canada's Athlete Assistance Program (AAP) Section 13.1 http://www.pch.gc.ca/progs/sc/pol/athlete05/1_f.cfm

NOTICE OF APPEAL

1. My name is: _____

2. My address is: _____

3. At the time of the decision I now appeal, I was:

- a National Team member
- a Project Team member
- an Olympic/Paralympic Team member

4. I am appealing the decision of:

- a Coach
- a Team Leader
- the High Performance Committee

5. Decision appealed (describe in detail):

6. Date of the initial decision: _____

7. Date I was informed of the decision: _____

8. I was informed of the decision by (whom): _____

9. The decision directly affects me because:

10. This is what I would like done to (in my opinion) rectify the decision:

11. The grounds of my appeal are (describe what you believe was wrong with the decision and why it was wrong) and attach as many additional pages as you feel necessary to fully set forth your arguments:

12. This appeal is dated: _____

13. Signature: _____

NOTE: Please immediately notify the National Office in writing of any change in your address. The appropriate Committee will communicate with you by mail at the address indicated in item 2 unless advised otherwise.

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