



Appeals Policy

1. PURPOSE

The purpose of this policy is to provide a fair, transparent, and accessible process for Ontario Equestrian (OE) Participants to appeal certain decisions made by OE or its representatives. This Policy ensures accountability, due process, and the integrity of OE's decision-making.

2. DEFINITIONS

The following terms have these meanings in this Policy:

- a) *Appeals Panel*: A panel of three (3) impartial individuals appointed to review and decide the appeal.
- b) *Appellant*: The individual or entity submitting an appeal.
- c) *Days*: Total calendar days irrespective of weekends or holidays.
- d) *Decision-maker*: OE, or a delegate, based on the relevant Policy.
- e) *Member*: All categories of membership within Ontario Equestrian, as well as individuals employed by or engaged in activities with Ontario Equestrian, including but not limited to athletes, coaches, judges, officials, volunteers, directors, officers, administrators, spectators and parents of OE members.
- f) *Official*: An individual who has the responsibility to enforce the rules and maintain fair play during equestrian sport competitions or activities. This includes, but is not limited to, referees, judges, stewards, technical delegates, course designers, timers, scorers, and other individuals appointed to a regulatory or adjudicative role during an event or competition.
- g) *Parent/Guardian*: A birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody, of a minor.
- h) *Participant*: Any individual who participates in equestrian sport activities, including but not limited to, Coaches, Athletes, volunteers, Officials and other Members.
- i) *Respondent*: The individual or entity whose decision is being appealed.

3. SCOPE AND APPLICATION

This Policy applies to all Participants. Any Participant who is directly affected by a decision made by OE or its delegate under the Discipline and Complaints Policy may appeal that decision, subject to the eligibility criteria in Section 3.1, the grounds for appeal set out in Section 4, and compliance with the filing requirements in Section 5 of this Policy.

3.1 This Policy will only apply to OE decisions relating to:

- a) Conflict of Interest;
- b) Disciplinary decisions made pursuant to OE's relevant and applicable policies;
- c) Membership.

3.2 This Policy will not apply to OE decisions relating to:

- a) Eligibility;
- b) Selection criteria, policies, and procedures;
- c) Matters of operation structure, employment-related matters, or staffing;
- d) Budgeting and budget implementation;

- e) Any outcome resulting from the Alternative Dispute Resolution process;
- f) Decisions made under the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) or Safe Sport investigations handled by an external body;
- g) The rules of equestrian sport or the application of the rules of sport during a competition;
- h) Decisions or discipline arising within the business, activities, or events organized by entities other than OE, such as National Sports Organizations, or affiliated organizations;
- i) Decisions made under this Policy; or
- j) Any issue where another OE policy expressly precludes an appeal.

4. GROUNDS FOR APPEAL

A decision cannot be appealed on its merits alone. An appeal will only be heard where sufficient grounds exist. Appeals will only be heard on the following grounds:

- a) The decision-maker failed to follow OE's policies or procedures;
- b) The decision-maker acted without authority, jurisdiction, or bias;
- c) The decision was based on an error in fact or law;
- d) New evidence, not reasonably available at the time of the original decision, could have affected the outcome.

5. FILING AN APPEAL

Appeals must be submitted in writing to the OE head office, or by email at complaints@ontarioequestrian.ca within fourteen (14) Days of the decision.

The appeal must include:

- a) Appellant's contact information, including full name, phone number and email, or the Appellant's counsel or authorized representative;
- b) The grounds for appeal;
- c) A summary of relevant facts, and
- d) A requested remedy.

6. INITIAL REVIEW

The OE Executive Director (or designate who was not involved in the original decision) will assess whether the appeal falls within the scope of this Policy, whether the appeal was submitted in a timely manner, and if valid grounds have been identified. If not, the appeal will be dismissed with written reasons provided to the Appellant within fourteen (14) Days of receiving the appeal.

If the appeal is denied based on insufficient grounds, because it was not submitted in a timely manner, or because it does not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

7. APPEALS PANEL

If the appeal is accepted, OE will appoint a three-member Appeals Panel with no conflict of interest. The Appeals Panel may convene via written submissions, teleconference, or in person.

8. APPEALS PROCEDURE

An appeal is not a new hearing and will be limited to the grounds of appeal identified. The Appeals Panel may summarily dismiss an appeal if it determines the appeal is outside its jurisdiction or does not meet the grounds for appeal. If dismissed, this decision may not be appealed.

If a party to the appeal chooses not to participate or fails to appear at the hearing, the hearing will proceed in any event.

The Appeals Panel will establish the timeline and format of proceedings, including in-person, by telephone or electronic means, based on review of prior submitted evidence, and written submissions, or a combination of these methods. Both parties may present written submissions and supporting documents. The Appeals Panel will ensure procedural fairness and may request clarification or evidence as needed.

9. DECISION

The Appeals Panel will issue a written decision within fourteen (14) Days of the hearing. The Appeals Panel may:

- Uphold the original decision;
- Modify the decision;
- Overturn the decision and refer the matter back to the original decision-maker with directions, or direct appropriate remedies.

The decision rendered by the Appeals Panel is final and binding, with no further right of appeal within OE.

10. CONFIDENTIALITY

All appeals proceedings will be confidential, involving only the parties, OE, the Appeal Panel, and any independent advisors to the Appeal Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information to any person not involved in the proceedings unless OE is required to notify an organization, including but not limited to a National Sports Organization, Provincial Territorial Sport Organization, or government ministry, or notification is otherwise required by law.

This Policy serves as a framework for the appeals process but does not cover every situation. If you are unclear about the requirements of this Policy, please contact the Executive Director at OE as follows:

Ontario Equestrian

320 Harry Walker Parkway North

Unit 2

Newmarket, ON L3Y 7B8

905.709.6545

Reviewed and Approved by the Ontario Equestrian Board of Directors: March 25, 2026

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