



ONTARIO SKEET SHOOTING ASSOCIATION

APPEAL POLICY

As [AFFIRMED](#) by the OSSA'S Board of Directors
at the Meeting of Directors

Held VIRTUALLY on [23 April 2024](#)



Ontario Skeet Shooting Association

P.O. Box 233, PO MAIN

PETAWAWA, ON K8H 2X2

Correspondence: ossasecretary@gmail.com

Treasurer: ontarioskeettreasurer@gmail.com

Website: <https://www.ontarioskeet.ca/>

Definitions

These terms will have these meanings in this policy:

- a. "Complainant" - The party appealing a decision,
- b. "Days" – Days irrespective of weekends or holidays,
- c. "Respondent" – The body whose decision is being appealed,
- d. "Member" – All categories of membership defined in the Ontario Skeet Shooting Association's Bylaws, as well as all individuals engaged in activities with the Ontario Skeet Shooting Association, including but not limited to, directors, officers, committee members, coaches, athletes, officials, referees, volunteers, and administrators,
- e. "OSSA" – Ontario Skeet Shooting Association

Purpose

Both the complainant and the respondent shall have the right to appeal the decisions and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within fourteen (14) days of the complainant or respondent receiving the panel's report.

Permissible grounds for an appeal are:

- a. The panel did not follow procedures laid out in this policy or has otherwise failed to act in a fair and impartial manner;
- b. Members of the panel were influenced by bias;
- c. The panel reached a decision which was patently unfair or unreasonable.

In the event that a notice of appeal is filed with the Secretary of the OSSA, the Secretary shall immediately contact the OSSA President and the Vice-President who together shall appoint a minimum of three (3) members to constitute the appeal body. Up to two (2) members of the panel may also be appointed from outside the OSSA. This appeal body shall consist of at least one (1) woman and at least one (1) man. These individuals must have no significant personal or professional involvement with either the complainant or respondent and no prior involvement in the dispute between them.

The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statement and the case review panel and the notice of appeal.

Within 10 (ten) days of its appointment, the appeal body shall present a report of its findings to the OSSA President and the Vice-President. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or modify any of the panels' recommendations for disciplinary action or remedial measures.



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A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

The decision of the appeal body shall be final.

Review and Approval

The Ontario Skeet Shooting Association's President and the Vice-President shall review this policy on an annual basis.

This policy was affirmed by the Ontario Skeet Shooting Association's Board of Directors on 23 April 2024.

Acknowledgement

The Ontario Skeet Shooting Association would like to thank the Shooting Federation of Canada in the development of their Appeal Policy.



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Revision History

Date	Description	Reviewed By	Approved By	Affirmed By
Jan. 2017	Policy First Written	N/A	N/A	N/A
12 Jan. 2017	Policy Reviewed and Approved by OSSA Board of Directors	BOD	BOD	N/A
01 Dec. 2020	Tri-Annual Review of Policy	BOD	BOD	N/A
23 April 2024	Tri-Annual Review of Policy - Minor grammatical amendments. - Minor formatting amendments.	BOD	N/A	BOD
13 Nov. 2025	Annual Policy Review by President & Vice-President – No Amendments	President Vice-President	N/A	N/A