



Bryst Appeals Policy

In alignment with Canada Soccer's Governance and Safe Sport Frameworks

1. Purpose

The purpose of this policy is to provide a fair, transparent, and consistent process for members of **Bryst** to appeal decisions that directly affect them.

This policy ensures that individuals are given the opportunity to have decisions reviewed objectively and in accordance with the principles of **natural justice and procedural fairness**.

2. Scope

This policy applies to all **Bryst members**, including:

- Players, parents/guardians, and families
- Coaches, volunteers, and team personnel
- Staff and administrative members

This policy governs appeals arising from:

- Disciplinary decisions
- Membership suspensions or terminations
- Dispute resolution outcomes
- Program participation or eligibility decisions

It **does not** apply to:

- On-field referee decisions (which are final)

- Matters subject to external legal or governing body processes (e.g., Canada Soccer, Ontario Soccer)
- Complaints related to harassment, abuse, or discrimination, which are governed by the **Bryst Safe Sport and Misconduct Reporting Policy**

3. Guiding Principles

All appeal proceedings at Bryst will adhere to the following principles:

- **Fairness:** Each party will have a reasonable opportunity to present their position.
- **Transparency:** The process and timelines will be clearly communicated.
- **Impartiality:** Appeals will be reviewed by individuals not previously involved in the initial decision.
- **Timeliness:** Appeals will be addressed promptly to ensure resolution within a reasonable timeframe.
- **Confidentiality:** All information shared in the appeals process will remain confidential, in accordance with privacy laws and Bryst's confidentiality standards.

4. Right to Appeal

An individual or group may file an appeal if they believe that:

1. **Procedural Error:** The original decision was made without following proper process or policy.
2. **Unreasonable Decision:** The decision was arbitrary, unsupported by evidence, or inconsistent with Bryst or Canada Soccer policies.
3. **New Evidence:** New, relevant information has become available that was not reasonably accessible at the time of the original decision.
4. **Bias or Conflict of Interest:** The decision-maker was biased or had a conflict of interest.

Appeals may **not** be based solely on dissatisfaction with the outcome.

5. Filing an Appeal

Appeals must be submitted **in writing** to the **Bryst Appeal Committee** at **info@brystsoccer.com**.

The written appeal must include:

- Appellant's name, contact information, and role within Bryst

- Date and details of the original decision
- Grounds for the appeal (as per Section 4)
- Supporting evidence or documentation
- Desired outcome or remedy

Appeals must be submitted **within 7 calendar days** of the appellant receiving the written decision being appealed.

6. Acknowledgement and Preliminary Review

- The Appeal Officer will acknowledge receipt within **3 business days**.
- The Officer will conduct a **preliminary review** to determine if the appeal:
 - Falls within the scope of this policy
 - Was submitted on valid grounds; and
 - Contains sufficient information to proceed.

If the appeal does **not** meet these criteria, the appellant will be notified in writing with reasons for the rejection.

7. Appointment of the Appeals Committee

If the appeal proceeds, the **Bryst Appeals Committee** will be convened. The Committee shall consist of:

- **Three members**, one of whom will serve as Chair.
- Members who were **not involved in the original decision** and have **no conflict of interest** in the matter.
- At least one individual with relevant governance or disciplinary experience.

The Committee has the authority to:

- Request additional information from the appellant or respondent.
- Conduct hearings (in-person or virtual).
- Consult with subject-matter experts if required.

8. Appeal Procedure

1. **Notification:** All involved parties will be informed that an appeal has been filed.

2. **Submission of Responses:** The respondent (e.g., the individual or committee whose decision is being appealed) may submit a written response within **7 days**.
3. **Hearing (if required):** The Committee may hold a hearing to gather further information or clarify positions.
4. **Deliberation:** The Committee will review all materials, evaluate the evidence, and decide based on fairness, policy, and merit.

9. Decisions and Outcomes

The Appeals Committee may:

- **Uphold the original decision**
- **Modify or overturn the decision**
- **Refer the matter back** for reconsideration or further review

The Committee's **written decision** will include:

- A summary of the appeal and findings
- The final determination and rationale
- Any corrective or follow-up actions

The decision will be communicated to all parties within **21 calendar days** of the appeal being accepted for review.

All decisions of the Appeals Committee are **final and binding** within Bryst Football Academy.

10. Confidentiality

All appeal proceedings are strictly confidential.

Only individuals directly involved in the process will have access to related information.

Records will be securely stored by Bryst's administrative office for a minimum of **five (5) years**.

11. Non-Retaliation

No individual will face retaliation or adverse treatment for exercising their right to appeal or for participating in an appeal process in good faith.

Any instance of retaliation will be treated as misconduct under Bryst's Conduct Policy.

12. Education and Awareness

Bryst will ensure that:

- All members are informed annually of their right to appeal under this policy.
- Staff and committee members receive periodic training on **fair process, conflict management, and appeal administration**.
- This policy is accessible on the Bryst website and distributed in the **Member Handbook**.

13. Policy Review

This policy will be reviewed **annually** by the Bryst Board of Directors to ensure consistency with:

- **Canada Soccer's Code of Conduct and Ethics**
- **Ontario Soccer's Discipline and Appeals Procedures**
- **Safe Sport standards and evolving best practices**

Revisions will be communicated promptly to all members and stakeholders.

14. Contact Information

For guidance or to submit an appeal:

info@brystsoccer.com