

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)

APPEALS POLICY

(October 2025)

1. PURPOSE

The purpose of this Appeals Policy is to provide a fair, transparent, and structured process for reviewing certain decisions of the Alberta Table Tennis Association (“ATTA”), while ensuring that the appeals process is not misused to delay, disrupt, or undermine the governance and operations of the Association.

This policy reflects the principles of procedural fairness and aligns with the ATTA Bylaws and applicable provisions of the Alberta Societies Act.

2. AUTHORITY

This policy is adopted by the Board of Directors under the authority granted by:

- ATTA Bylaws
- The Alberta Societies Act
- The Board’s fiduciary duties to act in the best interests of the Association

This policy is binding on all members, clubs, directors, officers, and participants.

3. DECISIONS SUBJECT TO APPEAL

The following decisions may be appealed:

- Disciplinary decisions affecting a member or club
- Determinations affecting membership status or eligibility
- Administrative decisions made under ATTA bylaws or policies that materially affect rights or participation

The following decisions are not subject to appeal:

- Decisions of the Annual General Meeting or Special General Meeting
- Adoption or amendment of policies by the Board
- Strategic, operational, or discretionary decisions of the Board
- Decisions made by external governing bodies

4. ELIGIBILITY TO FILE AN APPEAL

An appeal may only be filed by an individual or organization that:

- Is a member in good standing; and
- Is in full compliance with all ATTA bylaws, policies, and directives at the time of submission

Appeals submitted by individuals or organizations that are not in compliance may be rejected without review.

5. GROUNDS FOR APPEAL

An appeal may only be brought on one or more of the following grounds:

1. Procedural Error – The decision-making process did not follow ATTA bylaws or policies
2. Bias or Conflict of Interest – A decision-maker had a conflict or demonstrated bias
3. New Evidence – Relevant evidence that was not reasonably available at the time of the original decision
4. Unreasonable Decision – The decision was clearly inconsistent with the facts or applicable policies

Appeals based solely on disagreement with a decision will not be considered.

6. REQUIREMENTS FOR SUBMISSION

An appeal must:

- Be submitted in writing
- Be filed within 14 days of the decision
- Clearly identify the decision being appealed
- State the specific grounds for appeal
- Provide supporting evidence for each ground
- Specify the remedy sought

Appeals that are incomplete, vague, repetitive, or unsupported may be rejected.

7. PRELIMINARY SCREENING

Upon receipt of an appeal, the ATTA shall conduct a preliminary review to determine whether:

- The appeal was filed within the required timeline
- The appellant is eligible to file an appeal
- The appeal meets the required submission criteria

- Valid grounds for appeal have been established
- The appeal is not frivolous, vexatious, or made in bad faith

The ATTA may dismiss an appeal at this stage without proceeding further.
The decision to dismiss at this stage is final.

8. SCOPE OF APPEAL

An appeal is a review of the original decision and is not a re-hearing.

Appeals shall not:

- Reconsider the matter in full
- Introduce new arguments unrelated to the stated grounds
- Be used to challenge policies or governance decisions

9. APPEAL PROCESS

If an appeal proceeds beyond preliminary screening:

1. The Board shall appoint an Appeal Panel independent of the original decision-makers
2. The Appeal Panel may conduct the review through written submissions or a hearing
3. The Appeal Panel shall consider only relevant information related to the stated grounds

10. NO SUSPENSION OF DECISION

Filing an appeal does not suspend or delay the original decision unless expressly determined by the ATTA.

11. PROTECTION OF AGM AND GOVERNANCE PROCESSES

Appeals shall not be used to delay, interfere with, or invalidate:

- Annual General Meetings
- Elections
- Governance processes

Any appeal filed for such purposes may be dismissed as improper.

12. VEXATIOUS OR BAD-FAITH APPEALS

The ATTA may determine that an appeal is frivolous, vexatious, or made in bad faith where it:

- Repeats previously decided matters

- Lacks substantive grounds
- Is intended to delay, disrupt, or burden the Association

In such cases, the ATTA may:

- Dismiss the appeal
- Restrict further submissions
- Initiate disciplinary action under ATTA bylaws

13. DECISION OF THE APPEAL PANEL

The Appeal Panel may:

- Uphold the original decision
- Modify the decision
- Overturn the decision
- Refer the matter back for reconsideration

The decision shall be provided in writing.

14. FINALITY

The decision of the Appeal Panel is final and binding within the ATTA.

No further internal appeal shall be available.

15. CONFIDENTIALITY

All appeal proceedings and related documents shall be treated as confidential, except where disclosure is required by law or necessary to implement the decision.

16. ADMINISTRATION

The ATTA Secretary or designate shall maintain records of all appeals and decisions.

17. REVIEW OF POLICY

This policy shall be reviewed periodically by the Board to ensure continued alignment with ATTA bylaws, governance practices, and applicable legislation.