



Appeal Policy And Procedures

**As amended by the Board of Directors, April 2006, October 2008,
September 2011, July 2012, November 2014, September 2017, August 2018 and
October 2019.**

Appeal Procedure

- A. In order for a person to appeal an adverse decision of the AVDC, s/he must submit a petition, in writing or by email through the AVDC's Document Management System (DMS), to the Executive Director of the AVDC.
- B. The **petition** shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition. The petition must be received by the Executive Director within **20 days** of the date on which AVDC informed the affected party of the AVDC adverse decision.
- C. **Grounds for an Appeal:** The affected party may petition for reconsideration or review of the AVDC's decision on the grounds that the AVDC has ruled erroneously by:
 - a. Disregarding the established AVDC criteria for certification or approval.
 - b. Failing to follow its stated procedures.
 - c. Failing to consider relevant evidence and documentation provided by the appellant, including background information that may be favorable to the appeal being accepted.
- D. **Action Following Receipt of an Appeal by AVDC:** The Executive Director shall send the appeal to the Board of Directors, the Appeals Committee, and the Chairperson of the appropriate Committee.
- E. The **Appeals Committee** shall investigate appeals of adverse decisions referred to it by the Executive Director. As per By-Laws Article I, Section 3, item A, the Appeals Committee shall be composed of six members appointed by the AVDC Board of Directors, one of whom shall be appointed as Chairperson. The 6 members are to be comprised of 4 NSS/SA Diplomates and 2 Equine Diplomates. No member of the Appeals Committee may be an AVDC Officer or Member of the Board of Directors, and no diplomate directly involved with the adverse decision or the petitioner may be a member of the Appeals Committee panel for that appeal. If a member of the Appeals Committee has to be recused from participation in the review of an appeal for any reason, the Board of Directors shall appoint another diplomate to the Appeals Committee panel for that appeal.
- F. The Appeals Committee shall be charged by the Executive Director within **5 days** of receipt of the petition.
- G. The Appeals Committee, once charged by the Executive Director, shall investigate the appeal documents and make a determination based on information provided by the appellant and the responsible committee.
- H. The Appeals Committee, at its discretion, may choose to invite the appellant to attend a hearing of the Appeals Committee on the appeal at a mutually convenient time and place, providing reasonable notice of the time and place to the appellant by email through the DMS. AVDC will not reimburse travel expenses resulting from a hearing incurred by the appellant if travel was required.
- I. **Decision on the Appeal:** After reviewing the notice of appeal, supporting documentation and other relevant material, and following a hearing if held, the Appeals Committee shall make a decision on the appeal in a report to the Board of Directors and the Executive Director within a time period which shall not exceed **21 days**. The Committee's report

may include additional recommendations specific to the appeal and/or for consideration in future appeals to assist the appellant in achieving success.

- J. The Board of Directors will accept the Appeals Committee report and direct the Executive Director to report the decision on the appeal to the petitioner.
- K. The Executive Director shall notify the petitioner of the AVDC's final decision in writing by email through DMS within **5 days** of receipt of the report from the Appeals Committee (maximum of 31 days from receipt by AVDC of the petition).
- L. All correspondence and inquires with regard to adverse decisions or appeals are to be submitted by email through DMS to the Executive Director of the AVDC.

Time Permitted for Appeals Processes	Number of Days Permitted Per Step	Maximum Cumulative Days From Transmission of Adverse Decision to Petitioner	Maximum Cumulative Days From Receipt of Appeal
Step			
Transmittal of adverse decision by AVDC to petitioner	-	-	-
Preparation of the appeal by the petitioner and submission to AVDC	20	20	-
Executive Director shall redact petitioner identifying information and forward to the Appeals Committee.	5	25	5
Appeals Committee consideration of appeal and transmittal of report to Board	21	46	26
Board consideration of report from Appeals Committee and transmittal of decision to the petitioner.	5	51	31