

### **SELECTION APPEAL PROCEDURE**

The following appeals procedure applies in respect of any appeal made by an athlete where:

- a. they have met the Swim Ireland 'Eligibility Criteria' and 'Nomination Criteria' and have not been nominated for or have not been selected to the Irish National Team ("Irish Team") for swimming, open water swimming or diving for the respective European Aquatics or World Aquatics Championships/Event in question, or;
- b. they have been de-selected from the Irish Team as a selected athlete by the National Selection Panel for swimming, open water swimming for the respective European Aquatics or World Aquatics Championships/Event in question

In the case of an athlete who has not been nominated for selection or an athlete who has not been selected for the Irish Team in question, the appeal must be exercised within the timelines below. In the case of an athlete who has been de-selected from the Irish Team in question, the appeal must be exercised within the timelines below.

### **Limitation of Appeal**

Any appeal is limited to grounds of:

- a. bias, and/or
- b. the Selection Policy was not adhered to

### **Notice of Appeal**

1. The Appeal must be delivered within **seven days** from the completion of the relevant Selection Stage outlined within the Selection Policy, from which the National Performance Director or the Head of Performance Pathways & Operations have made nominations to the National Selection Panel for selection to the Irish Team or in the case of a de-selected member, the Appeal must be delivered within **72 hours** of the communication to the athlete of the de-selection decision.
2. The Appellant must lodge a Notice of Appeal (in the form prescribed at Schedule 1) setting out one or both of the limited grounds of appeal together with any supporting documentation.
3. The Notice of Appeal must be emailed to the Swim Ireland Performance Office and copied to the Swim Ireland Chief Executive Officer (CEO)
4. An administrative fee of €100.00 must be paid with the Notice of Appeal either electronically to Swim Ireland Bank Account (IBAN IE03AIBK93251559772048 and BIC AIBKIE2D) or by cheque made payable to 'Swim Ireland'. This fee will be refunded to the Appellant if the Appeal is successful

### **Leave to Appeal**

5. The Swim Ireland Performance Manager shall supply copies of the Notice of Appeal to the Swim Ireland Complaints & Disciplinary Officer within **24 hours** of receipt of the Notice of Appeal
6. The Performance Manager and the Complaints & Disciplinary Officer shall review the Notice of Appeal and any attached documents in order to determine whether leave to appeal should be granted to the Appellant
7. The Performance Manager and the Complaints & Disciplinary Officer shall have regard to:
  - (a) whether the Notice of Appeal was served in time and;
  - (b) whether an eligible ground of appeal has been raised in the Notice of Appeal in determining whether Leave to Appeal should be granted
8. If the Notice of Appeal is not fully completed and/or no evidence of the fee being paid is provided and/or the Notice of Appeal is not lodged within the prescribed period, then the appeal shall be deemed invalid.

9. If the Performance Manager and the Complaints & Disciplinary Officer determine that an Appellant has or has not met the criteria for Leave to Appeal, then they shall communicate their decision to grant or refuse Leave to Appeal to the Appellant and to the CEO of Swim Ireland within **48 hours** of receipt of the Notice of Appeal
10. Within **48 hours** of receipt of a decision to grant leave to appeal from the Performance Manager and the Complaints & Disciplinary Officer, the CEO shall:
  - (a) appoint an ad hoc Appeal Committee, (three persons, two of whom shall be independent of Swim Ireland)
  - (b) deliver to that Appeal Committee and the Appellant the appeal documents and
  - (c) notify the Appellant of the composition of the Appeal Committee
11. The Appellant shall raise any objection to the composition of the Appeal Committee, setting out the reasons for such objection within **48 hours** of receipt of the notice of the composition. If there is any objection to the composition of the Appeal Committee, the Appeal Committee shall have the right to determine if the objection is upheld or not. If there is any possibility of a perception of bias or actual bias, then that member of the Appeal Committee should stand aside. If the objection is upheld, then the CEO shall appoint new person(s) to the Appeals Committee
12. The appeal hearing shall take place within **72 hours** of receipt by the CEO of the decision to grant leave to appeal. The Appeal Committee shall have discretion to extend this timeline for the appeal hearing where it deems fit
13. Within **48 hours** of the Appeal Committee being appointed (and not be objected to), the Chair appointed by the Appeal Committee shall deliver notification of the hearing to the Appellant and to the Performance Manager including, where appropriate, the following details:
  - a. the time, date and venue of the hearing, with at least **72 hours'** notice of the hearing;
  - b. all documents received by the Appeal Committee;
  - c. an outline of their rights at the hearing which includes the following rights: legal representation, to produce additional documents, to deliver submissions, to examine and cross examine witnesses (including expert witnesses); to make statements;
  - d. each party attending the appeal hearing shall deliver to the Appeal Committee notice of all witnesses and legal representatives and where appropriate, provide copies all witness statements and written submissions within **48 hours** of the scheduled appeal hearing;
  - e. where it appears that the interests of a Third Party may be affected by any decision of the Appeals Committee, the Appeals Committee may invite the Third Party to make submissions and produce additional documents and make submissions
14. The decision of the Appeal Committee, which is by majority, is limited to determining whether either or both of the grounds for appeal have been substantiated
15. The Appeal Committee shall e-mail a written reasoned decision to the parties attending the hearing within **48 hours** of the appeal hearing
16. The decision of the Appeal Committee shall be binding on the parties attending the appeal hearing and any affected third party who is a member of Swim Ireland, subject to a right to challenge such decision before Sports Dispute Solutions Ireland (SDSI) in accordance with the SDSI arbitration rules and procedures
17. Any arbitral challenge to the decision of the Appeals Committee must be commenced within **72 hours** of receipt by the Appellant of the decision of the Appeals Committee

