



Biathlon Alberta Dispute Resolution Policy

DISPUTE RESOLUTION POLICY

1. General Grievance and Appeal Procedure

Any member of Biathlon Alberta may file a grievance, or appeal a decision that directly affects him or her. Additionally, parents and/or guardians may file appeals on behalf of minor-aged children. The following procedure will be used to resolve a grievance or appeal:

- a. A grievance or appeal must be submitted in writing to the Biathlon Alberta office.
- b. The grievance or appeal will be made to a Review Body comprised of:
 - Either the body (or, a panel of three members thereof) responsible for the original decision or policy being grieved/appealed, or;
 - The Biathlon Alberta Board of Directors (or, a panel of three members thereof).

The grievance or appeal will be reviewed within 10 days of receipt. The Review Body will be chaired by either the President or a Vice-President of the Biathlon Alberta Board of Directors.

- c. A decision will be communicated to the aggrieved/appellant within 3 days of the Review Body reaching its decision.
- d. Notwithstanding the timelines identified above, the Review Body is in charge of its own procedure and may, if appropriate and necessary, amend the time within which things may be done.

2. Further Right of Appeal

- a. Should the process outlined in the "General Grievance and Appeal Procedure" fail to produce an outcome satisfactory to the aggrieved/appellant, the option of further right of appeal may be exercised.
- b. In such case, the subsequent grievance or appeal will be reviewed by a three-person Further Right of Appeal Review Body comprised of: One member of the original Review Body; and, two persons involved neither in rendering the original policy or decision which led to the grievance/appeal, nor the original Review Body.

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(Suitable candidates for an FRA Review Body may include former Board members, Board members or staff of other Divisions, Board members or staff of other Provincial Sport Associations, etc.)

- c. The Further Right of Appeal Review Body will be struck and the grievance or appeal reviewed within 7 days of receipt.
- d. A decision will be communicated to the aggrieved/appellant within 3 days of the Further Right of Appeal Review Body reaching its decision.
- e. Notwithstanding the timelines identified above, the Further Right of Appeal Review Body is in charge of its own procedure and may, if appropriate and necessary, amend the time within which things may be done.
- f. The Decision of the Further Right of Appeal Review Body will be final.