

Surf Life Saving Wales



Association Disciplinary Procedure Policy

Registered CIO 8th July 2014
Registration Number 1157762
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Definitions and Interpretation

In these Procedures, the following terms shall have the meanings as set out below:

“NGB”	means the Surf Life Saving Association of Wales (SLSA Wales);
“Appeals Panel”	means the body of (three) members of a panel formed to hear any given disciplinary appeal, all of whom shall be fully aware of SLSA Wales’s Rules and Regulations and these procedures;
“Appellant”	means the respondent who makes an appeal;
“Complainant”	means the person who submits a written complaint concerning a disciplinary matter; this person may be required or directed to present their case at any discipline and/or appeal hearing;
“Complaint”	means a written complaint that relates to a disciplinary matter;
“Disciplinary Panel”	means the body of (three) members of a Disciplinary Panel formed to hear any given disciplinary matter, all of whom shall be fully aware of SLSA Wales’s and these procedures;
“Disciplinary Officer”	means the Disciplinary Officer dealing with the complaint, customarily the SLSA Wales’s Secretary;
“Investigation Committee”	means the Disciplinary Officer plus Disciplinary Panel Chair and/or one other;
“Procedures”	means the SLSA Wales’s Disciplinary Procedures as set out herein and any amendments from time to time;
“Respondent”	means the Member Club (or officer or registered member thereof), coach, referee, official, registered individual or volunteer of SLSA Wales against whom disciplinary action is being brought;
“Recorder”	means a person appointed to the disciplinary panel or appeals panel to record its proceedings – together with providing an accurate transcript if requested, these are the primary and only tasks;
“Rules”	means SLSA Wales’s Rules, Articles of Association or Constitution, Safeguarding Policy and Procedures and all other rules, regulations, codes, policies and procedures adopted by SLSA Wales from time to time;

1. Policy Summary

This is a policy to enable SLSA Wales, ensure that any issues of discipline within SLSA Wales can be dealt with promptly and fairly to protect the integrity of the Association.

2. What constitutes a Disciplinary Matter?

In very simple terms a disciplinary complaint can arise if any rule, regulation or agreement that is in place is “broken” in some way that leads to a problem. The points below expand on this simple explanation highlighting the main areas that might give rise to a disciplinary complaint:

- 2.1 any breach, failure, refusal or neglect to comply with a provision of
 - a. the Association Constitution Regulations, Byelaws or Standing Orders;
 - b. any policy, resolution or determination of SLSA Wales Management Board Trustees or subcommittee;
 - c. any regulations of an event including championship event misconduct, except where such breach, failure, refusal or neglect is of the Anti-Doping Regulations or Safeguarding Regulations, - in such circumstances the matter shall be dealt with as set out in those Regulations as amended from time to time;
- 2.2 any refusal or neglect to comply with the rules and regulations of International Lifesaving (ILS), ILS-Europe (ILSE); or specific Regional; or
- 2.3 failure to abide by the terms of any agreement notified to members including the provision of any facilities entered into by SLSA Wales on behalf of members;
- 2.4 breaching SLSA Wales’s equal opportunities policies and guidelines;
- 2.5 breaching any terms of reference, codes of conduct, regulations or other general policies of the sport;
- 2.6 conduct that is disgraceful or opposed to the general interests of SLSA Wales or lifesaving (including, without limitation, conduct that brings the sport into disrepute, discriminatory conduct, harassment and inappropriate behaviour);
- 2.7 behaviour that is otherwise considered generally unacceptable and contrary to the conduct expected of a member or a registered competitor or anyone acting in any other capacity on behalf of SLSA Wales;
- 2.8 behaviour that is or is likely to be prejudicial to the smooth running of an event organised by or on behalf of SLSA Wales or any event that SLSA Wales is associated with;
- 2.9 any other matter raised by or about a member, registered competitor or anyone acting in any other capacity on behalf of SLSA Wales which raises concerns with the Management Board of Trustees.

Criminal offences

Any matter that is brought to the attention of the Disciplinary Panel Chair where the Investigation Committee decides that the matter should be dealt with by the Police will be referred accordingly. Any action to be brought by way of SLSA Wales disciplinary procedures may be suspended until the outcome of the criminal investigation is determined.

Where should Discipline be addressed?

Disciplinary issues and complaints are to be addressed to the SLSA Wales Disciplinary Panel Chair.

