

ULU Sports League Appeals and Disciplinary Procedure

- 1.1 Sports Captains and their officials from teams representing institutions competing in the ULU leagues are reminded that the ULU league is conducted in a spirit of true sportsmanship. Only in exceptional circumstances should a dispute be entered.

Institutions are reminded that **they** are responsible for the actions of any players, coaches, managers and supporters as per rule 1.2 of the **UNIVERSITY OF LONDON UNION INTER-COLLEGIATE COMPETITION RULES**.

Appeals will not be considered concerning refereeing decisions, where the match official was appointed by the league, or other recognised appointments body.

- 1.2 Appeals must be submitted on the official appeal form within 2 working days of the fixture being completed. These forms can be found online at http://www.ulusport.org.uk/rules_&_procedures/
- 1.3 Walkovers will not be awarded until both parties have been informed. Where the team conceding the walkover is in agreement, then a walkover shall be awarded by the Sports Administrator without the following formal process.
- 1.4 Should a dispute or complaint occur, the following procedure will operate:
- 1.4a The captain, club captain, sports officer or referee must complete an appeal form and provide this to the ULU Sports Administrator within two working days of the incident. This must be co-signed by the Colleges Sports Officer/AU Officer.
- 1.4b The Sports Administrator will contact the other party through their sports officer:
- Contact must be made via fax, e-mail or telephone to the student union office of the other party, within two working days from the receipt of the appeal.
 - The opposition will then have three working days from receipt of the appeal to lodge a written response indicating if they are accepting or disputing the decision. Late response will result in loss of appeal and an additional monetary fine.
 - Any match officials involved in the game will also be contacted to provide a report on the incident, which should be submitted within three working days.
- 1.4c The Sports Administrator will then make a decision based on the information provided in conjunction with the ULU League and NGB rules and regulations. Upon receipt of written responses from both parties and relevant officials, the Administrator will have three working days in which to make a decision on the appeal. This will be communicated to both Colleges in writing by letter via e-mail to the Student Union office and captains involved.
- 1.4d The Sports Administrator has the power to:
- Impose a point deduction
 - Monetary fine on either club, team or players (within relation to the offence committed – all fines will be placed into the league fund for the sport in which the fine was imposed against)
 - Award a walkover to either team
 - To order that the game be replayed
 - To ban a participant from ULU competition (for cases of banning, the sports administrator must consult a member of ICSC not involved in the appeal)
 - To refer the decision to the appeals committee
- 1.5 If either party wishes to appeal against the decision made by the Sports Administrator, they should do so by completing an appeal form along with an explanation within three working days of receiving written notification of the decision.

- 1.6 The appeals committee shall consist of the ULU Sabbatical Vice President (committee chair), two College captains from ULU League or Cup teams, to be selected for each hearing by the Committee Chair. An **elected** Student Sports Officer, drawn from the membership of the 'Inter-collegiate Sports Committee', will also sit on the committee. They will be invited by the ULU Sabbatical Vice President based on the nature of the claim.

The members sitting should not be concerned with any sport or College under consideration. The two selected captains should also be from different colleges and sports. Each College may be required to provide witnesses who will be notified prior to the hearing. The panel shall set its own terms of operation, and may choose not to call any witnesses who do attend a hearing.

- 1.7 The Appeals Committee has the power to uphold, amend or over-rule the decision of the Sports Administrator, or increase the severity of any disciplinary action. All decisions made using the available evidence in conjunction with the ULU rules and regulations will be reported back to the Inter-Collegiate Sports Committee.

Decisions reached by the appeals committee will be communicated in writing within two working days, to both Colleges by letter or e-mail to the Student Union office. Only the decisions of the committee shall be minuted and not any discussion.

- 1.8 Any appeals hearing should be held within fifteen working days following the lodging of an appeal against the ULU Sports Administrator's decision, and there should be at least five working days notice of the hearing date.

- 1.9 The Appeals Committee may refer any appeal that cannot be resolved to the CCPR Sports Dispute Resolution Forum for advice before detailing their decision.

1.9a Appeals against decisions made by the Committee must be made by completing another appeal form and addressed to the ULU Membership Services Manager within five working days of the decision being made. Any decision made by the ULU Membership Services Manager will be final.

- 2.0 From time-to-time, the Sports Administrator may have to make decisions without the prompting of a team in the competition. E.g. to do with cup draws, or penalising a team that has not played their matches in time. In cases where the complaint or appeal is against the actions of the ULU Sports Administrator (rather than another team or individual), then the procedure shall commence at step 1.4.

- 2.1 The Sports Administrator shall keep an accurate record of all cases, including outcomes, carefully deleting the names of any individuals. This information will be made available to any interested parties by contacting the Sports Administrator.