**Notice of Appeal Form**

**Club Member Making the Appeal**

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| **Family Name** | **Given Name** | **Membership position in Organisation** |
|  |  |  |
| **Signature** | **Date**  |

**What Decision is the subject of the Appeal?**

|  |  |
| --- | --- |
| **Date of the Decision** | **Person or Body making the Decision** |
|  |  |

**Grounds of Appeal**

Please explain your Grounds of Appeal, and in particular the category in the Club Procedures under which you wish to appeal (Grounds of Appeal).

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| **Category of Appeal** (Grounds of Appeal) |
| **Grounds** |

**Supporting Materials**

Please identify all information, documents, materials and witnesses in support of the Appeal. Please enclose copies of all documents and statements with the Notice of Appeal.

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**Hearing**

Appeals may be held by unbiased appointed member of the club or experienced professionals as outlined in the Appeals Procedure. The hearing will be in person or may be assessed by the Panel on the basis of the documents supplied to it.

**Checklist**

Please ensure that you have complied with the following:

|  |  |
| --- | --- |
| Has the Notice of Appeal been sent within 14 days of the decision being appealed? |  |
| Have you identified the decision being appealed? |  |
| Have you specified the Category under which you are Appealing (Grounds of Appeal)? |  |
| Have you identified your ground of Appeal from the Regulations? |  |
| Have you set out your reasons for the Appeal and explained why you believe that the Appeal should be allowed? |  |
| Have you enclosed copies of all documents, materials and statements that you are going to rely on in your Appeal? |  |

**Contact**

Please let us know how you would like to be contacted.

|  |  |
| --- | --- |
| **Preference** | **Contact details** |
| I would prefer to be contacted only by email |  |
| I would prefer to be contacted by email and am happy to be contacted by telephone also |  |

This Appeal Form must be submitted as outlined under the Club Grievance and Disciplinary Procedures.

**IMPORTANT: if your Appeal is accepted, it, and the documents and information you have provided, will be provided to the person or persons named in your Appeal.**