

AoC Sport and ECFA Competition Walkovers, Protests and Appeals Procedures

CONTENTS

TOPIC	PAGE NUMBER
1. INTRODUCTION & CONTEXT	Page 1
2. OBJECTIVES	Page 2
3. KEY CONSIDERATION	Page 2
4. TOP TIPS	Page 2
5. IMPORTANT STATEMENT	Page 2
6. STAGES OF THE PROCESS	Page 3
7. RESOURCES	Page 3
8. EXPLANATION OF EACH STAGE PROCESS	Page 4
• PLAYING UNDER PROTEST/MAKING A PROTEST	Page 4
• CLAIMING A WALKOVER	Page 5
• STAGE 1	Page 8
• STAGE 2	Page 9
• PLAYING UNDER PROTEST FORM	Page 13
• WALKOVER REQUEST FORM	Page 14
• STAGE 1 (S1) APPEAL FORM	Page 15
• STAGE 2 (S2) APPEAL FORM	Page 17
9. SUMMARY OF WALKOVER PROTEST AND APPEALS PROCESSES	Page 19

1. INTRODUCTION & CONTEXT

Disputes are inevitable in competition and AoC Sport has a responsibility to ensure that all disputes are resolved fairly and consistently. We take this role seriously and pride ourselves in our ability to deal with disputes and issues professionally, ensuring that when they are brought to our attention they are addressed quickly and efficiently, reaching positive conclusions wherever possible.

Each year a number of disputes are received which are unable to be resolved to the satisfaction of either party. This could be in part or in main due to poorly structured communication by the protesting party, a failure by the protesting party to follow proper protocols or in some cases unbalanced or misleading disputes with an intention to influence decisions. We need to discourage such cases, to allow us to keep our focus on bona fide cases which need genuine intervention.

2. OBJECTIVES

The following guidance is provided to:

1. Provide a clear and straightforward process for dealing with issues arising within competitions.
2. Introduce a system for dealing with claims quickly and efficiently.
3. Manage a tiered process that allows us to involve the right staff at the right stages.
4. Keep a focus on colleges maintaining positive dialogue and constructive relationships.
5. Protect the integrity of competitions, with clear accountability for all parties.

3. KEY CONSIDERATION

Any correspondence that you, your colleagues or staff have with another institution, AoC Sport or ECFA in relation to our competitions is deemed as an official communication on behalf of your institution and employer.

4. TOP TIPS

We have identified five top tips to help ensure your issue is resolved quickly and effectively:

1. Please follow the stage-process **precisely** - escalating the issue too quickly i.e. missing out stages, contacting different staff (especially Director of Sport & Student Experience) will actually slow down the process of resolving the appeal/dispute.
2. Attempt dialogue with the other party calmly and rationally to find a sensible, amicable solution wherever possible, and follow up in writing.
3. Try to be as concise and specific as possible around details of the issue and possible root causes. This will help us ascertain facts and work with you towards resolving the issue quickly and appropriately.
4. Focus on the facts wherever possible. Valid points can be lost through expression, i.e. overly emotional responses.
5. Ensure you provide the details of any neutral party present (referee, official, manager), as this often helps support claims.

To enable us to deal with disputes effectively and in a structured and swift fashion we ask that you adhere to the process featured on the following pages.

5. IMPORTANT STATEMENT

It is the responsibility of each institution participating within AoC Sport or ECFA competitions to ensure their staff:

1. Fully understand the rules of the competition in which they are playing.
2. Are provided with a copy of these guidelines.
3. Clearly understand these guidelines.

4. Follow these guidelines.

We advise the protests and appeals procedure chart at the back of this document is clearly displayed in your sports office and taken to fixtures in a folder to provide a quick reference tool. This is to ensure that should an issue arise, or you wish to make a subsequent complaint this can be dealt with professionally and quickly, and not be hampered by a failure of staff to follow the guidelines as set out.

6. STAGES OF THE PROCESS

Making a Protest

To be used when one team feels that their opponent has not complied with rules or codes of conduct relating to facilities, match officials, exchange of team sheets, eligibility of players or behaviour of students or staff. Protests will be dealt with by the Competition Administration Officer, Regional Development Officer or tournament organiser.

