

Appeal Policy Flowchart

Appellant files written appeal with Association in which jurisdiction exists Appeal Dismissed Screening of Appeal Association requests services of a third-party Case 1. The Appeal is dismissed if the Case Manager determines: Manager The Case Manager will determine if the appeal: a) The appeal is not within the scope of the appeal policy Falls under the scope and jurisdiction of the b) The appeal is not submitted in Appeal Policy a timely manner (14 days) of b) Was submitted in a timely manner Whether there are sufficient grounds for the required deadline without c) extension or approval c) There are insufficient grounds The required submissions are completed for appeal **Dispute Resolution Policy Appeal to Proceed** Opportunities for dispute The Case Manager may propose to the parties the resolution may be pursued at Dispute Resolution Policy with the objective of any point in a dispute (except resolving the dispute. prior to any decision of an Adjudicator/Panel), upon the consent of the parties. The Case Manager will appoint a mediator or facilitator. **Appeal Hearing Procedure** The mediator/facilitator will decide the format for mediation (Alternate Dispute Resolution Unsuccessful or and/or facilitation. Denied) Should a negotiated decision be reached, the decision shall 1. The Case Manager: be reported to and approved a. Appoint the Appeal Panel by the organization with b. Will, in cooperation with the Panel, decide the format of jurisdiction of the dispute, the appeal hearing either Special Olympics c. Provide notice of the hearing Canada or the applicable d. Ensure all evidence and submissions are disclosed to Chapter. all parties and the Panel e. Set all timelines Should a negotiated decision not be reached by the deadline 2. The Panel: specified by the mediator or a. May request other individuals participate in the hearing facilitator at the start of the b. Will determine what is or is not evidence c. Will render a written decision within 14 days to the process, or if the parties to the dispute do not agree to Case Manager who will distribute the decision as Alternate Dispute Resolution, necessary the dispute shall be considered under the appropriate section 3. The Panel's decision will: of the Special Olympics Reject the appeal Canada's Appeal Policy. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision Uphold the appeal and vary the decision 4. The Panel's decision is not appealable.

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