



## **Cross Country NWT**

### **Appeals Policy**

**FINAL**

This policy sets out the process used by Cross Country NWT to handle appeals pursuant to selection decisions made by Cross Country NWT or its appointed committees and coaches.

Appeals may only be heard on matters related to procedural error, such as the failure of any party to follow the processes outlined in a selection policy.

Note: The wording in this policy refers to athletes. However, any coach may appeal regarding the coach selection process. In that event, the same process applies.

## **1 APPEALS COMMITTEE**

On receipt of an appeal, the Executive of Cross Country NWT (comprising the President, Vice-President, Secretary and Treasurer) will appoint a three-person Appeals Committee.

The Appeals Committee shall select a chairperson from among themselves. No member of the Appeals Committee shall be related to an eligible athlete nor related to a selected coach, nor shall they have held any position of authority in the relevant selection process.

## **2 APPEALS PROCESS**

If an athlete or applicant for a coach/manager position believes they have grounds for appeal, those reasons for appeal must be set out in writing (by email) to Cross Country NWT's President or Administrator within 48 hours of the selected athletes for a major event being named. This must be accompanied by a \$100 cash deposit, to be refunded should the appeal be upheld.

Within 48 hours of receiving an appeal and accompanying deposit, Cross Country NWT will contact all affected parties and appoint an Appeals Committee. All affected parties contacted have a right to participate in the process and receive all available related information. All parties participating in the process must ensure proceedings remain confidential until the process is complete.

Within 48 hours of an Appeals Committee being appointed, that committee will meet in person or by teleconference. The appellant and/or their parent/guardian will present to the committee, and affected parties may also present. Written submissions from affected parties are acceptable.

The Appeals Committee will, alone, review all available evidence and, within 24 hours of meeting, will either:

- Uphold the appeal and supply appropriate corrective action to be followed by Cross Country NWT; or
- Reject the appeal.

Decisions of the Appeals Committee are final. Decisions may be delivered verbally on conclusion of the committee's deliberations but are to be followed by a written report to Cross Country NWT and affected parties.