Anti-doping regulations

SLSA Wales has adopted unconditionally the ‘UK Sport Doping Rules’ and all matters regarding Doping shall be dealt under such ‘UK Sport Doping Rules’ which shall take precedence over the Disciplinary Procedures. Further information on all matters relating to the Anti-doping Regulations may be found at <http://www.ukad.org.uk>

Safeguarding Procedures and Policies

In all cases where there is concern about the safety or protection of children, the matter must immediately be referred to SLSA Wales Safeguarding Officer.

SLSA Wales Safeguarding Procedures and Policies, when appropriate, shall take precedence over the Disciplinary Procedures. Further information on all matters relating to the welfare of children and vulnerable adults may be found at <http://www.slsawales.org.uk>

3 Aims

The aim of this policy is to provide a robust framework to resolve disciplinary issues and give assurance to the Board of Trustees that all issues are dealt with promptly, fairly and in compliance with SLSA Wales Byelaws, and that where necessary appropriate penalties are imposed that are commensurate with any offences that may have been committed.

4 Purpose and Scope

This policy covers all disciplinary issues relating to any Affiliated Club and member, of SLSA Wales. It also covers issues relating to Trustee behaviour and disqualification that are not covered within the SLSA Wales Constitution and Byelaws. Issues relating to the non-compliance of organisations that have entered into a contract or licensing arrangement with SLSA Wales are not covered in the scope of this policy, except where it refers to an Affiliated Club or member who has been so engaged by SLSA Wales. All non-compliance issues should be dealt with through the contract or license monitoring procedures established at the time of entering into the contract or license.

5 Roles and Responsibilities

The Management Board of Trustees will establish a Disciplinary Panel, initially appointing the Chair of the Panel and then requesting additional appointments to the Panel to be made in line with 6.2 below, if required. The Panel shall be empowered to deal with any disciplinary complaint on behalf of the Management Board of Trustees.

6. Roles

6.1 The Chair of the Disciplinary Panel may or may not be a member of the Management Board of Trustees, but shall not hold office as the Chair of SLSA Wales.

6.2 The remaining members of the Disciplinary Panel will be a representative of each of SLSA Wales's four Commissions, who shall be appointed by the Commission. They must be serving members of the Commission. It will be the responsibility of the Commissions to ensure they appoint a representative and/or one or more substitutes to ensure a representative is immediately available for any disciplinary meeting. The quorum for such disciplinary meetings shall be three people, including the Panel Chair.

6.3 If any member of the Disciplinary Panel is involved in the disciplinary issue, or has any club-related or personal interest with any individual involved in the disciplinary issue, they will be replaced by another individual appointed by the Commission to avoid any actual or perceived conflict of interest.

7. Procedures

7.1 The original complaint(s) and any evidence (documentary or otherwise) must be sent to SLSA Wales's Investigation Committee within 15 working days of the incidence. Investigations into complaints received outside of this timescale will only proceed at the discretion of the Chair of the Management Board of Trustees.

7.2 The Disciplinary Panel Chair and SLSA Wales's Secretary, will examine any complaint made to consider if further investigation is required before any Disciplinary Panel is formed and subsequent meeting held.

7.3 If an investigation is considered necessary, the Panel Chair may appoint any nominated Commission Representatives, deemed appropriate to conduct that investigation as soon as possible. Such person(s) appointed will report to the Panel Chair within 15 working days to confirm whether disciplinary action is still necessary.

7.4 In incidences involving persons under the age of 18 years old, their parents/guardians will be informed and may accompany them to any hearing. In any event, an Association member may bring with them a 'friend' or representative who may speak on their behalf.

7.5 A person appointed by the Panel Chair will act as the recorder to the disciplinary meeting and also to any subsequent appeals hearing. This person will not have voting rights.

7.6 Other than sending and presenting official information through the proper channels, nobody should contact, approach or otherwise attempt to influence or intimidate any member of the Disciplinary Panel, Appeals Panel or witness(s). Any breach of this rule may itself result in disciplinary action against the person(s) concerned.

7.7 The Disciplinary Panel will call upon all evidence and witnesses and/or witness statements as may be reasonably available.