Walkover Request

To be used when one team feels that their opponent has breached a rule for which the sanction is the awarding of a walkover. Decisions on the outcome of walkover requests are made by the Competition Administration Officer, Regional Development Officer or tournament organiser.

Stage 1 Appeal

Used to appeal against a decision made by AoC Sport. Managed by the Competitions Manager or a Senior Competitions Administration Officer.

Stage 2 Appeal

Used to appeal a stage 1 decision. Chaired by the Director of Sport & Student Experience, or member of the board of AoC Sport or member of the AoC Sport management team (where they have not been involved in Stage 1) and an appeals committee. Appeals related to the standard code of FA rules or RFU rules will be dealt with by the FA and ECRFU respectively.

7. RESOURCES

Playing under protest forms, team sheets, walkover and appeals forms are available from the AoC Sport website <http://www.aocsport.co.uk/resources/>

8. EXPLANATION OF EACH STAGE OF PROCESS

REPORTING A BREACH OF RULE

Playing under Protest	PLAYING UNDER PROTEST OR MAKING A PROTEST TO/ABOUT YOUR OPPONENT
Context	To be used when one team feels that their opponent has not complied with rules or standards relating to facilities, match officials, exchange of team sheets or eligibility of players.
Why	Communication between institutions is the quickest and most effective way of resolving issues. This approach strengthens relationships between institutions and avoids unnecessary damage or breakdown in relationships. It also saves all parties an unnecessary increase in workload through various processes of documenting evidence, ensuring time is better spent on priority areas. In initially logging your protest with the team or individual concerned it is hoped that it can be resolved amicably, and an agreement or solution can be reached.
When should this be done?	If this is not the case, the issue must be reported to AoC Sport no later than 24 hours after a league/cup match or tournament.
Procedure	<p>Example scenarios arising before or during the fixture that can lead to making a protest about an opponent</p> <ul style="list-style-type: none"> • Officials – (number/qualifications/neutrality) • Failure to provide a team sheet • Ineligibility of players (must be accompanied by a team sheet) • Travel problems/late arrival • Quality of facilities does not meet those specified in the rules • Format of the event: duration of play, use of extra time, etc • Conduct of players, staff or spectators. <p>Procedure to be undertaken:</p> <ul style="list-style-type: none"> • Log the protest with team or individual • Discuss the nature of the complaint attempting to resolve amicably and reach agreement on a solution or range of solutions • If the protest is about a team playing at a regional tournament, the relevant Regional Development Officer or tournament organiser should be involved in determining the resolution • If the issue cannot be resolved either telephone the Competition Administration Officer to make them aware that you are playing under protest or complete the Playing Under Protest form, which must be signed by your opponent • State ALL grievances.
Outcomes	<ul style="list-style-type: none"> • Protest logged formally with the other party. • Teams can agree to uphold/replay/amend score-line (if appropriate) or submit suggestions to AoC Sport for future rule changes • Ensure that the match/tournament is played in accordance with the rules

	<ul style="list-style-type: none"> Remember to get any agreement in writing so as to avoid 'end of season amnesia' Send the written agreement to AoC Sport for approval (AoC Sport must give final approval to any agreements to avoid accusations of institutions perceived to be collaborating) In league and cup fixtures, if a walkover is agreed by both parties or requested by a party, then a Walkover Request Form must be completed and sent to the relevant Competition Administration Officer.
Important notes	<ul style="list-style-type: none"> It is important that the issue is raised with the opponent before the match The only exception to this is if something comes to light during the game or following the fixture for which the team did not or could not know at the time. In such occurrences it is acceptable to submit a playing under protest form as soon as the issue comes to light, but no more than 7 days after the fixture This process can only be used to report a breach of rule or code of conduct The opposition signing a Playing Under Protest form is simply to acknowledge that the other team has formally raised a grievance. Signing this form is in no way an admission of guilt or agreement nor does it guarantee the outcome of the protest.

