



CLUB POLICY

Appeal Policy

Air Attack Volleyball Club

STATUS	Approved
ADMINISTRATOR	Club President or designate
APPEAL CONTACT	President or designate via merle@airattack.ca (see Submitting an Appeal)
APPROVED BY	Air Attack Volleyball Club Board of Directors
EFFECTIVE DATE	September 10, 2026

Purpose and Principles

Air Attack Volleyball Club (the Club) is committed to fair, timely, and accessible review of certain Club decisions. This Policy provides a process for an Individual who is directly affected by an appealable decision to challenge that decision when there is a sufficient procedural ground for appeal.

An appeal is not a second hearing simply because a person disagrees with an outcome. The purpose of an appeal is to determine whether the original decision was made within the decision-maker's authority, through the required process, and without disqualifying bias, and whether any identified error materially affected the decision.

This Policy should be read together with the Club's Bylaws and other applicable policies, including the Discipline and Complaints Policy and Conflict of Interest Policy.

Definitions

The following terms have these meanings in this Policy:

Affected Party - an Individual or entity, as determined by the Appeal Manager, that may be materially affected by the outcome of an Appeal and should therefore be given notice and an opportunity to participate.

Appeal - a formal request under this Policy to review and, where justified, change or return an appealable Club decision.

Appeal Manager - the non-conflicted person appointed to administer an Appeal under this Policy, screen the Appeal, ensure procedural fairness, manage timelines and communications, identify Affected Parties, and appoint the Appeal Panel when required.

Appeal Panel - the impartial person or persons appointed to decide an Appeal.

Appellant - the Individual directly affected by a decision who submits the Appeal.

Board - the Board of Directors of Air Attack Volleyball Club.

Club - Air Attack Volleyball Club.

Days - working days, excluding Saturdays, Sundays, and statutory holidays in British Columbia.

Individual - a Club member, registrant, athlete, coach, team personnel, manager, parent or guardian, volunteer, contractor, employee, Director or Officer, committee member, or other person participating in or acting on behalf of the Club, as applicable to the decision being appealed.

Party or Parties - the Appellant, Respondent, any Affected Party, and any other person the Appeal Manager determines should participate in the Appeal.

Respondent - the person, panel, committee, or Club body whose decision is being appealed, or the Club representative designated to respond on its behalf.

Application and Decisions Subject to Appeal

This Policy applies to final decisions made by the Club that directly affect an Individual, provided the decision falls within this section and the Appellant establishes sufficient grounds under the Grounds for Appeal section.

Subject to the exclusions below, this Policy may apply to final Club decisions concerning:

athlete eligibility, final tryout selection, or team placement;

the application of an established athlete selection or placement process;

conflict of interest;

final disciplinary decisions made under the Club's Discipline and Complaints Policy;

membership or participation status, where the Club's Bylaws or another governing document do not establish a different or exclusive process; and

another final decision where a Club policy expressly provides a right of appeal under this Policy.

Only an Individual directly and materially affected by the decision may appeal it. A parent or guardian may submit an Appeal on behalf of a Minor athlete.

Decisions Not Subject to Appeal

This Policy does not apply to:

employment matters or contractor matters governed by an employment agreement, contract, or applicable law;

the rules of volleyball, referee judgments, or competition decisions that are governed by the rules or policies of another event or sport organization;

selection criteria, quotas, policies, procedures, eligibility standards, or other requirements established by Volleyball BC, Volleyball Canada, a league, an event organizer, or another entity outside the Club;

the substance, content, or establishment of the Club's team selection criteria or program design, although the application of an established selection process may be appealable;

coach, team personnel, staff, contractor, committee, or volunteer appointments, assignments, non-renewals, withdrawals, or terminations, unless a separate Club policy expressly provides a right of appeal;

budgeting, fees, financial planning, budget implementation, or allocation of Club resources;

the Club's operational structure, scheduling, tournament entry, travel planning, committee appointments, or other routine administrative decisions;

routine coaching decisions, including playing time, lineup, substitutions, athlete position, practice plans, tactical decisions, or similar day-to-day technical judgments;

decisions or discipline made by Volleyball BC, Volleyball Canada, a facility, event organizer, league, school, or another organization, which must be addressed through that organization's process;

interim measures, intake routing, hearing format, procedural directions, referrals, or other non-final decisions under the Club's Discipline and Complaints Policy;

commercial or contractual matters for which another dispute or appeal process exists; or

a decision made under this Appeal Policy.

Grounds for Appeal

A decision cannot be appealed on its merits alone. An Appeal may proceed only where the Appellant establishes a sufficient basis to allege that the original decision-maker:

made a decision it did not have the authority or jurisdiction to make under the Club's Bylaws, policies, rules, or other governing documents;

failed to follow a required procedure in a way that may reasonably have affected the decision; or

made a decision that was influenced by bias or a disqualifying conflict of interest such that the decision-maker could not reasonably be regarded as impartial.

