



EDMONTON SOUTHWEST UNITED

soccer club | established 1982

POLICY ADM-25-05 | APPEALS

Approved July 6, 2025
Review on July 6, 2026 or before, as required

Policy Purpose

To provide all SWU members with a clear, fair, and consistent process for appealing disciplinary decisions rendered by the Club's Discipline Committee.

This policy upholds the principles of natural justice and the right to due process in accordance with Alberta Soccer Association ("ASA") rules.

Policy Scope

This policy applies to all SWU members, including players, coaches, managers, volunteers, spectators, and parents involved in soccer-related activities under the Club's jurisdiction.

Policy Statement

SWU recognizes that individuals subject to disciplinary action have the right to appeal decisions that they believe were unjust, procedurally flawed, or inconsistent with Club or ASA policy.

Appeals must be made in good faith and will be reviewed in a timely, impartial, and transparent manner.

Grounds for Appeal

An appeal may only be considered under one or more of the following grounds:

1. Procedural Error: There was a failure to follow proper procedures that may have affected the outcome.
2. New Evidence: New information has become available that was not presented at the original hearing and could significantly impact the decision.
3. Unreasonable Decision: The decision was clearly unreasonable or unsupported by the evidence presented.
4. Conflict of Interest or Bias: The original panel was not impartial or had a conflict of interest that may have influenced the decision.

Important Note: Appeals will not be considered simply because the appellant disagrees with the outcome.



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Appeals Procedure

1. Notice of Appeal

- Must be submitted in writing to the SWU Director of Discipline or Club Administrator within seven (7) days of receiving the written decision.
- Must include:
 - The specific decision being appealed
 - Grounds for the appeal (see above)
 - Any supporting documentation
 - Contact information of the appellant

2. Appeal Fee

- Currently, no appeal fee is required. SWU reserves the right to implement a fee in the future via Board motion. If introduced, Policy ADM-25-05 will be amended accordingly.

3. Appeals Panel

- A separate Appeals Panel will be formed, consisting of three impartial members who did not participate in the original hearing or investigation.
- The panel may include Club volunteers, administrators, or external individuals as necessary.

4. Review Process

- The Appeals Panel will review the appeal submission to determine if it meets one or more valid grounds.
- If accepted, the panel may:
 - Conduct a hearing (in-person or virtual)
 - Request additional documentation or clarification
 - Interview involved parties

5. Decision and Notification

- A written decision will be issued within ten (10) days of the appeal hearing or final review.
- The decision of the Appeals Panel is final at the Club level.
- If further appeal is sought, the matter must be escalated to the Edmonton Minor Soccer Association (EMSA) or the Alberta Soccer Association, following their guidelines.

Confidentiality and Record Keeping

All appeal proceedings shall be confidential. A written record of all appeals, decisions, and supporting documentation shall be securely maintained by the Club Administrator.

Review and Amendments

This policy will be reviewed annually by the SWU Governance Committee and may be amended by motion of the SWU Board of Directors.