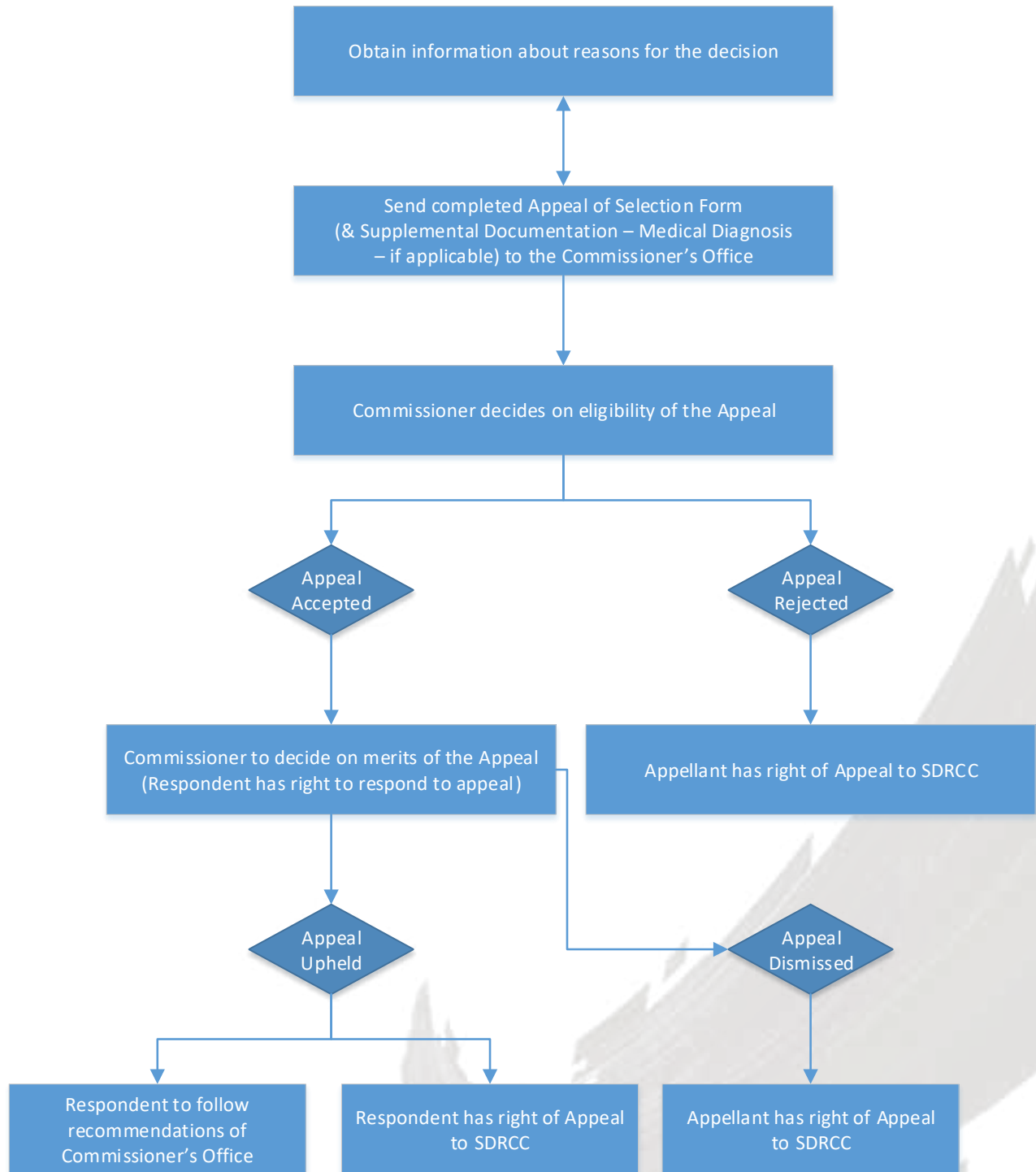




## PROCESS FOR SUBMITTING APPEALS OF TEAM SELECTIONS, CAPP SELECTIONS, AND CARDING DECISIONS





### General Information

- Only eligible athletes may submit appeals for Team Selections, CAPP selection, or Carding nominations. To determine if you are eligible to submit an appeal please refer to the specific Team Selection Criteria Document, the National Team Selection – Rule Book and Commissioner's Office Terms of Reference.
- Appeals may be submitted for circumstances related to athlete illness or injury or in the instance the selection panel may not have reasonably adhered to the process outlined in the Selection Criteria Document
- The Commissioner will decide all first level appeals, bearing in mind the team objectives and high performance principles as specified in each Selection Criteria Document
- Athletes who wish to submit an appeal must submit their appeal to the Commissioner's Office (see contact details below) within **5 business days** (unless otherwise specified) following the announcement of the team and within **14 days** following the announcement of the CAPP list or carding list
- The deadline for Team Selection appeals may be shorter than 5 business days in circumstances where an external organizing body (such as the CSC, COC, CPC, etc.) requires Athletics Canada to submit the final team list by a specific date
- For additional information or assistance in submitting an appeal, please contact your Athlete Directors
  - Kate Van Buskirk: [kateellenvanbuskirk@gmail.com](mailto:kateellenvanbuskirk@gmail.com)
  - Charles Philibert-Thiboutot: [pt\\_charles@hotmail.com](mailto:pt_charles@hotmail.com)
  - Greg Stewart: [greg.r.stewart.72@gmail.com](mailto:greg.r.stewart.72@gmail.com)
  - <http://athletics.ca/federation/governance/committees/>

### Appeals Process

To appeal the decision of the National Teams Committee (NTC) or the CAPP selection panel, follow these steps :

1. As soon as the decision is published, contact Simon Nathan [Simon.Nathan@athletics.ca](mailto:Simon.Nathan@athletics.ca) and/or Colin Whitmee ([colin.whitmee@athletics.ca](mailto:colin.whitmee@athletics.ca)) to learn the reason of the decision. Be sure to make note of the relevant timelines for submitting your appeal.
2. For your convenience, we have prepared an online form and a PDF. Fill out the Appeal of Selection Form (found at end of this document or at the following online link: <https://athletics.ca/machform/view.php?id=112037>). Your appeal must include the following:
  - a. date the decision was made;
  - b. content of the decision (i.e. What was decided);