The Appellant bears the burden of demonstrating, on a balance of probabilities, that an error falling within one or more of these grounds occurred and that the error had, or may reasonably have had, a material effect on the decision.

Disagreement with the decision, dissatisfaction with the outcome, or a belief that another decision would have been better is not, by itself, a ground for Appeal.

Timing and Submitting an Appeal

An Appellant must submit the Appeal in writing within seven Days after receiving notice of the decision being appealed. The Appeal should be sent to merle@airattack.ca and identified as an Appeal. If the Appeal concerns the President, it should be addressed to another non-conflicted Director through the same Club contact unless the Club provides an alternate contact.

The Appeal must include:

the Appellant's name, contact information, and relationship to the Club;

the decision being appealed and the name or role of the original decision-maker, when known;

the date the Appellant received notice of the decision;

a copy of the written decision, or a clear description of the decision if no written decision exists;

the specific ground or grounds for Appeal;
the reasons supporting each ground;
the relevant documents or other information on which the Appellant relies;
the names of any known Affected Parties; and
the remedy or outcome requested.

No administration fee is required to submit an Appeal under this Policy. Each Party is responsible for their own expenses, including any advisor or legal counsel they choose to retain.

An Appeal submitted after the seven-Day period must include a written request explaining the reason for the delay. The Appeal Manager may allow a late Appeal where the circumstances reasonably justify an extension and where accepting the Appeal would not create unfair prejudice. The Appeal Manager's decision on a timing extension is final under this Policy.

Appeal Manager and Screening

The President will normally act as, or appoint, the Appeal Manager. The Appeal Manager must not have been materially involved in the decision being appealed and must not have an actual, potential, or perceived conflict of interest. If the President is involved or conflicted, the Board will appoint another non-conflicted person. The Appeal Manager may be a Director, Officer, staff member, volunteer, or independent person with appropriate experience.

After receiving an Appeal, the Appeal Manager will determine whether:

the decision falls within the scope of this Policy;
the Appellant is directly and materially affected by the decision;
the Appeal was submitted within the required time or a late Appeal should be accepted;
the submission identifies one or more recognized Grounds for Appeal; and
the facts alleged, if established, could reasonably have had a material effect on the decision.

The Appeal Manager may request clarification or allow a reasonable opportunity to correct a minor deficiency in the Appeal submission. Screening is not a decision on whether the Appeal will ultimately succeed.

If the Appeal is denied at screening, the Appeal Manager will provide the Appellant with written notice and brief reasons. A screening decision under this section is final and may not be appealed under this Policy.

If the Appeal passes screening, the Appeal Manager will identify the Respondent and any Affected Parties and will appoint an Appeal Panel to decide the Appeal.

Alternative Resolution

At any time after an Appeal is received, the Appeal Manager may explore whether the Parties are willing to resolve the matter through discussion, mediation, or another appropriate informal process. Participation must be voluntary unless a Club policy requires otherwise.

An informal resolution may be documented in writing. If the matter is not resolved, the Appeal will continue under this Policy without either Party being prejudiced because they attempted resolution.

Effect of the Original Decision

Submitting an Appeal does not automatically suspend or delay the decision being appealed. The decision remains in effect unless the Appeal Manager directs otherwise.

On request or on their own initiative, the Appeal Manager may temporarily stay all or part of the original decision where doing so is reasonably necessary to preserve a meaningful Appeal, avoid serious unfairness, or protect the integrity of the process. Safety, participant welfare, registration deadlines, team operations, and the interests of Affected Parties must be considered before granting a stay.

Appeal Panel and Hearing Procedure

The Appeal Panel will normally consist of one impartial decision-maker. In an unusually complex or significant matter, the Appeal Manager may appoint a three-person Appeal Panel and designate one member as Chair. No Appeal Panel member may have been materially involved in the original decision, the events giving rise to the Appeal, or an attempted resolution of the dispute, and each member must be free from a disqualifying conflict of interest.

The Appeal Manager will determine the hearing format in consultation with the Appeal Panel. The Appeal may proceed by written submissions, an oral meeting in person, telephone or videoconference, or a combination of methods.

The process will be proportionate to the nature of the Appeal and will provide procedural fairness. At a minimum:

the Parties will receive reasonable written notice of the hearing process and the issues to be decided;

the Appellant and Respondent will have a reasonable opportunity to provide relevant information and respond to the other Party's material;

relevant written material intended for the Appeal Panel will normally be shared with the Parties in advance;

an Affected Party may make submissions on matters that materially affect their interests;

a Party may be accompanied by a representative, advisor, support person, or legal counsel at their own expense;

the Appeal Panel may ask questions, request additional information, obtain independent advice, or hear from relevant witnesses;

the Appeal Panel may exclude information that is irrelevant, unduly repetitive, unreliable, or whose use would make the process unfair; and

the Appeal may proceed when a Party chooses not to participate after receiving reasonable notice and an opportunity to do so.

