



# APPEAL APPLICATION PACKAGE





# APPEALS PACKAGE

## TABLE OF CONTENTS



PROCEDURES	1 - 2
SCHEDULE	3
FREQUENTLY ASKED QUESTIONS	4 - 5
APPLICATION	6



## PROCEDURES

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**NOTE: Appeals to the OMHA involving matters related to Code of Conduct, harassment, abuse and/or maltreatment will NOT be considered for a hearing unless the allegations have been reported through the Code of Conduct process and the applicant is in receipt of a final report in the matter. More information pertaining to Code of Conduct can be found at [omha.net](http://omha.net).**

An Appeal to the Ontario Minor Hockey Association (OMHA), as allowed under OMHA Regulation 16.0 requires the following steps to be completed:

1. The Filing of Appeal form, attachments and applicable fee (\$400.00) are required to be submitted to the OMHA Office: 25 Brodie Drive, Unit 3, Richmond Hill, ON L4B 3K7.
2. Complete the Filing of Appeal form in full.

Appeals applications must be received by the OMHA Office, via the address at the top of the Appeal Application Form, or, by email at [OMHA.appeals@omha.net](mailto:OMHA.appeals@omha.net), no later than 4:30 PM on the date of the filing deadline of the hearing for which you are applying.

3. Making Payment

The **OMHA Application fee of \$400** (which includes GST) must be also be received prior to the filing deadline and may be made by one of the following methods:

- E-transfer to [financial@omha.net](mailto:financial@omha.net)
- Credit card (Visa or MC) by contacting the OMHA Office at 905.780.6642
- Debit by attending the OMHA Office in person
- Certified cheque

4. Direct the appeal submission to the attention of the **“OMHA Appeals Committee”**

- **You must be specific regarding the matter being appealed, the grounds for the appeal, the facts supporting the case and the desired outcome.**
- Be concise and, preferably, use numbered paragraphs. **The maximum number of pages that will be accepted in a submission is five (5) pages, not including the application form.**
- If an Appeal is for exemption from Regulations of Hockey Canada/Ontario Hockey Federation/Ontario Minor Hockey Association, e.g., Residency Regulations, be specific regarding the **grounds for being exempt from those Regulations**.
- The Appellant and any attending Respondents will appear via a video conference call before the Appeal Committee. Information from the submitted application, its supporting documentation, information submitted by any Respondents, as well as, information

obtained during the Appeal hearing will be used by the Appeal Committee in making its decision.

## **5. Possibility of Further Appeal**

Any person wishing to appeal a decision of the OMHA must submit, to the OHF, a completed OHF appeal application form accompanied by the appropriate fee within seven (7) days of receiving the decision. An OMHA Appeal hearing satisfies the requirements of OHF Regulation 6.6.1.

## **6. Appeal Scheduling**

Appeals will not be scheduled until the Filing of Appeal form and written submission, together with full payment, as noted previously, are received at the OMHA office. The Appeal Committee date will then be established using the application's received date. All hearings are held via video conference call. Attendees should ensure that they have a stable connection available.

## **7. Upon receipt of a properly filed appeal, the OMHA office processes the appeal as follows:**

- a) Appeal is reviewed by the OMHA President to determine whether or not the situation is appealable.
- b) Following the filing deadline confirmation regarding whether or not the application has qualified for a hearing is emailed to the Appellant.
- c) A Notice of Appeal Hearing form is emailed with the appeal application to the affected OMHA Centre(s) and to the OMHA Regional Director(s) involved (Respondents), allowing them to provide comments with respect to the appeal and/or attend the schedule appeal hearing.
- d) Details regarding the scheduled date, time and location of the hearing will be emailed to the Appellant(s) and Respondent(s).

## **8. After the appeal has been heard the OMHA office will:**

As per OMHA Regulation 16.2 the OMHA shall give its final decision in writing after the hearing and/or fact finding or further investigation is concluded. The decision will be communicated to the Appellant and Respondents by email.

## SCHEDULE

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<b>*OMHA Appeal Committee Dates</b>	<b>Filing Deadlines @ 4:30 PM NO EXCEPTIONS</b>
August 23, 2025	August 13, 2025
September 14, 2025	September 3, 2025
September 27 or 28, 2025	September 17, 2025
October 18 or 19, 2025	October 8, 2025
November 1 or 2, 2025	October 22, 2025
November 29 or 30, 2025	November 19, 2025
January 18, 2026	January 7, 2026
March 8, 2026	February 25, 2026
April 26, 2026	April 15, 2026
May 16 or 17, 2026	May 6, 2026
May 30 or 31, 2026	May 20, 2026

**\*Dates are tentative. Each session of Appeals may be held on the date(s) listed or may be scheduled for the week following the posted tentative dates depending on the number of appeals filed and pending the availability of the Committee(s).**

# FREQUENTLY ASKED QUESTIONS

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**Q: The reasons for my Appeal Application include allegations that pertain to the Code of Conduct involving an Association and/or individual, is this information considered by the Committee?**

**A: Allegations involving matters pertaining to the OMHA Code of Conduct will not be considered by the Committee unless a Code of Conduct Complaint has been filed and that process has been completed by OMHA Risk Management. OMHA Appeal Committees are not in a position to make decisions that involve matters not vetted through the Risk Management process. Appellants are advised to deal with the Code of Conduct allegations before filing an Appeal.**

