BCDGA

Appeals & Dispute Resolution Policy

Policy Type: Operational
Created: December 2025
Revised: October 2026
Reviewed: Every 2 years
Policy Name: Appeals Policy

1) POLICY STATEMENT

a) BCDGA is committed to maintaining an effective appeals process where everyone is treated fairly with respect and dignity.

2) PURPOSE

a) To provide a fair, affordable, and expedient appeals process for all Participants.

3) SCOPE

a) Any Participant or organization who is directly affected by a decision of the BCDGA Board of Directors, its committees or any person or persons acting under its delegated authority, will have the right to appeal that decision if there are sufficient grounds for the appeal as outlined in this policy.

b) This Policy applies to decisions relating to:

i) Membership
ii) Eligibility
iii) Selection
iv) Discipline
v) Conflict of Interest

c) This Policy does not apply to decisions relating to:

i) Employment
ii) Doping offenses infractions
iii) Rules of Disc Golf
iv) Selection criteria, quotas, policies, and procedures established by entities other than BCDGA
v) Substance, content and establishment of team selection or carding criteria
vi) Volunteer/coach appointments and the withdrawal or termination of those appointments
vii) Budgeting and budget implementation
viii) The organization's operational structure and committee appointments
xi) Decisions made under this Policy

4) DEFINITIONS

a) Appeal Administrator - Refers to an individual appointed to administer the dispute resolution process in this policy.

b) Appeal Panel - A panel consisting of a minimum of three (3) persons who are appointed by Appeal Administrator to adjudicate appeals in accordance with this policy.

c) Appellant - Refers to an individual or organization appealing a decision of BCDGA.

d) Days - Includes any day of the week, including weekends and holidays.

e) Officers and agents – anyone afforded authority by the Board of Directors of BCDGA to represent BCDGA in a formal capacity.

f) Respondent - Refers to the decision-maker within BCDGA whose decision is being appealed. The decision-maker may be a body, person or persons acting under the authority of the Board of Directors of BCDGA.

g) Resolution Facilitation - A process that is led by a mediator or facilitator, to assist the parties in communicating effectively, to resolve conflict and/or come to an agreeable outcome.

5) STANDARDS

a) Any Person who is directly affected by a decision of BCDGA as defined within the scope of this policy has the right to Appeal that decision, provided there are sufficient grounds for the appeal as set out in this policy.

b) No action or legal proceeding will be commenced against BCDGA or its Officers or agents in respect of a dispute, unless BCDGA has refused or failed to provide or abide by the dispute resolution process and/or appeal policy and/or process as set out in BCDGA governing documents.

6) NATURAL JUSTICE AND DUTY TO ACT FAIRLY

a) This Policy follows the principles of natural justice aimed to provide individuals and organizations with a fair process and hearing.

b) All individuals and organizations have the right to and/or must provide the right to:

> i) A process free of bias, including that the members of the Appeal Panel are unbiased, in that they are impartial and unprejudiced, and are reasonably perceived to be unbiased;
>
> ii) Prior notice, being advance access to relevant information that identifies the allegations and contains sufficient information for respondents to respond to the allegations and participate meaningfully in the decision-making process.
>
> iii) Fair hearing, in that the respondent is afforded a timely and reasonable opportunity to participate in the hearing, and may either represent themselves, or be represented by a person of their choosing and the members of the Appeal Panel genuinely consider the respondent’s submissions in making their decision.

7) CONFIDENTIALITY

a) Subject to any limits or disclosure requirement imposed by law or required by the policies of BCDGA, including the policies contained herein, any and all information, oral and written, created, gathered, received or compiled during and through the course of a proceeding under these policies, including details regarding a proceeding itself, is to be treated as

confidential by all parties; provided that decisions of the Appeals Panel shall be made public unless the Appeals Panel determines otherwise.

8) GROUNDS TO APPEAL

a) Not every decision may be appealed.

b) A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds to appeal. Sufficient grounds are strictly limited to where the Respondent:

i) Made a decision for which it did not have authority or jurisdiction as set out in the Respondent's governing documents; and/or

ii) Failed to follow procedures as laid out in the bylaws or approved policies of BCDGA; and/or

iii) made a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or

iv) Failed to consider relevant information or took into account irrelevant information in the decision making process; and/or

v) Made a decision that was grossly unreasonable.

c) The Appellant is responsible to demonstrate that the occurrence of one of the circumstances set out in Section 8.b. of this policy, is more likely than not to have occurred and that such circumstances had, or may reasonably have had, a material effect on the decision being appealed.

