



**GOLFING UNION
OF IRELAND**

DISCIPLINARY ACTIONS AND APPEALS HANDBOOK

Last updated November 2016

I. Handicap Adjustments by Home Club

Where the handicap of a member of an Affiliated Club (hereafter referred to as “member”) has been adjusted under Clause 23 of the CONGU Unified Handicapping System, he may appeal the decision. Prior to the initiation of any procedure, the parties should familiarise themselves with Clauses 6, 7, and 8 of the CONGU Unified Handicapping System.

I.1 Procedure

The Golfing Union of Ireland recommends the following procedure be made available to a “member” dissatisfied with the determination made by the Club towards him pursuant to Clause 23 of the CONGU Unified Handicapping System:

a) If the “member” is dissatisfied with any handicap adjustment made by the Handicap Committee of his Home Club, he should in the first instance notify the Handicap Committee and request that they would issue him with the reasons for the adjustment. He may then request the Handicap Committee to reconsider the decision and may make such representations in writing as he sees fit.

b) If this does not resolve the matter, the “member” may bring the matter to his Men’s Club Committee by lodging an appeal with the Honorary Secretary (see 1.2 below for Appeal Procedure at Club Level)

c) If the “member” remains dissatisfied, he may appeal in writing to the General Secretary or Executive Officer (as applicable) of his Area Authority (provincial branch) within 28 days of receiving notification of the initial decision (see 1.3 below for Appeal Procedure at Branch Level).

d) The Area Authority (provincial branch) will, at this point, request a report in writing on the matter from the Men’s Club Committee.

e) The decision of the Area Authority will be final and will be communicated forthwith to the National SSS & Handicapping Committee.

I.2 Appeal to the Home Club

a) Any “member” wishing to appeal against a handicap adjustment made by the Home Club pursuant to Clause 23 of the UHS must lodge his appeal in writing within 14 days of the adjustment, setting out the grounds of his appeal with the Honorary Secretary of the Home Club (Men’s Club).

b) On receipt of a written appeal, the Club Committee shall appoint an Appeal Committee of at least three of its number who can be fairly said to have no conflict of interest in the matter. The Appeal Committee must be competent in SSS & Handicapping Affairs, and must have primary regard at all times to the CONGU UHS Booklet.

c) Any handicap adjustment made by the Home Club will stand pending the outcome of the appeal.

d) The Appeal Committee shall, in as timely a manner as possible, adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Handicapping Committee, and shall seek such further evidence, written or oral, as it thinks fit.

e) The Appeal Committee may uphold, amend or rescind the decision of the Handicapping Committee having due regard to the CONGU UHS Booklet.

f) The Appeal Committee shall communicate its decision to the appellant within 14 days of its decision.

1.3 Appeal to the Area Authority (Provincial Branch)

a) Any “member” who, having appealed against a handicap adjustment made by the Home Club pursuant to Clause 23 of the UHS, and, having had such appeal heard wishes to further appeal the decision, must lodge his appeal in writing, setting out the grounds of his appeal, with the General Secretary or Executive Officer (as applicable) of his Area Authority (Provincial Branch).

b) The Area Authority shall appoint an Appeal Committee of at least three who can be fairly said to have no conflict of interest in the matter. The Appeal Committee must include a nominee from a Panel appointed for such purposes by the SSS & Handicapping Committee of the Union. This nominee must not be a Member of the Provincial Council in the province where the dispute has arisen, and shall Chair the proceedings.

c) Any handicap adjustment made by the Home Club as per the determination of the Club’s Appeal Committee will stand pending the outcome of the second appeal.

d) The Appeal Committee shall, in as timely a manner as possible, adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Handicapping Committee, and shall seek such further evidence, written or oral, as it thinks fit.

e) The Appeal Committee may uphold, amend or rescind the decision of the Handicapping Committee having due regard to the CONGU UHS Booklet.

f) The determination of the Appeal Committee shall be final, and shall be communicated forthwith to the appellant and to the National SSS & Handicapping Committee for the purpose of the establishment of an evolving case law.

g) Any appellant who remains dissatisfied at the completion of this procedure may appeal exclusively by referral to Just Sport Ireland, within 14 days from receipt of such decision, for final and binding arbitration in accordance with the Just Sport Ireland Arbitration Rules.