8. Notice of Hearing

- 8.1. The Disciplinary Panel Chair shall be responsible for ensuring due notice is provided to **all parties** involved in these disciplinary proceedings including all times, dates and venues.
- 8.2. The Respondent must be given at least 15 working days' notice of the Hearing date.
- 8.3. Any person appearing before the Disciplinary Panel as a Respondent must be made aware in advance of the Hearing of the complaints to be answered and the need, where appropriate, to provide evidence in corroboration or rebuttal in answering the allegations.
- 8.4. When sending the Respondent the Notice of Hearing the Panel Chair must:-
 - 8.4.1. notify the Respondent the names of the Disciplinary Panel and ask if there is any objection to the Disciplinary Panel members;
 - 8.4.2. provide a copy of the Disciplinary Regulations that will be used;
 - 8.4.3. provide copies of any evidence that has been received to date;
 - 8.4.4. ask if the allegations are admitted
 - 8.4.4.1. if the allegations are admitted then the Disciplinary Panel will not convene a full Hearing but will progress directly to determining any sanctions unless the Panel Chair decides otherwise;
 - 8.4.4.2. if the allegations are disputed the Respondent is asked to provide the names and full contact details of any person that they may wish to provide evidence in this matter as well as the name and contact details of anyone that they wish to accompany them to the Hearing;
- 8.5. The Respondent has 5 working days to object to any members of the Disciplinary Panel stating the full grounds for the objection.
 - 8.5.1. The objection shall be considered by the Panel Chair unless the objection is against the Panel Chair when the Disciplinary Officer shall decide in consultation with the Chair of the Management Board of Trustees.
 - 8.5.2. If in the opinion of the Panel Chair of the Disciplinary Panel, or the Investigation Committee the grounds for objection to any member of the panel are frivolous, unfounded or ill-informed, the objection shall be rejected.
 - 8.5.3. If there is agreement with the objection an alternative appointment will be made forthwith and the date of the hearing shall be postponed to a date no less than 15 working days after the date of any such alternative appointment.
 - 8.5.4. This decision regarding the objection shall be final.
- 8.6. It shall be the duty of the Complainant and Respondent to notify and arrange for the attendance of any witness they may wish to call at the Hearing.

9. Pre Hearing Timetable

- 9.1. The Panel Chair may issue directions as he thinks fit relating to the procedural aspects in the period leading up to the Hearing in order that the Hearing of the case itself may be properly and fairly conducted. Directions may include, but shall not be limited to the procedure and timetable for:
 - 9.1.1. the production, inspection and/or exchange of documents or property;
 - 9.1.2. the submission of the names and details of the witnesses the parties concerned wish to call; and
 - 9.1.3. the exchange of witness statements and outline arguments.
- 9.2. The conduct of any disciplinary hearing held under these procedures shall be determined by the Panel Chair.
- 9.3. The Disciplinary Officer shall notify all the parties of any directions made by the Panel Chair relating to 9.1 and 9.2 above.
- 9.4. All documents provided to the parties and to the members of the Disciplinary Panel shall be used only for the purposes of the disciplinary Hearing and the determination of the Disciplinary Panel and any appeal against the findings of the Disciplinary Panel.

- 9.5. All documents must be kept strictly confidential and it shall amount to a disciplinary matter for one party to make use of the material supplied under these procedures for a purpose unconnected with the proceedings.
- 9.6. The Disciplinary Officer shall notify each of the parties to the proceedings of the names of the other party's witnesses and the name and status of any representative who will be presenting a Respondents case or acting as an advisor.
- 9.7. It should be clearly understood that travel or other expenses will not be paid by SLSA Wales to Respondents, Complainants, their legal/technical representatives or witnesses in these matters.
- 9.8. The Respondent may request in writing an adjournment of the hearing date within 5 working days of being notified, a detailed statement of the reasons for the request must be supplied. The request will be considered and a decision made by the Panel Chair.
- 9.9. In making any order to adjourn, the Panel Chair shall bear in mind not only the interests of the party seeking the adjournment but the interests of any other party including the complainant, witnesses and SLSA Wales.
- 9.10. The Panel Chair will determine the date, time and place of any adjourned hearing.
- 9.11. The Disciplinary Officer shall in advance of the hearing send to the Panel Chair the record of any previous offences of the Respondent. This shall be supplied in a sealed envelope which shall be opened only in the event that the Disciplinary Panel find that the charge is proven and they are considering the appropriate sanction.

