

SWWHA Appeal Procedures October 2011

Following an “incident” Competitions Chair asks both teams/clubs involved for their comments, in writing

Comments required within 7/10 days of incident (Day 8/11)

(Incident happened on Day 1)

Comments shared with members of League Executive

Decision made within 7/10 days and communicated to clubs (Day 15/21)

There are 3 people on the League Executive – but additional people may be co-opted if there is a conflict of interest or a complex incident

The majority decision will be final

Communication to clubs involved includes advice that they can appeal

Appeals to be made in writing, to the Regional Disciplinary Secretary, within 7 days of the notification of the decision (Day 22/31)

Appeal to be accompanied by a cheque (made payable to SWWHA) for £50

Appeal Fee will be returned if appeal is successful

If club appeals, acknowledge appeal has been received, advise opposition and ask for additional comments

Additional comments required within 7 days (Day 29/41)

Opposition to acknowledge advice

All Appeals must be made in writing

Advise appealing club that an Appeal Panel will be set up, comprising of three independent people, they will be sent all the information by email and asked to make a decision

If the decision is not unanimous or if further clarification is required, the Appeal Panel will meet to discuss

The majority decision, from the Appeal Panel meeting, will be final

Copy of email to be sent to opposition

If dealing with a complex incident the Appeal Panel may comprise of five independent people

Initial response within 14 days of receipt of additional comments, however, if it is necessary to have an Appeal meeting, response will take longer (initially Day 43/55)

When selecting a Panel to hear the Appeal, will avoid representatives from the clubs involved and if possible, avoid representatives from Clubs in the Division involved

Clubs advised of the decision of the Appeal panel and should the decision go against them they should be advised that they can appeal to the WHU Operations Manager within 10 working days of the notification of the decision of the South Wales Appeal Committee (Day 53/65)

This appeal must be accompanied by an appeal deposit of £150

Clubs to acknowledge receipt of SWWHA Appeal Panel decision

At end of WHU appeal period / appeal process, should the decision go against them, penalties will be enforced - if appropriate, points will be deducted from league table
Penalties may include reasonable expenses e.g. travelling expenses, pitch hire costs

The decision of the Appeal Panel shall be final and enforceable

Please see WHU Disciplinary Regulations and WHU Bye Laws for further information

Jane Price
Regional Disciplinary Secretary
October 2011

Notes for Guidance

Every “incident” is different and the procedures are intended to be a guide to the Appeal process rather than a definitive procedure

We are all volunteers with a large number of commitments – we will endeavour to resolve all issues within the indicated timescales but this may not always be possible

The Regional Secretary acts as the Regional Disciplinary Secretary (as per the SWWHA Constitution – revised April 2010)

If the Regional Disciplinary Secretary is involved in the “incident” the SWWHA Executive will appoint a Regional Disciplinary Secretary

The Appeal process is dependent on the integrity of the Regional Disciplinary Secretary – if you do not feel your appeal will receive a “fair” hearing, please advise the Regional Disciplinary Secretary immediately. The SWWHA Executive will then be asked to appoint / act as Regional Disciplinary Secretary for the “incident”

Basically

Something happens

Competitions Chair, asks for comments, in writing, from clubs involved

League Executive make a decision based on the comments received

Clubs advised of decision and right of Appeal to South Wales

If appeal, other club involved asked for any additional comments

Regional Disciplinary Secretary, together with, the Competitions Committee set up an Appeal Panel

Appeal Panel decision advised to clubs involved

Clubs advised of right of appeal to WHU

Sanctions imposed at end of process