2. Handicap Suspensions by Home Club

Where the handicap of a “member” of an Affiliated Club has been suspended under Clause 24 of the CONGU Unified Handicapping System, he may appeal the decision. Prior to the initiation of any procedure, the parties should familiarise themselves with Clauses 6, 7, and 8 of the CONGU Unified Handicapping System.

2.1 Suspension of Handicap

The Union directs that all disciplinary matters pursuant to Clause 24 of the UHS will be heard by the Club, who alone shall have the authority to suspend the handicap of a “member” under that Clause. In dealing with such disciplinary matters, the Home Club must have regard to the following points:

- a) The principles of natural justice must always apply when handing down a sanction of suspension.
- b) The rules relating to Handicap Suspensions are set out principally in Clause 24 of the Unified Handicapping System. Where a “member” has persistently or blatantly failed to comply with the obligations and responsibilities imposed by the Unified Handicapping System, or where a serious breach of the Rules of Golf / Amateur Status has occurred, his handicap may be suspended.
- c) Clubs must put in place a process whereby minor infractions are dealt with by way of oral or written warnings. Suspensions of handicaps should only arise where there have been repeated breaches or where there is a single serious breach.
- d) Where a Handicap Committee believes that there are sufficient grounds to justify a suspension of a player’s handicap, it shall make a complaint to the Club Committee who should then appoint a Disciplinary Sub-Committee, who can be fairly said to have no conflict of interest, to investigate and hear the matter. The Disciplinary Sub-Committee shall first decide whether there is a prima facie case in which event they shall notify the “member” that they intend to investigate the matter. In the event that the matter proceeds to such an investigation, the “member” shall be furnished with details of the allegation made against him and shall be afforded an opportunity of stating his own case in writing.
- e) The Disciplinary Sub-Committee shall, in a timely manner, adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Handicapping Committee, and may seek such further evidence, written or oral, as it thinks fit.
- f) The decision of the Disciplinary Sub-Committee shall be made as a recommendation to the Club Committee for their final approval, and communicated as soon as possible by the Honorary Secretary of the Club to the “member”.

2.2 Appeal to the Area Authority (Provincial Branch)

- a) Any “member” wishing to appeal against a handicap suspension handed down by the Home Club pursuant to Clause 24 of the UHS, and related solely to a breach of the Rules of Golf & Amateur Status and/or the Unified Handicapping System must lodge his appeal in writing within 14 days of notification of the suspension, with the General Secretary or Executive Officer (as applicable) of his Area Authority (Provincial Branch).
- b) The Area Authority shall appoint an Appeal Committee of at least three who have no conflict of interest in the matter. The Appeal Committee must include two nominees from the Council of the Area Authority in question, and a further nominee from the Council of another Area Authority, who shall Chair the proceedings.
- c) Any handicap suspension made by the Home Club will be lifted pending the outcome of the appeal.
- d) The Appeal Committee shall, in as timely a manner as possible, adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Handicapping Committee, and shall seek such further evidence, written or oral, as it thinks fit.

e) The Appeal Committee may uphold, amend or rescind the decision of the Handicapping Committee having due regard to the Rules of Golf & Amateur Status and/or the CONGU Unified Handicapping System as applicable.

f) The Appeal Committee shall communicate the decision in writing to the appellant within 14 days of its decision.

Any appellant who remains dissatisfied at the completion of this procedure may appeal exclusively by referral to Just Sport Ireland, within 14 days from receipt of such decision, for final and binding arbitration in accordance with the Just Sport Ireland Arbitration Rules.

3. Handicap Suspensions by Golfing Union of Ireland or relevant Branch

Where a Serious Breach of the Rules of Golf, Amateur Status or the Unified Handicapping System occurs at an Event or Championship controlled by the GUI or one of its Provincial Branches, the Union/Provincial Branch (as applicable) reserves the right to suspend the relevant “member’s” handicap in accordance with the following procedure.