9) NOTICE OF APPEAL

a) An individual or organization wishing to appeal a decision will have 15 days from the date the decision being appealed was made to submit a Notice of Appeal in writing to the BCDGA Board of Directors.

b) The Notice of Appeal must contain the following:

i) Contact information for the Appellant;

ii) The name of the Respondent and any affected parties known to the Appellant;

iii) The date the Appellant received the decision being appealed;

iv) A copy of the decision being appealed, or description of decision if written documentation is not available;

v) Grounds for the appeal;

vi) Detailed reasoning for the appeal;

vii) All evidence that supports their grounds to appeal the decision;

viii) The remedy or remedies requested;

ix) An indication as to whether or not the Appellant is willing to participate in resolution facilitation;

c) An individual or organization who wishes to initiate an appeal beyond the fifteen (15) day period must provide a written request stating the reasons for an exemption. The decision to

allow, or not allow, an appeal outside of the fifteen (15) day period will be at the sole discretion of the BCDGA Board of Directors and may not be appealed.

10) APPEAL ADMINISTRATION

a) Upon receipt of a Notice of Appeal, the BCDGA Board of Directors may act as the Appeal Administrator or appoint an Appeal Administrator.

b) The role of the Appeal Administrator is to administer the process for the appeal in accordance with this policy.

c) The Appeal Administrator will have no decision-making power in determining the outcome of any Appeal except as specified in section 11, 12, and 13.

d) The Appeal Administrator must not have had any previous involvement with the decision being appealed, free of bias and conflict of interest.

11) SCREENING OF APPEAL

a) Within 14 days of receiving the Notice of Appeal, BCDGA Board will determine whether appropriate Grounds to Appeal (Section 8) and Notice of Appeal (Section 9) have been met. This decision is at the sole discretion of BCDGA Board and may not be appealed.

b) If the appeal is denied on the basis that there is no right of appeal, or that the appeal is based on insufficient grounds, or that the appeal is not timely, the appointed Appeal Administrator will notify the Appellant of the decision in writing, giving reasons.

c) If BCDGA Board is satisfied that there is sufficient ground and right to appeal, and that the appeal is timely, the appointed Appeal Administrator will:

i) Notify the Appellant and Respondent of this decision in writing;

ii) Establish whether both Appellant and Respondent are willing to participate in resolution facilitation; and/or

iii) Convene and appoint an Appeal Panel.

12) APPEAL PANEL

a) The appointed Appeal Administrator will convene an Appeal Panel consisting of either one (1) or three (3) persons.

b) The members of an Appeal Panel will hold the qualifications, skill and training determined to be appropriate by the appointed Appeal Administrator and will not have had any prior involvement with the decision being appealed and will be free from any actual bias or conflict.

c) Appeal Panel formation and composition are at the sole discretion of the appointed Appeal Administrator and may not be appealed.

13) APPEAL HEARING PROCEDURES

a) The appointed Appeal Administrator shall notify the Parties that the appeal will be heard.

b) If the Appellant chooses not to participate in the hearing, the hearing will proceed without their involvement.

c) The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.

d) The hearing will be governed by the procedures that Appeal Panel deem appropriate in the circumstances, provided that:

i) The hearing will be held within the appropriate timeline determined by the appointed Appeal Administrator.

ii) In the case or an oral or in-person hearing, the Parties will be a minimum of three days' notice of the day, time and place of the hearing.

iii) The Appeal Panel may request that any other individual participate and give evidence.

iv) If a decision in the appeal may affect another person or organization to the extent that the other person or organization would have recourse to an appeal in their own right under this Policy, that person or organization will become a party to the appeal in question and will be bound by its outcome.

v) The decision to uphold or reject the appeal will be by a majority vote of the Appeal Panel members.

vi) In fulfilling its duties, the Panel may obtain independent advice.

14) APPEAL DECISION

a) The Appeal Panel will issue its decision, in writing with reasons, within 14 days of the hearing or document review date or such other time period as agreed upon by all parties.

b) In making its decision, the Appeal Panel may decide:

i) To reject the appeal and uphold the decision being appealed; or

ii) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or

iii) Vary the decision.

c) The decision of the Appeal Panel will be final and binding on the parties with no further appeal available.

End