10. Procedure at a Disciplinary Panel Hearing

- 10.1. The hearing shall take place in private.
- 10.2. The Panel Chair may request an independent person to act as adviser to the Disciplinary Panel if he feels that it is necessary bearing in mind all the circumstances surrounding the case, e.g. a technical, legal, equality or other such advisor.
- 10.3. The procedure during the Hearing shall be flexible and at the discretion of the Panel Chair who may make such decisions as necessary to ensure the orderly and effective conduct of the Hearing.
- 10.4. The Panel Chair should explain the procedure before a hearing commences to all parties involved and give everyone an opportunity to ask questions on matters of procedure which are not clear to them.
- 10.5. Any Respondent(s) appearing before the Disciplinary Panel must be given an accurate copy of any document(s) setting out the complaint at the start of the Hearing, even if this has previously been provided.
- 10.6. All hearings shall be conducted in a fair and orderly manner with each party having a reasonable opportunity to give and call evidence, address the Disciplinary Panel and present their case.
- 10.7. The Panel Chair has the discretion to adjourn the Hearing if required to a time and place notified to all concerned if there is a good reason to do so.
- 10.8. Any person who wilfully misleads a Disciplinary Panel will be liable to disciplinary action.

11. Decisions

- 11.1. The Disciplinary Panel shall come to a decision as soon as possible following the Hearing but in all cases within 5 working days of days.
- 11.2. The decision will be either that the complaint is proved or rejected. If rejected no further action is taken against the Respondent; if proved the Disciplinary Panel shall decide on any sanctions required.
- 11.3. The decision of a Disciplinary Panel may be appealed by the Respondent only.

12. Penalties

The decisions of the Disciplinary Panel are binding on all parties subject to the ability of the respondent(s) to appeal. The Panel may impose such penalties as it deems appropriate such as:

- A Warning

- A Reprimand
- Removal of a qualifying award i.e. coach/trainer/assessor
- Suspension from specified competitions or events
- Suspension from membership of SLSA Wales for a specified period of time
- Expulsion from SLSA Wales
- Conditions which the individual or Club concerned must agree to action within a specified time in order to maintain their membership/ affiliation to SLSA Wales

13. Appeals

Any Affiliated Club or Member who has had a disciplinary penalty imposed has a right of appeal. However, an appeal or appeals may only be made if:

- The appeal is sent in writing to the Disciplinary Panel Chair within 10 working days of the Disciplinary Panel decision
- Procedures have not been followed correctly
- New evidence is available that could be not heard
- There is clear evidence of bias or involvement in the complaint/ matter by an appointed member of the original disciplinary meeting

The Appeal process is set out in the SLSA Wales Appeal Procedure Policy.

Appendix 1
Disciplinary Notice Form

Disciplinary Officer Name Contact email	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair Name Contact email	
Date sent	

To:

Respondent Name	
Address	
email	

This Disciplinary Notice Form is giving you formal notice that a disciplinary complaint has been received against you. The Investigation Committee has decided to refer the matter, detailed below, to a Disciplinary Panel under the terms of SLSA Wales Disciplinary Procedures. A copy of these procedures is enclosed.

Details of Complaint	
Regulations allegedly breached	
<i>Explanation of next actions to be taken</i>	<i>The Disciplinary Chair will send you a Notice of Hearing form which will advise of the date, time, venue and Disciplinary Panel members who will hear your case.</i>

Form 1

Appendix 2

Disciplinary Notice Form - Respondent

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair Name Contact email	
Date sent	

To:

Respondent Name	
Address	
email	
Date for return of information	¹ Witness details – ASAP ² Representation details – 10 working days before the Hearing

You are hereby given formal notice of the Hearing that will consider the question of disciplinary action against you as previously advised in the Disciplinary Notice sent in accordance with SLSA Wales Disciplinary Procedures, (a copy of which was previously sent to you with the first Notice Form).

Hearing Details:

Date	
Time	
Venue	
Disciplinary Panel Chair	
Disciplinary Panel Members	

Please advise the Disciplinary Chair immediately on receipt of this notice by email if you admit or dispute the allegations made against you. If the allegations are being disputed, please complete and return one of the enclosed Evidence Forms.

If you have reason to object to any member of the Panel advised above please confirm in writing to the Disciplinary Chair stating the grounds for the objection, within 5 working days of receipt of this notice.

You need to identify any witnesses, on the attached sheet, provide brief details regarding their evidence (if requested at a later date) and arrange for their attendance at the Hearing if you wish them to attend. Witnesses should be provided with an Evidence Form for completion and return to the Disciplinary Chair, two additional forms are enclosed for your use.

Please advise if you will be using the services of any representative, legal, technical or otherwise, to present your case or advise you at the Hearing.

Please note that expenses will not be paid to you, any witness or representative attending the Hearing.