3.1 Handicap Suspensions

a) Instances and allegations of serious breaches of the Rules of Golf, Amateur Status and/or the Unified Handicapping System must be reported to an Official in Charge, so appointed prior to the event by the Committee controlling and managing the event.

b) The Official shall interview the “member” against whom the allegation is made. The testimony of this interview shall be admissible as evidence in any Disciplinary Inquiry into the matter.

c) The Official shall then make a written report detailing the nature of the allegation and the testimony of the “member” within seven days to the General Secretary of the Union or the General Secretary/Executive Officer of the Branch as applicable.

i.) In the case of a Breach at a Union event, the General Secretary shall report the matter to the Executive Committee, who shall appoint a Disciplinary Committee of three persons who have no conflict of interest in the matter.

ii.) In the case of a Breach at a Branch event, the General Secretary/Executive Officer shall report the matter to the Branch Council, who shall appoint a Disciplinary Committee of three persons who have no conflict of interest in the matter.

d) The Disciplinary Committee must first decide whether there is a prima facie case.

e) Where a prima facie case exists, the Disciplinary Committee must notify the “member” forthwith of their intention to hold an investigation into the matter, in doing so advising the “member” of the details of the allegation against him (including the report of the Official). The member must be afforded the opportunity of stating his own case in writing for the consideration of the Committee.

f) The Disciplinary Committee shall adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Tournament Director, and may seek such further evidence, written or oral, as it thinks fit.

g) The Disciplinary Committee shall communicate its decision to the “member” within 14 days of its decision. In the case of an adverse finding against the “member”, the Committee must advise the “member” of his right to an appeal.

3.2 Appeals of Suspensions

a) Any “member” wishing to appeal against a handicap suspension handed down by the Union/Provincial Branch (as applicable under 3.1), must lodge such an appeal in writing with the General Secretary or Executive Officer (as applicable) of the Union/ Provincial Branch (as applicable) within 14 days of the communication of the initial decision.

i.) In an appeal at Provincial Branch level, the General Secretary/Executive Officer shall notify the Branch Council, who shall appoint an Appeal Committee of three persons, none of whom shall have had any connection or with the case heretofore or possess any conflict of interest. The Appeal Committee must include two nominees from the Branch Council in question, and a further nominee who is not a member of Central Council, or a Provincial Council, and who shall Chair the proceedings.

ii.) In an appeal at Union level, the General Secretary shall notify the Executive Committee, who shall appoint an Appeal Committee of three persons, none of whom shall have had any connection with the case heretofore or possess any conflict of interest.

b) The Appeal Committee shall, in as timely a manner as possible, adjudicate upon the matter taking into consideration the written evidence from the appellant and from the Handicapping Committee, and shall seek such further evidence, written or oral, as it thinks fit.

c) The Appeal Committee may uphold, amend or rescind the decision of the Handicapping Committee having due regard to the Rules of Golf & Amateur Status and/or the CONGU Unified Handicapping System as applicable.

d) The Appeal Committee shall communicate the decision in writing to the appellant within 14 days of its decision.

e) Any appellant who remains dissatisfied at the completion of this procedure may appeal exclusively by referral to Just Sport Ireland, within 14 days from receipt of such decision, for final and binding arbitration in accordance with the Just Sport Ireland Arbitration Rules.

4. Matters outside the Rules of Golf, Amateur Status and Unified Handicapping System which may be heard by the Golfing Union of Ireland or relevant Branch

4.1 Introduction

The Golfing Union of Ireland will deal with allegations of misconduct relating to matters other than those outlined in No.3 by individuals acting in any of the following capacities:

1. As a staff member of the Golfing Union of Ireland or its provincial branches
2. As a player selected by the Golfing Union of Ireland or its provincial branches
3. As an official of the Union or its Provincial Branches (i.e. any individual elected or appointed to carry out a role for, or on behalf of, the Union or its Provincial Branches, with the exception of employees who are covered under 4.2)

4. As a competitor competing in a Championship or event administered by the Golfing Union of Ireland or its provincial branches

The procedures set out below will be applied by the Golfing Union of Ireland and its Provincial Branches. Where jurisdiction lies with the Provincial Branch (i.e., in allegations of misconduct of a Provincial Official, a Player representing a Province or a Player competing in a Provincial event), the term “Executive Committee” shall mean the relevant Branch Council and the term “General Secretary” shall mean the General Secretary or Executive Officer (as applicable) of the relevant Branch.

4.2 Staff Members

The Disciplinary Procedure, and the Procedure for Appeals of Disciplinary Action for employees of the Golfing Union of Ireland are set out in the GUI Staff Handbook.

4.3 Golf's Safeguarding Policy

Breaches of the Safeguarding Policy will be dealt with in accordance with the Disciplinary, Complaints and Appeals Procedure. The Disciplinary Procedures outlined below are not relevant in such circumstances, but a decision of the Case Management Group may be appealed under the foregoing Appeal Clauses in this handbook.