  - c. identity and contact information of the Athlete (Appellant);
  - d. identity of any other affected parties if the decision were to be changed (if known);
  - e. a description of the decision (i.e. reasons given for why the decision was made);
  - f. the Appellant's reasons why the decision made was improper or incorrect; and
  - g. the requested remedy or solution.



3. If the appeal relates to injury or illness, you must provide supplemental documentation from a medical practitioner of the diagnosis and any other information relevant to the appeal (i.e. prognosis, treatment plan, return-to-competition plan, etc.).  
(Team Selection: Any decision by the Commissioner on an appeal relating to illness or injury must take into consideration the athlete's ability to fulfill the Final Phase Preparation Requirements contained in each Team Selection Criteria Documents.)
4. Submit the form and all supplemental documentation (where applicable) to the Commissioner's Office within the appropriate timeframe (see 'General Information' above) by fax (613-260-3839) or email ([Commissioner@athletics.ca](mailto:Commissioner@athletics.ca)) for official review. You must also contact the Finance Manager, Christopher Jervis ([Chris.Jervis@athletics.ca](mailto:Chris.Jervis@athletics.ca)) for options to pay the required appeals fee of \$250. This must be paid before your appeal will be processed.
5. Upon receiving the appeal, the Commissioner will first determine if it was submitted within a reasonable timeframe following the date of the decision (or if a reasonable explanation has been provided for granting an extension, otherwise) and if the appeal can be accepted for submission (as determined by the athlete's eligibility to submit an appeal). If approved for submission, the Commissioner will then assess and decide on the merits of the appeal.
6. If you are not satisfied with the decision of the Commissioner, a formal second appeal may be available, depending on timelines, by filing a subsequent appeal to the SDRCC (Sport Dispute Resolution Centre of Canada) in accordance with The Commissioner's Office Terms of Reference. Note that Athletics Canada (Respondent) also has the right to appeal the Commissioner's decision to the SDRCC if the appeal is upheld.



## Appeal of Selection

*(If the appeal relates to injury or illness, please include a medical diagnosis from a medical practitioner)*

I, (name) \_\_\_\_\_ wish to submit an Appeal of Selection based on the information provided below. **Please write neatly.**

I declare that the statements made above accurate and truthful.

Date:

Athlete's Name:

Athlete's Signature: