

#### When they DO Exist:

Ideally, deadlines are clearly outlined in the organization's appeal policy. When the situation calls for it and depending on the complexity or the urgency of a case, deadlines may be abridged or extended by consent of all parties.

In a review of existing appeal policies of sport organizations, the SDRCC found that the following deadlines\* are frequently pre-determined:

**Notice of Appeal:**

Received (or sent) within X days of the written announcement of the decision being appealed.

**Screening of Appeal:**

Completed within X days from the receipt of the notice of appeal.

**Appointment of the Panel:**

Completed within X days from the decision that the appeal may proceed to a hearing.

**Hearing:**

Held within X days from the appointment of the panel.

**Submission of Relevant Documents:**

Completed at least X days before the hearing date.

**Decision:**

Rendered within X days from the conclusion of the hearing.

*\* Please refer to your organization's policy for applicable timelines.*

#### When they DO NOT Exist:

Some policies will be silent about timelines. This has the potential to cause appeals to drag longer than they should, deteriorating personal relationships in the process. In such cases, especially when parties disagree about how urgent the case is, a final determination may be required to set a deadline for a resolution.

Should the appeal panel find itself in this position, it is best practice to ensure that the ruling on deadlines does not cause an injustice or undermine the validity of the process; in order to do so, one can carefully weigh the consequences of a ruling on deadlines on all the parties' capacity to make their case against the necessity to reach a final decision in a timely fashion, while remaining equitable to all and not causing an injustice.

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