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## **INSTRUCTIONS AND PROCEDURE**

- a. Appeal Forms can be downloaded from the ACHA website or requested from the ACHA Director of Hockey Operations.
- b. The completed Appeal Form and proof of appeal fee payment must be submitted to ACHA Director of Hockey Operations.
- c. ACHA policies and rules themselves are not appealable. Only decisions and rulings based on ACHA policies and rules are appealable.
- d. Appeals Process for Eligibility.
  - 1. Ruling on a Player's eligibility is a function of the Divisional Commissioner.
  - 2. The Divisional Commissioner's ruling may be appealed by a team within 15 days to an Appeals Committee consisting of the ACHA Executive Director, ACHA President, and respective ACHA Divisional Vice President. The appeal must be 1) in writing; 2) from a team; and 3) accompanied by a receipt showing payment to the ACHA of an appeal fee in the amount of \$250.00 USD (payments can be made at shopacha.com). If the appeal is successful, \$200.00 USD will be refunded to the appealing team. All appeal fees collected by the ACHA will be designated for distribution to charity.
  - 3. The Appeals Committee shall render a decision within 15 days of receipt of appeal. The decision of the Appeals Committee is final.
- e. Appeals Process for Discipline.
  - 1. Ruling on a Player's discipline is a function of the Divisional Commissioner.
  - 2. Ruling on a Player's supplemental discipline is a function of the Director of Hockey Operations.
  - 3. The Divisional Commissioner's ruling on discipline or the Director of Hockey Operations ruling on supplemental discipline may be appealed by a team within 15 days to an Appeals Committee consisting of the ACHA Executive Director, ACHA President, and respective ACHA Divisional Vice President. The appeal must be 1) in writing; 2) from a team; and 3) accompanied by a receipt showing payment to the ACHA of a non-refundable appeal fee in the amount of \$250.00 USD (payments can be made at shopacha.com). If the appeal is successful, \$200.00 USD will be refunded to the appealing team. All appeal fees collected by the ACHA will be designated for distribution to charity.
  - 4. The Appeals Committee shall render a decision within 15 days of receipt of appeal. The decision of the Appeals Committee is final.