



FORZA SOCCER ACADEMY

Forza Soccer Academy is committed to fair, impartial, and timely appeal processes. This policy establishes an appeal process that is independent of the Board of Directors and provides a mechanism to review eligible decisions made under applicable Forza Soccer Academy policies.

1. Purpose

The purpose of this policy is to provide a clear and procedurally fair process for appealing eligible formal decisions. An appeal is not a new hearing of the entire matter. It is a review of whether the original process or decision was affected by a recognized ground of appeal.

2. Scope

This policy applies to eligible formal decisions made under Forza Soccer Academy policies, including decisions arising from discipline, misconduct, inappropriate behaviour, or formal dispute-resolution processes. Employment matters involving staff are addressed through applicable employment or human-resources processes. Governance matters involving Directors acting in their governance capacity are addressed through the bylaws and governance policies.

3. Independence from the Board

Appeals under this policy will be administered independently of the Board of Directors. Forza Soccer Academy will appoint an independent Appeal Manager, adjudicator, or appeal panel whose members are not current Directors and who have no material conflict of interest in the matter. The Board will not hear, decide, or direct the outcome of an appeal.

4. Decisions That May Be Appealed

A party directly affected by a formal decision may request an appeal where the decision is identified as appealable under the applicable Forza policy or where an appeal is otherwise reasonably available. Routine coaching decisions, team selection decisions, playing-time decisions, training content, and other technical judgments are not ordinarily appealable unless a specific policy or governing-body rule provides otherwise.

5. Grounds for Appeal

An appeal must be based on one or more recognized grounds. Disagreement with the outcome alone is not sufficient.

Recognized grounds may include:

- a material procedural error that affected the fairness of the original process;
- a decision made outside the decision-maker's authority or jurisdiction;
- a material conflict of interest, bias, or reasonable apprehension of bias;
- a decision that was unreasonable in light of the information properly before the decision-maker;
- significant new information that was not reasonably available at the time of the original decision and could materially affect the outcome.

6. Requesting an Appeal

A request for appeal should be submitted in writing to the Executive Director or another designated administrative contact within 14 days of receiving the formal decision, unless a different time period is specified in the applicable policy or governing-body rule. The request should identify the decision being appealed, the ground or grounds of appeal, the relevant supporting information, and the outcome being requested. Reasonable assistance may be provided to a person who requires support submitting the request.

7. Initial Review of the Appeal

An independent Appeal Manager or designate will conduct an initial review to determine whether the appeal was submitted within the required time, whether the appellant is directly affected by the decision, and whether at least one recognized ground of appeal has been identified. If the appeal does not meet these requirements, it may be dismissed without a full appeal hearing, with reasons provided.

8. Appeal Process

Where an appeal proceeds, the independent appeal decision-maker will determine a fair and proportionate process. The appeal may be conducted through written submissions, a meeting, a hearing, or another appropriate method. The original decision-maker and other relevant parties may be given an opportunity to provide information or respond. The appeal decision-maker may review the original record and any new information permitted under the stated grounds of appeal.

9. Appeal Outcomes

After reviewing the appeal, the independent appeal decision-maker may dismiss the appeal and confirm the original decision; allow the appeal and vary the decision; set aside the decision and substitute an appropriate decision where authorized; or return the matter for reconsideration by a new independent decision-maker with directions intended to correct the identified procedural or substantive issue.

10. Written Decision

The appeal decision will be provided in writing and will identify the outcome and sufficient reasons to explain the decision. The decision will be communicated to the parties and to Forza Soccer Academy only to the extent required to implement the outcome and maintain appropriate organizational records.

11. Effect of an Appeal

Submitting an appeal does not automatically suspend the original decision. The independent Appeal Manager or appeal decision-maker may stay or modify the effect of the original decision while the appeal is pending where this is necessary for fairness, safety, or the integrity of the process.

12. Confidentiality and Retaliation

Appeal information will be shared only as reasonably necessary to administer the process, protect participants, implement the outcome, or meet legal or governing-body requirements. Retaliation against a person for making or participating in a good-faith appeal is prohibited.

13. Referral to a Higher Governing Body

Where appropriate, an appeal may be referred to Saskatchewan Soccer Association, Canada Soccer, or another higher governing body with jurisdiction. Where the rules of a higher governing body provide an applicable appeal mechanism, those rules may take precedence over this internal process.

14. Finality

An internal appeal decision under this policy is final within Forza Soccer Academy unless a further right of appeal exists through Saskatchewan Soccer Association, Canada Soccer, or another body with jurisdiction.

15. Relationship to Other Policies

This policy should be read together with the Forza Soccer Academy bylaws, Governance Policy Framework, Discipline, Misconduct & Inappropriate Behaviour Policy and Process, Dispute Resolution Policy and Process, Codes of Conduct, and applicable Safe Sport policies.

Implementation principle: Appeals are decided independently of the Board of Directors. Where appropriate, an appeal may instead proceed through Saskatchewan Soccer Association, Canada Soccer, or another higher governing body with jurisdiction.

Approved by Forza Soccer Academy

www.forzasocceracademy.ca