An Appeal is a review of the decision based on the recognized Grounds for Appeal. It is not a fresh assessment of the merits. New information should normally be limited to information relevant to the alleged appeal ground or information that could not reasonably have been provided during the original process.

Appeal Decision

The Appeal Panel will decide whether the Appellant has established, on a balance of probabilities, a recognized Ground for Appeal that had, or may reasonably have had, a material effect on the original decision.

The Appeal Panel has no greater authority than the original decision-maker. It may:

reject the Appeal and confirm the original decision;

uphold the Appeal, set aside the original decision, and return the matter to the original decision-maker or another appropriate non-conflicted decision-maker for reconsideration in accordance with directions from the Appeal Panel; or

uphold the Appeal and vary the decision when the record is sufficient and doing so is within the authority that was available to the original decision-maker.

The Appeal Panel will provide a written decision with brief reasons. The decision will identify the Appeal grounds considered, the Panel's findings, the outcome, any directions or revised decision, and the effective date.

The written decision will be provided to the Parties, the Appeal Manager, and Club representatives who require it for implementation or oversight. It may also be provided to Volleyball BC, Volleyball Canada, an insurer, legal advisor, or other authority when required or reasonably necessary.

Timelines

The Club will seek to resolve Appeals promptly. Unless the circumstances require a different schedule:

the Appeal Manager will complete screening as soon as reasonably practical after receiving a complete Appeal;

where a hearing is required, it should normally occur within 14 Days after the complete Appeal is received; and

the Appeal Panel should normally issue its written decision within seven Days after the hearing or the close of submissions.

The Appeal Manager or Appeal Panel may shorten or extend a timeline when required for fairness, urgency, availability of the Parties, the involvement of a Minor, registration or competition deadlines, complexity, accessibility needs, or another reasonable circumstance. The Parties will be advised of material changes to the schedule.

Selection and team-placement Appeals may be handled on an expedited basis where roster, registration, travel, or competition deadlines require a faster decision.

Confidentiality, Privacy, and Records

Appeal information will be treated as confidential and shared only with people who require it to administer, participate in, advise on, decide, implement, insure, or oversee the matter, or when disclosure is required by law or another applicable policy.

Confidentiality cannot be guaranteed absolutely. Procedural fairness normally requires that Parties receive enough information to understand and respond to the issues affecting them.

Appeal decisions are not public records of the Club. The Club may communicate an outcome or restriction where reasonably necessary for implementation, participant safety, governance, insurance, or compliance with another organization's requirements.

The Club will retain Appeal submissions, decisions, and related records securely and limit access to authorized persons.

Final and Binding Within the Club

A decision of the Appeal Panel is final and binding within the Club and may not be appealed again under this Policy.

Nothing in this Policy creates an automatic right of appeal to Volleyball BC, Volleyball Canada, or another external body. A Party may have separate rights under the policies or bylaws of another organization, a contract, the Club's Bylaws, or applicable law. Any such external process is governed by its own jurisdiction and requirements.

Review and Amendment

The Board will review this Policy periodically and may amend it as required.

If this Policy conflicts with the Club's Bylaws, a mandatory legal obligation, or an applicable Volleyball BC or Volleyball Canada policy governing a matter within that organization's jurisdiction, the Bylaw, mandatory requirement, or higher-level policy will govern to the extent of the conflict.

This Policy takes effect on the date it is approved by the Board.

Appendix A - Notice of Appeal Form

Air Attack Volleyball Club

This form may be used to submit an Appeal under the Air Attack Volleyball Club Appeal Policy. A written submission containing the same information is also acceptable. Submit the completed Appeal to merle@airattack.ca within seven Days after receiving notice of the decision, unless an extension is requested and granted under the Policy.

Appellant name	
Parent / guardian (if applicable)	
Email / phone	
Club role / team / age group	
Date decision received	
Original decision-maker	

Decision Being Appealed

Briefly identify the decision and attach a copy if one was provided in writing:

Ground(s) for Appeal

- ☐ Decision-maker lacked authority or jurisdiction
- ☐ Required procedure was not followed
- ☐ Bias or disqualifying conflict of interest affected the decision

Reasons and Supporting Information

Explain the ground(s), how the error materially affected or may have affected the decision, and identify the supporting documents or information attached:

Requested Remedy

Known Affected Parties, if any:

Signature: _____ Date: _____