

## **APPEAL PROCESS FOR SPORT GRANTS**

The following outlines the appeal process to be used for all appeals regarding Sport Funding Committee's (SFC) grant decisions, including money/grant returns to the Sport Section of the Saskatchewan Lotteries Trust Fund.

1. Prior to submitting a formal appeal, it is recommended that the association contact their Sport Consultant to discuss and/or clarify the conditions leading to the SFC decision. Following clarification, the association can determine whether they would like to proceed with a formal appeal.
2. Appeals must be submitted to Sask Sport Inc. within 30 days after the date of the letter advising of the Sport Funding Committee (SFC) decision. The appeal shall be in writing and must outline the association's grounds for appeal. An appeal must be based on one or more of the following grounds:
  - a) misinterpretation of information
  - b) bias
  - c) failure to follow approved policies and procedures
  - d) causes/conditions beyond the control of the association

Simple dissatisfaction with a decision is not grounds for an appeal.

3. Within 30 days upon receipt of the written appeal from the association, the Past President will convene the Appeal Committee. As the Chair, the Past President will appoint two members to the Appeal Committee from a pool of persons trained in and/or familiar with Dispute Resolution. These additional appointees cannot be standing Board members of Sask Sport Inc. or members of any standing committee involved in the initial funding decision.
4. The Appeal Committee will be responsible to determine whether the appeal has reasonable grounds to be heard (based on points 2. a. – d. above). If reasonable grounds are not clearly established by the association, the appeal will be dismissed.
5. Should reasonable grounds be established, the Appeal Committee, in its absolute discretion, will determine the outcome of the appeal as follows:
  - a) on the basis of the information provided in the written appeal submission; or
  - b) through the process of a formal hearing. The hearing would provide the opportunity for additional written content and verbal presentation from the association and Sask Sport Inc. Additional written information would be shared amongst all parties prior to the hearing. Sask Sport Inc. will coordinate the logistics for the hearing to be mutually acceptable to all parties. The association and Sask Sport Inc. would each be permitted to have from one (1) to four (4) representatives participate in the formal hearing before the Appeal Committee.
6. A decision of the Appeal Committee is final.
7. The association shall be informed in writing of the Appeal Committee's decision.

# APPEAL PROCESS FOR SPORT GRANTS

## STAGE 1 : Consultation

Sport grant appeal contemplated by PSGB.

Sport Consultant to discuss and/or clarify with the PSGB the conditions leading to the SFC decision.

Does the PSGB want to proceed with an appeal?

Appeals must be submitted to Sask Sport within 30 days after the date of the letter advising of the SFC decision. The appeal shall be in writing & must outline the associations grounds for appeal.

Dismissed - SFC's decision upheld.

NO

YES

## STAGE 2 : Appeal Process

Convene Appeal Committee.

Within 30 days upon receipt of the written appeal, the Past President will appoint two members to the Appeal Committee who are trained in and/or familiar with Dispute Resolution.

Appeal Committee determines whether the written appeal has reasonable grounds to be heard.

Grounds:  
a) misinterpretation of information  
b) bias  
c) failure to follow approved policies and procedures  
d) cause/conditions beyond the control of the assoc.

NO

YES

The Appeal Committee requests a formal hearing?

Sask Sport would be responsible to coordinate the logistics for the hearing to be mutually acceptable to all parties.

NO

YES

Opportunity provided for additional written submission & verbal presentation from PSGB & Sask Sport.

Additional written information must be shared amongst all parties prior to the hearing. 1 - 4 representatives from each of the PSGB & SSI (SFC rep & Funding Coord) are permitted to attend the formal hearing.

## STAGE 3: Decision

Appeal Committee's decision.

The decision of the Appeal Committee is final.

Appeal Dismissed - SFC's decision upheld.

Appeal Changed- SFC's decision revised.

Appeal Accepted- SFC's decision overturned.

The association shall be informed in writing of the Appeal Committee's