Form 2

WITNESS INFORMATION

Please return to the Disciplinary Officer dealing with this matter

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Officer Name Contact email	

FROM:

Respondent Name	
Address	
Email and telephone numbers	

Please note the details of the following witnesses; I confirm that I understand that it is my responsibility to provide any witness that I wish to identify with an Evidence Form for return to the Disciplinary Chair.

Witness Name	Address	email

Signed.....

LEGAL REPRESENTATION INFORMATION

Please advise if you will be using the services of any representative, legal, technical or otherwise, to present your case or advise you at the Hearing.

Please return this information to the Disciplinary Officer dealing with this matter at least 10 working days before the Hearing date.

If notification is not received it will be presumed that you will not be using any additional services.

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Officer Name Contact email	

FROM:

Respondent Name	
Address	
Email and telephone numbers	

Representative name & status	Address	email

Appendix 3

Disciplinary Notice Form - Complainant

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair Name Contact email	
Date sent	

To:

Complainant Name	
Complainant Address	
Complainant email	
Respondent Name	
Date for return of information requested	

You are hereby given formal notice of the Hearing that will consider the question of disciplinary action against the Respondent named above, in relation to the complaint recently made by you. The hearing will be held in accordance with SLSA Wales Disciplinary Procedures, a copy of which is enclosed.

Hearing Details:

Date	
Time	
Venue	

Please complete and return the enclosed Evidence Form.

You need to identify any witnesses, provide brief details regarding their evidence and arrange for their attendance at the Hearing if requested. Witnesses will be sent an Evidence Form for completion by the Disciplinary Chair using the details that you provide.

Witness Name	Address	email

Please note that expenses will not be paid to you or any witness attending the Hearing. You may not be required to attend the Hearing depending on the requirements of the Disciplinary Panel; if that is the case you will be advised accordingly.

There is no right of appeal at any stage of the process for the complainant.

Form 3

Appendix 4

Evidence Form

This form may be used in evidence at a forthcoming Disciplinary Hearing, it should be completed in as much detail as possible and returned by the date shown, marked “private and confidential” to the Disciplinary Chair.

Disciplinary Chair details:	
Date Issued: Return by date:	

**Identify capacity in which you are replying:
Identify evidence type being provided**

- | | | | |
|--------------------------|--------------------------|------------------------------|--------------------------|
| RESPONDENT | <input type="checkbox"/> | WRITTEN DOCUMENTATION | <input type="checkbox"/> |
| EXPERT WITNESS | <input type="checkbox"/> | OTHER (please state) | <input type="checkbox"/> |
| WITNESS TESTIMONY | <input type="checkbox"/> | e.g. photograph, video etc | |
| COMPLAINANT | <input type="checkbox"/> | | |

RESPONDENT NAME:	
Details of evidence:	
<i>Please continue on additional sheet(s) if necessary</i>	

Please state your relationship to the respondent and/or complainant:

Name: <i>(use block capitals)</i>	Signature: <i>(original signature required)</i>
Address:	Email: Daytime telephone: Mobile:
SLSA Wales membership details <i>(if appropriate)</i>	Date:

Appendix 5

Disciplinary Hearing Record Form

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair Name Contact email	
Date sent	

To:

Respondent Name	
Address	
email	
Disciplinary Hearing Date	

You attended a Disciplinary Hearing on the above date. This form confirms the decision taken by the Disciplinary Panel under the terms of SLSA Wales Disciplinary Procedures.

This decision will be recorded and held with the Disciplinary Authority.

Details of Complaint	Regulations breached	Sanctions to be applied

The following decision regarding costs has been made by the Disciplinary Panel.

Name of person(s) to pay costs	Amount of costs to be paid	Payment details

You have the right to appeal this decision, any appeal should be sent in writing to the Disciplinary Chair named above to be received within 10 working days of receipt of this Disciplinary Panel decision. Any appeal must be accompanied by a payment of £100 which may be retained by SLSA Wales on hearing the appeal. Please contact the Disciplinary Chair for full details regarding the process and payment for an Appeal.

Form 5

Appendix 6

Disciplinary Hearing Record Form - Complainant

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair	
Name	
Contact email	
Date sent	

To:

Complainant Name	
Address	
Respondent Name	
Disciplinary Hearing Date	

This form confirms the decision taken by the Disciplinary Panel relating to the complaint made by you under the terms of SLSA Wales Disciplinary Procedures.

This decision will be recorded and held with the Disciplinary Authority.

N.B. There is no right of appeal at any stage of the process for the complainant.

Details of Complaint	Regulations breached	Sanctions to be applied

The following decision regarding costs has been made by the Disciplinary Panel.