**Q: I have filed an Appeal Application, when will I receive confirmation of receipt?**

**A: Every effort is made to provide confirmation of receipt of your Appeal Application within 48 hours **following the filing deadline** for the next hearing date. However, there are occasions when the seasonal workload is at a higher volume and this notification may be delayed beyond the initial 48 hours.**

**Q: Who is notified that I have filed an Appeal Application?**

**A: Any OMHA Association affected by the outcome of your Appeal's decision will receive notice and a copy of your Appeal Application. They are deemed to be the Respondent(s) and as such may submit a written response stating their position and/or attend the Appeal Hearing. The OMHA Regional Director responsible for any of the responding Associations involved will also be notified and receive a copy of your Appeal Application and may provide a response and/or attend the Hearing.**

**Q: If a Respondent or OMHA Regional Director submits a response will I be provided a copy of the response ahead of the Appeal Hearing?**

**A: Yes, you will be provided a copy of any response received from the Respondent(s) and/or OMHA Regional Director.**

**Q: When will I be notified of the confirmed date and time of the Appeal Hearing?**

**A: You will be notified of the confirmed date and time for your Appeal Hearing by end of day on the Thursday prior to the tentative hearing date.**

Q: Am I required to attend the hearing?

A: Yes, your attendance at the hearing is required

Q: Where do the Appeal Hearings take place?

A: All Appeal Hearings will be held by video conference call.

Q: The Appellant is my child, should they attend the Appeal Hearing?

A: If the Appellant is a child the Committee encourages them to attend the Hearing, however, this is a parenting decision. You are best qualified to make that determination.

Q: Is the Appeal fee refundable?

A: The Appeal fee is non-refundable; however, OMHA Regulations do provide for the granting of a refund of up to fifty (50) percent of the appeal fee. The granting of this refund is at the discretion of the Committee. If it is the decision of the Appeal Committee to grant a refund, notice of this will be included in the Committee's written decision.

Q: Can I bring legal counsel or other persons with me to the Appeal Hearing?

A: While you may bring legal counsel and other persons with you to the Hearing the Committee will be addressing the Appellant and/or the parent of the Appellant.

Q: I've never attended an OMHA Appeal Hearing before, what can I expect?

A: The OMHA has three (3) separate Appeal Committees assigned on a rotating basis to consider Appeal Applications. While each Chair has their own process for conducting their Hearings they generally follow a similar format:

- Introductions
- Opportunity for the Appellant to outline their Appeal
- Opportunity for the Respondent(s) to state their position
- Questions from the Committee
- Wrap up by the Appellant
- Wrap up by the Respondent(s)
- Closing instructions from the Chair of the Committee

Q: How and when will the Committee's decision be communicated?

A: The Committee's decision will be sent by email to the email address provided in your Appeal Application. There is no set timeline on when the decision must be communicated. In general, you can expect a decision within two weeks but this can vary as there may be follow-up that needs to be conducted by the Committee following the actual Hearing, or, workload that may delay the completion of the written decision.



## APPEAL APPLICATION FORM

**NOTE: Appeals to the OMHA involving matters related to Code of Conduct, harassment, abuse and/or maltreatment will NOT be considered for a hearing unless the allegations have been reported through the Code of Conduct process and the applicant is in receipt of a final report in the matter. More information pertaining to Code of Conduct can be found at [omha.net](http://omha.net).**

This application must be received by the OMHA Office by email at [omha.appeals@omha.net](mailto:omha.appeals@omha.net) or by mail to 25 Brodie Dr., Unit 3, Richmond Hill, ON L4B 3K7, no later than 4:30 PM on the date of the filing deadline of the hearing for which you are applying. The submission must be accompanied by the OMHA Application fee of \$400. Payment may be made by credit card (Visa or MC) by contacting the OMHA Office at 905.780.6642, by e-transfer to [financial@omha.net](mailto:financial@omha.net), or, by debit by attending the OMHA Office in person. Incompleted applications may not be processed. For more information regarding the Appeals process please review the companion document "OMHA Appeals Procedure and Schedule" and the accompanying FAQs.

**This appeal application is being filed on behalf of the following person:**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
mm/dd/yyyy

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

What are the specific Regulations from which you are appealing relief? \_\_\_\_\_

**In order to provide the Appeal Committee as much information as possible prior to the hearing, please attach a description of the events that have led to this application, the grounds on which you are making this appeal, the facts supporting the case and the desired outcome. Be concise and preferably use numbered paragraphs. The maximum total number of pages that will be accepted in a submission (not including the application form) is five (5) pages.**

Last Three Teams:	Association Name	Category (AA, A, B, etc.)	Division (U10, U11, U12, etc.)
20____ - 20____ Team:	_____	_____	_____
20____ - 20____ Team:	_____	_____	_____
20____ - 20____ Team:	_____	_____	_____

Home Association: \_\_\_\_\_

Home AAA Zone (if applicable): \_\_\_\_\_

Appeal filed by: \_\_\_\_\_ Primary Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRIVACY STATEMENT:** The information requested on this form is required by the Ontario Minor Hockey Association (OMHA) and the Ontario Hockey Federation (OHF) (their respective executives, employees, coaches, trainers, referees and volunteers) for registration purposes and to administer the rules and regulations of the OMHA and provide notification of any upcoming events or other activities. In order to do so, the OMHA, its Member Associations, OHF and Hockey Canada may, if required request proof of a player's identity, address and date of birth.