



# APPEAL POLICY

QUINTE MINOR LACROSSE ASSOCIATION



# QMLA Appeal Policy

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# QMLA Appeal Policy

## 1.0 Overview

The Quinte Minor Lacrosse Association (QMLA) policy regarding appeals is detailed below. This policy must be used in all cases where a player, coach, and parents wish to appeal a decision by QMLA.

## 2.0 Policy

A letter is to be sent to the President of the QMLA, outlining the request to appeal and the reason why you “the applicant” feel the decision should be appealed. The President must respond to the requests within 72 hours to acknowledge receipt of the request to appeal. There is a non-refundable administrative fee of \$50.00 for all appeal hearings.

### 2.1 Appeal Hearing Date

QMLA will set up an appeal hearing date within 14 days of acknowledging receipt of the request. The applicant must be present for the hearing. The applicant must acknowledge receipt of appeal hearing date within 72 hours. If the applicant is unable to attend the appeal hearing date, they need to inform QMLA 72 hours prior to the appeal hearing. If the applicant fails to inform QMLA that they are unable to attend the appeal hearing within the timeline indicated, the appeal will be closed, and no further appeal will be allowed. The President must respond to the applicant acknowledging they will be unable to attend the set appeal hearing date within 72 hours to acknowledge receipt. QMLA will set up a second appeal hearing date, if the applicant was unable to attend the original hearing date. If the applicant is unable to attend the second hearing date, the appeal will be closed, and no further appeal will be allowed.

### 2.2 Appeal Hearing Results

QMLA must provide the applicant the results of the appeal hearing within 72 hours of the hearing date and time, via email or registered mail. The applicant must acknowledge receipt of the appeal hearing results within 72 hours of email sent by QMLA or receipt of registered mail. If the request was denied, the applicant can further appeal to the Zone. The applicant must inform the QMLA President that they wish to appeal to the Zone within 72 hours of acknowledging the receipt of the appeal hearing results. The QMLA President must acknowledge receipt of the request to appeal to the Zone within 72 hours. The QMLA President will email the Zone Director and copy the applicant and the Chair of the Appeal Committee to inform them that a QMLA member would like to appeal a QMLA Board decision. The Zone appeal process and timelines are excluded from this policy.



## QMLA Appeal Policy

### 3.0 Compliance

A failure to comply with the set timelines in this policy will result in the appeal being closed and no further appeal will be allowed.

### 4.0 WMLA Appeal Hearing Committee

QMLA has outlined some of the QMLA committees in the QMLA Constitution. Depending on the appeal request the QMLA committee will be either one of the following:

#### Grievance Committee

The Grievance Committee shall be responsible to hear appeals from suspended or terminated Association Director(s), or petitions from any past member of the Association requesting special dispensation for voting privileges at the Association's Annual General Meeting.

The Grievance Committee shall be comprised of the Vice President of Rep Teams (or his/her designate), the Referee-in-Chief and the Past President who shall chair the Committee. In the absence of any of the above, or if any of the above must disqualify themselves as having a conflict of interest or being involved in the grievance, the President shall become a member of this Committee and, in the absence of the Past President, the President shall chair the Committee. There shall always be three members of this Committee hearing any grievance and, in the event that three of the above are unable to serve, the Board of Directors will appoint members to constitute a Committee. Decisions of the Grievance Committee are considered final.

#### Ad Hoc Committees

The establishment of ad hoc committees to be chaired by a present QMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board.