Walkovers	CLAIMING A WALKOVER
Context	To be used when one team feels that their opponent has breached a rule for which the sanction is the awarding of a walkover.
Why	<p>It is important that there is a formal process which is dealt with officially so that there is transparency in the awarding of a walkover. This is particularly important where the decision to award a fixture could impact on the final league table</p> <p>In logging all walkovers AoC Sport is able to generate data on the reasons for walkovers being awarded and review rules accordingly.</p>
When should this be done?	<ul style="list-style-type: none"> As soon as the issue arises and no later than 24 hours after a cup match and 7 days after a league match Within 30 minutes of the end of a match in the regional tournaments and national championships.
Procedure	<p>There are two types of walkovers: -</p> <p>Voluntary – in which both parties are in agreement that the match shall be awarded</p> <p>Involuntary – where a team feels that the breach of rule by their opponent warrants a walkover in accordance with the competition sanctions, but the opponent has declined to concede the match.</p> <p>Walkovers can be requested where: -</p> <ul style="list-style-type: none"> Notice of cancellation is received after noon on the day before the match

- Failure to turn up for a match
- Ineligibility of players (must be accompanied by a team sheet)
- Where teams cannot agree upon a date and/or one team refuses to play a on a date specified by AoC Sport
- A breach of a competition rule that impacts on the result of the match
- Failure to observe the Half Game rule in rugby union.

Process

- In both cases a walkover form must be completed and submitted to the relevant Competition Administration Officer within 24 hours for cup matches and 7 days for league matches
- At regional tournaments and national championships, a written request must be submitted to the tournament organiser for the result to be reviewed within 30 minutes of the end of the match
- For voluntary walkovers some form of evidence from the opponent must be provided (an email can be copied and pasted into the form)
- If a league fixture is agreed to be postponed by both parties, a new date for the match must be agreed and submitted to AoC Sport within 7 days of the original fixture
- If after 7 days one team has failed to respond to email and telephone communication resulting in no new date being agreed for the league fixture postponed in the bullet point above, their opponent may send the email trail to AoC Sport as part of a walkover request. This walkover request must be received within 14 days of the original date of the match.
- Where teams do not comply with the previous two bullet points a walkover cannot be requested at a later date by either team.

The following process will happen upon receipt of the Walkover Request Form

League and Cup Competitions

- The Competition Administration Officer will acknowledge receipt of the walkover request and inform the opponent that the match is under investigation
- The matter will be investigated and, where necessary, further evidence will be requested
- A response will be made within 10 working days for league matches and 5 days for cup matches.
- The Competition Administration Officer will advise both parties of the decision.

Regional Tournaments and National Championships

- The tournament organiser will notify the opponent that the result of the match is under investigation
- The tournament organiser will review the evidence and decide whether there is justification for a walkover to be awarded.
- A decision will be made within 30 minutes of receipt of the walkover request and both parties informed.

Outcomes

- Where a walkover is awarded the result of the fixture will be recorded as detailed in League and Cup Competitions rule 7.6 or National Championships 5.9 and Regional Tournament rule 5 (see below)

	<ul style="list-style-type: none"> • If either team wishes to contest the result of a walkover request, they may decide to submit a Stage 1 (S1) Appeals form within 7 days for league competitions and within 24 hours for cup competitions and regional tournaments. • At the National Championships, a team that wishes to contest a walkover decision must submit a written appeal within 30 minutes of being informed of the result of the request for walkover.
Important notes	<ul style="list-style-type: none"> • In league competitions it is not acceptable for a team to simply add the walkover score to Naqoda or FA Full Time in order to trigger the 3 points for a win. Where AoC Sport become aware of this practice, the match will be investigated, and the match may become void and no league points will be awarded to either team. • It may be necessary for the Competition Administration Officer to set a date on which a cancelled cup match must be played. If one team cannot play on that date an involuntary walkover will be awarded.

- League and Cup Competitions rule 4.6 (2019-2020 rules) states:

AoC Sport will record the following scores in the event of a successful request for a walkover or where a match is awarded to a team in the event of a transgression of the rules: -

- Badminton: 6-0
- Basketball: 20-0
- Netball and rugby union: 30-0
- Football, Futsal, hockey and volleyball: 3-0

- National Championships rule 5.9 and Regional Tournament rule 6.6 states:

Walkover scores will be awarded as follows:

- Badminton: 15-0, 15-0
- Basketball: 20-0
- Football: 3-0
- Hockey: 3-0
- Netball: 20-0
- Rugby: 20-0
- Table Tennis: 11-0, 11-0, 11-0
- Tennis: 4-0, 4-0
- Volleyball: 15-0, 15-0, 7-0