4.4 Disciplinary Action against Representative Players

a) Following their selection for representative teams or coaching panels, Players receive a copy of the Golfing Union of Ireland's Code of Conduct. Sanctions for unacceptable behaviour under this Code are prescribed based on categorisations of Minor, Serious and Major incidents:

i) Minor Incident: Bad Language; Minor infringement on golf course; Arriving late for meetings; Not wearing the correct uniform.

All such and similar incidents to be dealt with by team captain &/or team manager who shall report same to GUI at earliest convenience. A further minor incident(s) by a player causes these to be combined and treated as serious incident by the authorities involved with the consequent sanctions.

Sanctions for minor incidents shall be at the discretion of the team captain / manager but must include a verbal warning as to future conduct. This warning will be noted on the player's record.

ii) Serious Incident: Serious infringement on golf course; Disobeying instructions; Verbal abuse; Showing lack of respect for officials, fellow team members, opponents, fellow competitors or members of the general public. A serious incident also arises when a player, having received a verbal warning for a minor incident, has another minor incident recorded against him.

Sanctions for a serious incident may include:

- * Loss of privileges in relation to equipment
- * Reduction in order of merit points
- * Removal from team/coaching panels
- * Reduction in subvention in relation to travelling or accommodation expenses for a period to be specified by the relevant authorities.
- * Reduction in Grant Aid.
- * Suspension from competing in National and Provincial tournaments

iii) Major Incident: Breaking of curfew; Sexual misconduct; Serious verbal abuse; Any kind of threatening behaviour towards officials, fellow team members, opponents, fellow competitors or members of the general public – all are entitled to respect & to feel safe. This includes any kind of behaviour that could be construed as being unlawful. Sanctions for a major incident include all sanctions listed above. Players who indulge in such behaviour may not be selected again for a specified or unspecified period, and may be sent home immediately. Officials will also be aware of their responsibility at all times to report unlawful acts to the relevant authorities.

b) In the event of a breach of the Code of Conduct, the Team Captain and Team Manager shall be empowered to impose a temporary sanction commensurate with the breach.

c) Cases will be heard by a Disciplinary Board of three members appointed by the Executive Committee.

4.5 Appeals of Disciplinary Action against Representative Players

a) Appeals against decisions made by the Disciplinary Board shall be heard by an Appeals Panel of three members, appointed by the Executive Committee. Members of the Disciplinary Board shall not be members of the Appeals Panel. Where the appeal is made in circumstances applicable to 4.3 above, the members of the Appeals Panel must have Safeguarding 1 & 2 Certificates.

b) The player, if under 18, should be accompanied by a Club Official and/or parent/guardian all of whom may speak on behalf of the player.

c) Decisions of the Appeals Panel shall be final.

4.6 Disciplinary Action against Union / Branch Officials

a) Following election or appointment as an official of the Golfing Union of Ireland or its Provincial Branch, all such individuals undertake to abide by the Union's Code of Conduct.

b) Allegations of misconduct must be accompanied by a complaint in writing to the Chief Executive Officer no later than 14 days after the alleged incident.

c) The complaint will give details of how the alleged offence is capable of being proven, together with supporting documents.

d) The General Secretary of the Union will refer the matter to the Executive Committee, who will determine if a prima facie case exists.

e) If a prima facie case exists, the Executive Committee will appoint a Disciplinary Board of three members.

f) The General Secretary shall then inform the "member" against whom a complaint has been made in writing of the grounds of the complaint, enclosing any supporting information or written evidence which documents the complaint.

g) The General Secretary shall also invite that "member" to make written representations in answer to the complaint within 14 days of notification, which will be considered in the Disciplinary Board's adjudication of the matter.

h) The Disciplinary Board will adjudicate upon the matter considering the written evidence of the accused and seeking such further evidence, written or oral, as it thinks fit.

i) The Disciplinary Board shall recommend a decision on the matter to the Executive Committee, who will convey the decision in writing to the accused within 7 days of the decision being made.

j) The accused may appeal the decision.

