**Notification of Complaint to Respondent**

**Please submit your reply to the CDC by the [Date]**

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| **Parties to the Complaint** | [Party who made the complaint, and party who complaint is about] |
| **Copy of written complaint** | [Attach complaint to email] |
| **Relevant Rule(s) allegedly breached** | [Indicate Rule (s) allegedly breached as per Swim Ireland Complaints and Disciplinary Rules and Procedures] |
| **Copy of supporting documents** | [Attach any supporting document submitted by complainant in email][Inform respondent they need to attach any supporting documents they wish to submit as part of their response to the complaint. – This is provided in the template email] |
| **Procedures Involved** | The CDC will now follow the following procedures [Delete any that are not applicable]* CDC will consider all correspondence and supporting evidence from complainant and respondent
* CDC will request more information from either party if needed
* CDC will decide on informal/formal process
* If informal process is decided CDC will appoint an appropriate person to seek a resolution
* If formal process CDC will decide on Documents Only/Hearing
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| **Possible sanctions**  | As per the Swim Ireland Complaints and Disciplinary Rules and Procedures the following sanctions may be imposed:* Written warning (12 months)
* Monetary Fine
* Suspension from club
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| **Rights of Parties at Hearing (Shall a Hearing take place)** | Be accompanied at the Oral Hearing if one is convened, by either a Member of Swim Ireland or a close family Member or someone in loco parentis such as an unrelated guardian or custodian. Legal representatives shall not be permitted;Call witnesses. Such witnesses may only be present to give their evidence and which witnesses may be questioned by the Committee;Make submissions in writing or otherwise. |
| **Other procedural requirements** | [Outline any other procedural requirements the CDC deem important, I.e. if either party is under 18 the CCO will be involved] |