



NOTICE OF APPLICATION FOR APPEAL

Section One: Applicant Information
Please complete all sections.

Name: FIRST LAST	Date: MM / DD / YY
Association:	
Phone: ()	Email:

Section Two: Details of Appeal

Please check all appropriate boxes and clearly state the decision being appealed.

State decision being appealed:	Date of Decision: MM / DD / YY
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Please note that the Appeal Committee will only review a decision or hear an appeal under one of the following conditions:

- New evidence not used in the original hearing can be presented which may have an effect on the decision.
 - An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
 - An appeal may be filed on the grounds that the decision of the original hearing was too severe.
 - An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.
 - The decision of the original hearing was made without authority or jurisdiction.
- A copy of the original decision is attached.

Section Three: Appeal Checklist (see Regulation 9, BC Hockey Regulations)

Please check each box after completing the action.

<input type="checkbox"/> This appeal shall be delivered to the Chief Executive Officer of the Society within 21 days from the date of the notice advising of the suspension or decision.
<input type="checkbox"/> This appeal shall be accompanied by either cash payment or a certified cheque payable to the Society.
<input type="checkbox"/> Appeal of a decision - Five hundred dollars (\$500.00).
<input type="checkbox"/> This appeal is in writing outlining all particulars pertaining to the case.
<input type="checkbox"/> Please attach complete outline of all particulars on separate sheet.

Forward completed form and all required documentation to:

BC Hockey
6671 Oldfield Road
Saanichton, BC, V8M 2A1

Please note that appeal applications will not be considered unless this form is completed in full and payment has been received.



INFORMATION SHEET FOR APPLICANTS

The appeal procedure is found in Regulation 9 of the BC Hockey Regulations. In addition to these procedures, the Appeal Committee will operate with the following guidelines:

Hearings

A hearing of an appeal by the Appeal Committee shall be conducted by teleconference.

In exceptional circumstances, the Chair of the Appeal Committee may exercise its discretion to conduct an in-person hearing. In exercising its discretion, the Chair of the Appeal Committee will consider the principles of procedural fairness, any written submissions of the parties and such other considerations to see as relevant and just to the proper administration of the appeal.

The Appeal Committee may on the application of a party or of its own motion:

- Expedite or adjourn, postpone or suspend its proceedings, upon such terms as it shall determine, where fairness so requires; and
- Conduct such inquiries as appear necessary or expedient in order to ascertain facts.

The procedure to be followed at the hearing shall be at the discretion of the Appeal Committee Chair, provided always that the hearing is conducted in a fair manner, with a reasonable opportunity provided for each party to present evidence, address the Appeal Committee and present its case.

Evidence

The Appeal Committee can impose restrictions on the format, size or amount of information and evidence submitted or exchanged during the appeal process.

If information or evidence submitted is not in an acceptable format or quality to support a fair and appropriate dispute resolution process, the Appeal Committee can require the person who submitted the information or evidence to resubmit it in a different format.

Parties must only submit original document and physical evidence when they are directed or ordered to do so by the Appeal Committee.

Evidence is material that is relevant to your appeal, or to your response to an appeal. Evidence includes materials that support the other side's position, too.

You are required to disclose evidence even if it doesn't help your position.

Evidence helps the Appeal Committee understand the facts and issues in a dispute.

The Appeal Committee is not bound by the common law rules of evidence. The Appeal Committee may receive whatever evidence it deems necessary, relevant and appropriate, whether or not it would be admissible in court. This does not mean, however, that all evidence will be afforded the same weight.

The standard of proof in an administrative hearing is a balance of probabilities.

The burden of proof shall lie on the party who asserts a particular fact or matter.

Communications and Party Contact

Every party or representative of a party must provide

- a.) An email address or the reasons why that party or representative cannot provide an email address;
- b.) A mailing address; and
- c.) A telephone number.

The Appeal Committee will send communications by email unless it is satisfied that the party is unable to use email.