

## Appeals Process\*

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**Approved By:** Coburg Table Tennis Club Inc committee

**Endorsed By:** Coburg Table Tennis Club Inc committee

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An Appeal Tribunal may be appointed by the Coburg Table Tennis Club (CTTC) committee to hear and adjudicate on any appeal lodged (by complainant or respondent) against a decision of the CTTC Disciplinary Sub-Committee.

The Tribunal will be composed of three (3) persons deemed suitable by the CTTC committee. No member of the Appeal Tribunal may have been a party to or directly interested in the decision under appeal or the original matter brought for determination.

The process outlined below will *only* apply with respect to matters other than those covered by clause 23 (Appeal rights) of the CTTC Constitution.

An appeal may only be lodged

- i. by a party (complainant or respondent) directly affected by a decision taken by the (CTTC) Disciplinary Sub-Committee
- ii. on the grounds that new information or evidence can be presented that was not available at the time of the original decision being appealed against.

An appeal must be lodged in writing with the Club Manager not later than 48 hours after formal receipt of a decision of the Disciplinary Sub-Committee. Lodgement of appeal must be accompanied by payment of an appeal fee of \$100. The fee shall be fully refundable if the appeal is successful.

The Committee shall determine whether the appeal falls within the grounds for appeal pursuant to (i) and (ii) above. If satisfied, an Appeal Tribunal will be appointed within seven (7) days of formal lodgement of the appeal. The Appeal Tribunal will subsequently schedule a date and venue for a hearing as soon as possible and no later than twenty-one (21) days after formal lodgement of the appeal.

\*adapted from Constitution, Table Tennis Victoria, <https://cdn.revolutionise.com.au/site/1l7jhzrfqtsoepjx.pdf>

If, as the circumstances may be, all parties are unable to be present at an appeal hearing, they may participate by tele-conference or other medium as determined appropriate at the discretion of the Appeal Tribunal.

The parties will be advised of the grounds for appeal and invited to lodge written submissions which must be received by the Club Manager no later than two business days prior to the scheduled hearing.

The Appeal Tribunal may adjourn a hearing to obtain further information or evidence.

At the conclusion of the hearing the Appeal Tribunal shall:

- i. uphold the appeal and rescind the original decision, or
- ii. dismiss the appeal; or
- iii. dismiss the appeal and review the penalty

The decision of the Appeal Tribunal shall be final.

The Appeal Tribunal must forward to the CTTC committee a written report outlining their determination of the matter.