

4. DETERMINATION OF PRIMA FACIE CASE (The first stage of an appeal to SAC)

SAC will consider the documents submitted in relation to an appeal to determine whether or not a *prima facie* case has been established on the grounds indicated.

Parties are not present at this hearing. A *prima facie* case is established when, in the opinion of SAC, it is apparent that, were the facts alleged by appellant to be true (regardless of quantity or quality), the alleged facts disclose procedural irregularity or new evidence grounds as indicated in Section B.3 (Grounds for Appeal).

(Note: *Prima facie* is a Latin expression meaning "on its first appearance", or "by first instance". It is used in modern legal English to signify that on first examination, a matter appears to be self-evident from the facts).

- If the finding is negative, the Committee will so inform the parties.
- If the finding is positive, the Committee will then arrange for a hearing at which the appeal will be considered on its merits.
- If the finding is positive and neither party has requested to attend a hearing, the Committee may exercise its discretion and proceed to consider the appeal on its merits and come to a decision.