4.7 Volunteer Code of Conduct, Disciplinary and Appeals Procedures

Code of Conduct:

a) When acting as an official of the Golfing Union of Ireland or any of its Provincial Branches, individuals are responsible for ensuring they represent themselves in the best possible light. To this end, the Union has devised a disciplinary procedure to deal with acts of gross misconduct, such as:

- 1) Theft, fraud and deliberate falsification of records;
- 2) Physical violence;
- 3) Bullying or harassment;
- 4) Deliberate damage to property;
- 5) Insubordination;
- 6) Misuse of an organisation's property or name;
- 7) Bringing the employer into serious disrepute;
- 8) Incapability whilst on duty brought on by alcohol or illegal drugs;
- 9) Negligence which causes or might cause unacceptable loss, damage or injury;
- 10) Infringement of health and safety rules; or
- 11) Breach of confidence (subject to any relevant statutory provisions on the protection of public interest disclosures).

b) All such individuals intending to act on behalf of the Golfing Union of Ireland or any of its Provincial Branches, and having been elected or appointed to do so in line with the relevant Rules or Bye Laws of those bodies, undertake to act in the best interests of the organisation and to highlight and report instances of gross misconduct as outlined above.

c) When assigned to officiate or act as a referee at an event conducted by the GUI or any of its Provincial Branches, all such individuals are also bound to:

- 1) Respect the rights, dignity and worth of every child and treat everyone equally, regardless of gender, disability, ethnic origin, religion, etc.
- 2) Act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct.
- 3) Be responsible for monitoring the boundaries between a working relationship and friendship with players.
- 4) Avoid being alone with underage persons unless necessary.
- 5) Never deal with injuries/ailments unless qualified to do so.
- 6) Encourage coaches/parents to act responsibly and to be responsible for the behaviour and performance of players.
- 7) Ensure that safety is paramount in all games.
- 8) Be punctual, prepared and well presented.
- 9) Never drink alcohol during times when rostered for duty and while play is in progress.
- 10) Ensure compliance with the Rules of the Game.
- 11) Never criticise individual players and or coaches or parents.

12) Adhere to all conditions, rules and procedures relevant to the conduct of Championships as established from time to time by the Golfing Union of Ireland.

Discipline:

- d) Following election or appointment as a volunteer official of the Golfing Union of Ireland or one of its Provincial Branches, all such individuals are bound by the Union's Code of Conduct, as set out in the preceding clauses.
- e) A Standing Panel of individuals, none of whom are members of the Board, is established which will be drawn from to fill Committees of Investigation, Disciplinary Committees and Appeals Committees as provided for hereunder.
- f) Allegations of misconduct must be accompanied by a complaint in writing to the Chief Executive Officer no later than 14 days after the alleged incident. The complaint will give details of how the alleged offence is capable of being proven, together with supporting documents.
- g) All such allegations will be referred by the Chief Executive Officer to the Board, who will appoint a Committee of Investigation of three persons, who have no conflict of interest in the case, from the Standing Panel. The role of the Committee of Investigation will be to determine if a prima facie case exists, and to report their findings to the Board in a timely manner.
- h) If the Committee of Investigation finds that a prima facie case exists, the Board will appoint a Disciplinary Committee of three persons, none of whom were members of the Committee of Investigation and none of whom have a conflict of interest in the case, from the Standing Panel.
- i) The Chief Executive Officer shall then inform the "member" against whom a complaint has been made in writing of the grounds of the complaint, enclosing any supporting information or written evidence which documents the complaint.
- j) The Chief Executive Officer shall also invite that "member" to make written representations in answer to the complaint within 14 days of notification, which will be considered in the Disciplinary Committee's adjudication of the matter.
- k) The Disciplinary Committee will adjudicate upon the matter considering the case against the accused, which will be presented by a nominated member of the Committee of Investigation. It will also consider any written evidence of the accused, will conduct an oral hearing, and will seek such further evidence as it thinks fit.
- l) The Disciplinary Board shall recommend a decision on the matter to the Board, who will convey the decision in writing to the accused within 7 days of the decision being made.

Appeals:

- m) The accused may appeal the decision.
- n) Any individual wishing to appeal against a penalty conveyed by the Board shall lodge his appeal in writing, setting out the grounds of his appeal with the Chief Executive Officer within 14 days of the date of the letter of notification of the decision by the Disciplinary Board.
- o) Any penalty imposed by the Disciplinary Committee will be deferred pending the outcome of the appeal. Where the appeal is made in circumstances applicable to 4.3 above, the members of the Appeals Panel must have Safeguarding 1 & 2 Certificates.
- p) The Board shall appoint an Appeal Committee of three members from the Standing Panel, none of whose members had been members of the Committee of Investigation or Disciplinary Committee, and who have no conflict of interest in the matter.