Name of person(s) to pay costs	Amount of costs to be paid	Payment details

Additional information:
(if applicable)

Appendix 7

Appeal Hearing Notice Form

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair	
Name	
Contact email	
Date sent	

To:

Appellant Name	
Address	
email	
Date for return of information	(latest date 5 working days before Appeal Hearing)

You are hereby given formal notice of the Appeal Hearing that will consider the appeal made by you in accordance with SLSA Wales Disciplinary (Appeal) Procedures, a copy of which is enclosed.

Appeal Hearing Details:

Date and Time	
Venue	
Appeal Committee Chair	
Appeal Committee Members	

If you have reason to object to any member of the Panel advised above please confirm in writing to the Disciplinary Officer stating the grounds for the objection, within 48 hours of receipt of this notice. You may provide any additional information in writing to the Appeal Committee; this information must be received by the return information date stated above. Please advise if you will be using the services of any legal representative at the Appeal Hearing.

Representative name & status	Address	email

The Appeal process provides that when the appellant is an individual they may be accompanied by one person of the appellant's choice. Where the appellant is a Club, it may be represented by two of its members.

Appellant Status	Number of additional person(s) allowed at Appeal Hearing	Name(s) of additional person(s)

Please note that expenses will not be paid to you, any witness or representative attending the Appeal Hearing. The Appeal Committee has the power to reduce increase, quash, or confirm the penalty imposed by the Disciplinary Panel and/or may substitute for it any other sanction which would have been available to the Disciplinary Panel; and/or make such other order or determination as it may think right or just.

Form 7

Appendix 8

Appeal Hearing Notice Form - Complainant

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair	
Name	
Contact email	
Date sent	

To:

Complainant Name	
Complainant Address	
Complainant email	
Appellant Name	
Date for return of information requested ¹	(latest date 5 working days before Appeal Hearing)

You are hereby given formal notice of the Appeal Hearing that will consider the appeal lodged by the Appellant named above, in relation to the outcome of the Disciplinary Hearing held following the complaint made by you. The Appeal Hearing will be held in accordance with SLSA Wales Disciplinary (Appeal) Procedures, a copy of which is attached.

Appeal Hearing Details:

Date	
Time	
Venue	

Please advise if it is your intention to attend the Appeal Hearing. You may be requested to attend if the Appeal Committee believes that your attendance is necessary.

Please note that expenses will not be paid to you for attending the Appeal Hearing.
N.B. There is no right of appeal at any stage of the process for the complainant.

Additional information:
(if applicable)

Appendix 9

Appeal Hearing Record Form

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair	
Name	
Contact email	
Date sent	

To:

Appellant Name	
Address	
email	
Appeal Hearing Date	

This form confirms the decision taken by the Appeal Panel, under the terms of SLSA Wales Disciplinary (Appeal) Procedures, held on the above date.

This decision will be recorded and held with the Disciplinary Authority.

Details of Appeal	Outcome of Appeal	Sanctions to be applied

The following decision regarding costs has been made by the Appeal Committee.

Name of person(s) to pay costs	Amount of costs to be paid	Payment details

The decision of the Appeal Committee is final and binding on all parties, there is no further right of appeal.

Additional information:
(if applicable)

Appendix 10

Appeal Hearing Decision - Complainant Form

Disciplinary Officer	Secretary SLSA Wales secretary@slsawales.org.uk
Disciplinary Chair	
Name	
Contact email	
Date sent	

To:

Appellant Name	
Complainant Name	
Appeal Hearing Date	

This form confirms the decision taken by the Appeal Committee under the terms of SLSA Wales Disciplinary (Appeal) Procedures.

This decision will be recorded and held with the Disciplinary Authority

N.B. There is no right of appeal at any stage of the process for the complainant.

Details of Appeal	Outcome of Appeal	Sanctions to be applied

The following decision regarding costs has been made by the Appeal Committee.

Name of person(s) to pay costs	Amount of costs to be paid	Payment details

Additional information:
(if applicable)

Policy information		
Organisation	SLSA Wales	Additional notes
Scope of policy	This policy as adopted applies to all persons involved with the business operations, national teams and decisions of the CIO.	
Policy operational date	First Draft circulation November 2014	Add policy to website
Date approved/ reviewed by the Trustees	21 st March 2021	Circulation prior to meeting, Trustees to return comments to Secretary to be adopted immediately following approval.
Policy review date	Every 3 rd year following its approval date or sooner if required	
