**Notification of Hearing**

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| **Hearing Information** | [List the time, date and venue of hearing] |
| **Composition of the CDC** | [List the members of the CDC who will convene the hearing] |
| **Parties of the Complaint or Disciplinary Action** | [Names of Complainant and Respondent] |
| **Alleged offence and relevant rule(s)** | [Indicate Alleged Offence and relevant rule(s) allegedly breached as per Swim Ireland Complaints and Disciplinary Rules and Procedures] |
| **List of witnesses to be called** | Please inform CDC of any witnesses you wish to call on during the hearing. |
| **Procedures Involved** | Please see attached hearing procedure document. |
| **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 |
| **Documents to hand** | [List documents and correspondence the CDC have been supplied with relating to the complaint] – This is to ensure all parties have been supplied with all relevant documentation regarding the complaint. |
| **Further Evidence** | [Outline any other procedural requirements in relation to submitting written evidence to be relied on] |