- q) The Chief Executive Officer shall give to the appellant at least 14 days' notice in writing of the date and time at which the appeal will be considered. The notice shall set out details of any additional evidence, which has been made available since the original investigation, and shall give the appellant the opportunity of making a further written submission in support of his appeal.
- r) The Appeal Board shall adjudicate upon the matter by considering the written evidence of the appellant and seeking such further evidence, written or oral, as it thinks fit.
- s) The Appeal Board may cancel, reduce, confirm or increase the penalty under appeal or substitute a penalty of a different form. The Appeal Board will make its findings known to the Appellant as soon as possible.
- t) An appellant who remains dissatisfied at the completion of this procedure may appeal exclusively by referral to Just Sport Ireland, within 14 days from receipt of such decision, for final and binding arbitration in accordance with the Just Sport Ireland Arbitration Rules.

4.8 Disciplinary Action against Competitors in GUI Events and Championships

- a) A competitor shall be liable to disciplinary action by the Union if he:-
 - (i) conducts himself, either on or off the golf course, in a manner, which may bring the game of golf or the Union into disrepute;
 - (ii) conducts himself in such a manner as is likely to injure or discredit the reputation of the Union or "members" or he violates or disregards the rules of the Union or any regulations made pursuant to them;
 - (iii) fails to comply with standards of etiquette and dress as detailed in the Union's Championship Regulations
 - (iv) conducts himself in a violent, abusive, bullying or intimidating manner;
 - (v) is under the influence of drink or drugs or acting in an inappropriate manner on the golf course, in or around a golf club or on any Union activity;
 - (vi) has falsified an entry form for a Championship;
 - (vii) has failed to act at all times in the best interests of the Union and the game of golf in general;
 - (viii) has failed to comply with a reasonable request from a nominated Union representative
- b) The Official in Charge shall interview the player against whom the allegation has been made. The testimony of this interview shall be admissible as evidence in any Disciplinary Inquiry into the matter.
- c) The Official in Charge must exercise discretion in determining whether the allegation is of a sufficiently serious nature to warrant a formal report to the General Secretary. At the conclusion of the interview, he may attempt to resolve the matter through the issuance of a verbal warning should he see fit. The Official in Charge shall record the verbal warning.
- d) Where the allegation is of a sufficiently serious nature to warrant further disciplinary action, the Official in Charge must make a full written report on the allegation to the General Secretary.
- e) The General Secretary will refer the matter to the Executive Committee, who will determine if a prima facie case exists.
- f) If a prima facie case exists, the Executive Committee will appoint a Disciplinary Board of three members.

- g) The General Secretary shall then inform the accused of the grounds of the complaint, enclosing any supporting information or written evidence which documents the complaint.
- h) The General Secretary shall also invite the accused to make written representations in answer to the complaint within 14 days of notice, which will be considered in the Disciplinary Board's adjudication of the matter.
- i) The Disciplinary Board will adjudicate upon the matter considering the written evidence of the accused and seeking such further evidence, written or oral, as it thinks fit.
- j) The Disciplinary Board shall recommend a decision on the matter to the Executive Committee, who will convey the decision in writing to the accused within 7 days of the decision being made.
- k) The accused may appeal the decision.

4.9 Appeals of Disciplinary Action against Competitors in GUI Events and Championships

- a) Any individual wishing to appeal against a penalty ratified by the Executive Committee shall lodge his appeal in writing, setting out the grounds of his appeal with the General Secretary within 14 days of the date of the letter of notification of the decision by the Disciplinary Board.
- b) Any penalty imposed by the Disciplinary Board will be deferred pending the outcome of the appeal.
- c) The Executive Committee shall appoint an Appeal Board, none of whose members had been members of the Disciplinary Board or the Executive Committee / Branch Council. Where the appeal is made in circumstances applicable to 4.3 above, the members of the Appeals Panel must have Safeguarding 1 & 2 Certificates.
- d) The General Secretary shall give to the appellant at least 14 days' notice in writing of the date and time at which the appeal shall be considered. The notice shall set out details of any additional evidence, which has been made available since the original investigation, and shall give the appellant the opportunity of making a further written submission in support of his appeal.
- e) The Appeal Board shall adjudicate upon the matter by considering the written evidence of the appellant and seeking such further evidence, written or oral, as it thinks fit.
- f) The Appeal Board may cancel, reduce, confirm or increase the penalty under appeal or substitute a penalty of a different form. The Appeal Board will make its findings known to the Appellant as soon as possible.
- g) The decision of the Appeal Board is final.