STAGE 1 APPEAL (S1)

STAGE 1	MAKING AN APPEAL AGAINST A DECISION MADE BY AoC SPORT or ECFA
Context	<p>Reasons for submitting an appeal:</p> <ul style="list-style-type: none"> • Where it is felt that AoC Sport or ECFA have been incorrect in issuing a sanction for a breach of rule • Where it is felt that AoC Sport have been incorrect in their interpretation of a competition rule • Where it is felt that a walkover has been incorrectly awarded • Where it is felt that AoC Sport have been incorrect in rejecting an application to play in competition.
Why	<p>This Stage 1 (S1) approach ensures there is a formal process which each party is accountable for. The case will be will investigated further which may require staff to be contacted.</p>
Procedure	<p>For all league and cup competitions and when an institution's application to join a league has been rejected, a Stage 1 (S1) Appeals Form available from http://www.aocsport.co.uk/resources/ must be completed in detail and sent to appeals@aoc.co.uk</p> <p>For regional tournaments and national championships, a written appeal must be submitted to the tournament organiser no later than 30 minutes after the completion of the day's events. This written appeal will count as a substitute for the Stage 1 (S1) from.</p> <ul style="list-style-type: none"> • The stage 1 Appeal must: <ol style="list-style-type: none"> (1) identify the specific decision(s) being appealed; (2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision; (3) set out a statement of the facts upon which the appeal is based; • The grounds of appeal available to the institution shall be that AoC Sport: <ol style="list-style-type: none"> (1) failed to give the appellant a fair hearing and/or (2) misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or (3) came to a decision to which no reasonable body could have come and/or (4) imposed a penalty, award, order or sanction that was excessive. <p>The following process will happen upon acknowledgement of a Stage 1 (S1) Protests and Appeals Form: (must be sent to appeals@aoc.co.uk)</p> <p><u>League and Cup Competitions including applications to leagues</u></p> <ul style="list-style-type: none"> • An acknowledgement of the appeal will be made upon receipt in the form of a reference number which must be quoted in all further correspondence. • AoC Sport Senior Competition Administration Officer/Competitions Manager will consider all evidence received - more information/clarification may be requested.

	<ul style="list-style-type: none"> • A response will be made within 10 working days, if not sooner • AoC Sport Senior Competition Administration Officer/Competitions Manager will advise both parties of the decision. <p><u>Regional Tournaments and National Tournaments</u></p> <ul style="list-style-type: none"> • The tournament organiser will declare the match under appeal and will review the evidence before deciding whether the appeal should be upheld or rejected • If the tournament organiser has decided on the outcome of a protest that escalates to a stage 1 appeal, a member of AoC Sport staff will review the evidence and come to a decision • All parties involved in the appeal will be informed of the outcome within 30 minutes of the receipt of the appeal.
When should this be done?	<ul style="list-style-type: none"> • League competition: within seven days of the match or being informed of the result of a walkover request • Cup competition: within 24 hours of the match or being informed of the result of a walkover request • For regional tournaments and national championships, a written appeal must be submitted to the tournament organiser no later than 30 minutes after the completion of the day's events • Appeals against a rejected application to join a league must be submitted within 7 days of the date on which the institution is notified of the rejection.
Outcomes	If you are dissatisfied with the decision made by the AoC Sport Senior Competition Administration Officer/Competitions Manager, then proceed to Stage 2 (S2) Appealing a Stage 1 Decision.
Important notes	<ul style="list-style-type: none"> • Only AoC Sport staff who have not been involved with deciding the outcome of a protest or walkover request can handle a stage 1 appeal • Staff attending tournaments must be fully conversant with the rules of the competition so that an appeal can be made on the day of the event. Unless there are mitigating circumstances, appeals will not be accepted on the day after the event or thereafter.