**Powers of the Appeal Committee**

18. The Appeal Committee shall have the flexibility to conduct the hearing in any manner it deems fit, subject to the hearing being conducted fairly
19. The Appeal Committee may, at its sole discretion, disregard any failure by a party to adhere to these Procedures and may give such further directions as may be appropriate
20. If any party fails to appear at the hearing or comply with the Chair's direction or other communication issued by the Chair, the Appeals Committee may proceed in the absence of that party
21. Throughout any appeals process the parties must use their best endeavours, acting in good faith, to resolve the dispute by communication. Any such communications may be made on a without prejudice basis and shall be kept confidential between the parties
22. The Appeal Committee shall either uphold or reject the appeal. The Appeal Committee cannot replace the decision of the National Selection Panel. Where the appeal is upheld, then the Appeal Committee shall remit the matter back to the National Selection Panel with directions
23. Each party shall be responsible for their own costs and expenses, including legal costs for the appeal hearing. The Appeal Committee has no power to make an award of legal costs against a party. The Appeal Committee has the power to order a party to pay for the costs of the appeal hearing, such as room hire, travel, catering, legal assessor and other expenses incurred because of the hearing
24. The Appeal Committee, the National Selection Panel and/or any employee or volunteer involved in the selection process shall be immune from suit in respect of any loss or damage caused to the athlete in respect of any decisions to select one athlete over another

**SCHEDULE 1**

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**NOTICE OF APPEAL**

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**1. DETAILS OF THE PERSON / ORGANISATION APPEALING (the "Appellant")**

Name of Appellant

Date of Birth (if individual)

Over 18 (if individual)

Address

Email

Phone

**Swim Ireland National Team Selection Appeal Process**  
**European Aquatics & World Aquatics Championships/Events**  
**(Swimming, Open Water Swimming & Diving)**



Discipline

Name of Barrister/Solicitor or other representative of Appellant (if applicable)

**2. PARENT/LEGAL GUARDIAN'S DETAILS (if Appellant is under 18):**

Name(s)

Address

Email

Phone

**3. DETAILS OF RESPONDENT (if other than Swim Ireland)**

Name of Respondent(s): (Individual or Organisation against whom the Appeal is filed):

**Swim Ireland National Team Selection Appeal Process**  
**European Aquatics & World Aquatics Championships/Events**  
**(Swimming, Open Water Swimming & Diving)**



Address

Email

Phone

**4. INTERESTED PARTIES**

Are there any other persons or organisations who or which may be directly affected by, or who has a sufficiently close interest in your selection?

Name

Address

Email

Phone

**5. DETAILS OF SELECTION DECISION BEING CHALLENGED:**

Date of selection decision (If date notified of selection decision is different, please state)

Person(s)/Organisation responsible for selection

Name of parties selected

Details (including date, venue and name) of the next event that the selected team is attending and/or participating in:

**6. GROUNDS OF APPEAL:**

Please state whether your appeal is based on:

- (a) bias, and/or
- (b) the Selection Policy document was not adhered to

**Swim Ireland National Team Selection Appeal Process**  
**European Aquatics & World Aquatics Championships/Events**  
**(Swimming, Open Water Swimming & Diving)**



Performance

Provide a summary of the nature of this appeal

Please provide details of outcome and/or relief sought

Please provide details of any documents relied on (explaining the relevance of any document relied upon).

1.
2.
3.

Please provide the names of witnesses (if any).

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**7. URGENT APPEAL**

Are there grounds for showing that this appeal should be heard as a matter of urgency?

Yes     No

If yes, please provide reasons justifying this

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**Swim Ireland National Team Selection Appeal Process  
European Aquatics & World Aquatics Championships/Events  
(Swimming, Open Water Swimming & Diving)**



Signed:

If signatory is someone other than the Appellant, please outline signatory's relationship with the Appellant)

Date:

**CHECKLIST**

- 1. Is this document completed, dated and signed?
  
- 2. Have you attached documents you are relying upon?
  
- Have you confirmed if your appeal is on the grounds of (a) bias, and/or (b) the Nomination Policy document was not adhered to?
  
- 3. Have you either attached a cheque for €100.00 made payable to 'Swim Ireland' or transferred €100.00 to the Swim Ireland bank account (IBAN: IE03AIBK93251559772048 and BIC: AIBKIE2D)?
  
- 4. Have you sent this form by email only to the Performance Office at **email – performance@swimireland.ie** and copied to the CEO at **ceo@swimireland.ie**