



British Columbia Table Tennis Association
Email: bctta.ad2025@gmail.com

Appeal and Complaint Policy

Oct 13, 2025

Appeals

- A. All Appeals must be reported by sending email to: bctta.ad2025@gmail.com.

- B. Any party intending to appeal must provide a written statement setting out their grounds of appeal to the board of BCTTA within ten (10) business days of notification of the decision being appealed. The written application to appeal must contain:
 - 1. Decision being appealed.
 - 2. Grounds for Appeal.
 - 3. Statement of fact.
 - 4. Rule or regulation that has been contravened.
 - 5. Remedy sought.
 - 6. Provide proof of payment of the appeal fee as determined annually by BCTTA.

- C. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeals. Sufficient grounds include the following and do not extend to questions of law:
 - 1. Making a decision for which it did not have authority or jurisdiction as set out in governing documents.
 - 2. Failing to follow procedures as laid out in the approved policies of the association.
 - 3. Making a decision which was influenced by bias.
 - 4. Exercising its discretion for an improper purpose.
 - 5. Making a grossly unreasonable decision.

- D. Within fifteen (15) business days of receiving the written appeal, the board of BCTTA will determine if the Appeal is accepted. If the Appeal is not accepted, the board of

BCTTA will notify the appellant and provide written reasons for denying the appeal. The appellant will not be granted further avenues of appeal.

E. For Accepted Appeals, the board of BCTTA will:

- Propose alternative dispute resolution to the parties to attempt to resolve ahead of proceeding through the appeals procedure.
- Following an attempt or refusal of alternative dispute resolutions, refer application to the appropriate appeal panel composed of one board of director, one individual and one member will serve as the Appeal Chair.

F. The Appeals Panel, and specifically the Chair must:

1. Designate an individual or act as the Chair for each Appeal
2. Investigate matters related to the Appeal submitted the Appeal Panel
3. Decide on an appeal against a decision to extend a Sanction
4. Resolve disputes arising from objections to members selected to serve
5. Rule on appeals against provisional decisions made by a Judicial Body
6. Pronounce, alter, or annul provisional measures

G. The Appeal Panel may, at its sole discretion and without holding a hearing, decide an appeal if, on the basis of the written documentation submitted to it, it is considered that the "s Bylaws, Rules, Regulations, and BC Universal Code of Conduct have or have not been breached.

H. Alternatively, the Appeals Panel may, at their sole discretion, determine if the appeal will be heard by a documentary or oral hearing. For oral hearings, parties will be provided notice in advance of the day, time and method for the oral hearing.

I. Written decisions are to be forwarded to the parties concerned within fifteen (15) business days of the respondent's rebuttal deadline date and, in cases where an oral hearing is held, with fifteen (business days after the days after the date of the hearing).

J. Every appeal will be handled in a manner that upholds the principles of procedural fairness outlined in the BCTTA Discipline, Complaints and Appeals Policy.

- K. Decision rendered by the Appeal Panel are to be written and must include the names of the Appeals Panel members, the names of the parties, the grounds for the decisions, the facts upon which it was based and the decision itself and the rights to appeal to Table Tennis Canada, if applicable.
- L. BCTTA will maintain records of all decisions. Making it available as appropriate.
- M. Decisions are to be signed by the Appeals Panel.
- N. Decisions may be communicated by electronic mail or by registered letter.
- O. The right is reserved for an appeal to be made to Table Tennis Canada Appeal Committee.