**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 |
| **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 |
| **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] |