STAGE 2 APPEAL (S2)

STAGE 2	APPEALING A STAGE 1 DECISION MADE BY AoC SPORT OR ECFA
Context	<p>The rules of competitions are binding on all those who take part. If an institution believes they have solid grounds to appeal against the outcome of a Stage 1 decision, there are strict procedures which must be followed. This is the final right of appeal and can be activated as long as all appeal procedures have been followed.</p> <p>Any appeal which does not satisfy all the requirements (as outlined below) will not be accepted.</p>
Why	It is important that there is a final stage of the appeal process. The AoC Director of Sport and Student Experience will chair a panel which will include three other representatives. The panel are charged with reviewing

	the full details of the case as provided through evidence up to Stage 1 and in accordance with the rules.
Procedure	<p>If you wish to make a Stage 2 (S2) Appeal:</p> <ul style="list-style-type: none"> • The institution must complete and submit a Stage 2 (S2) Appeals Form along with a £100 cheque, credit card payment or PO Number for this amount • An appeal at the National Championships does not require the payment of a £100 surety • Any appeal received without the appropriate payment/PO Number will not be accepted • The stage 2 Appeal must: <ul style="list-style-type: none"> (1) identify the specific decision(s) being appealed; (2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision; (3) set out a statement of the facts upon which the appeal is based; • Send the Stage 2 (S2) Appeals Form by email to appeals@aoc.co.uk. • Form available from http://www.aocsport.co.uk/resources/ • The case is then referred to the Appeals Committee. <p>The Appeals Committee will likely be made up of the following persons:</p> <ul style="list-style-type: none"> • Chair – The AoC Sport Director of Sport and Student Experience or member of the board of AoC Sport or member of the AoC Sport management team who has not been involved in Stage 1 Committee – 3 impartial members of staff with relevant knowledge of the sport. This could include any member of the AoC Sport Board, the Football Development Manager, the Chairman of the ECFA Committee, a representative from the National Governing Body, an AoC Sport Regional Development Officer (as long as they have not been involved in the stage 1 appeal) or a member of the Operations Advisory Group. At least one member of the committee must be from a member college. • An institution that is the subject of the disciplinary hearing cannot be part of the Appeal Committee • A member of the Operations Advisory Group cannot sit on a committee dealing with a National Championships appeal if it involves a team from their region. <p>NB. All stage 2 appeals from teams affiliated to English County FAs will be dealt with by the Football Association, where the appeal is related to the competition rules of a league or cup competition.</p> <p>Stage 2 appeals from teams affiliated to the ECRFU <u>will dealt with by the RFU.</u></p> <p>Procedure:</p> <ul style="list-style-type: none"> • For league and cup competitions this is a paper-based appeal and, unless the appellant requests a personal hearing, the evidence will be reviewed in their absence. • The appeal committee at the National Championships may ask the complainant to attend a personal hearing

	<ul style="list-style-type: none"> • All information from the institution who lodged the full appeal is presented to the panel. • Evidence is questioned by the panel. • The outcome of the appeal will be determined within 10 working days, if not sooner. Institutions will be notified if the complexity of the investigation results in the outcome of the appeal being delayed • At the National Championships a response will be a made in a time frame that meets the competition requirements.
When should this be done?	<ul style="list-style-type: none"> • The stage 2 appeal must be received within 5 working days of receipt of the decision on the Stage 1 appeal, or if this relates to a cup competition then this must be done within 2 days. • At the National Championships, the stage 2 appeal must be received within 30 minutes of the end of the day's competition • Any appeal received outside this timeframe will not be accepted, it is strongly advised that you send your appeal with proof of posting or email receipt.
Outcomes	<p>The Appeal Committee has the power to:</p> <ol style="list-style-type: none"> Exercise any power relating to the competition. This may include upholding or rejecting a previous decision. It may also include issuing a new, increased or decreased penalty, award, order or sanction to that originally imposed. Remit the matter for a re-hearing if insufficient material is available to make a final decision. Order that any appeal fee shall be forfeited, deducted, awarded or returned as it considers appropriate. Make any order it considers appropriate, generally or for the purpose of giving effect to its decision. Make an order to pay any amount of costs for the hearing, against either party. <p>In the event of your appeal being dismissed, or if you fail to provide the details requested, an order to pay costs may be awarded against you, if deemed appropriate. This can be up to £500.</p> <p>A full written response will be provided to all parties involved.</p>
Important Notes	<p>Please note at Stage 2, that no further evidence can be added to the case unless it was unavailable at the time.</p> <p>A supporting email from a senior manager explaining your ground/s of appeal should be sent to accompany the Stage 2 (S2) Appeals Form.</p> <p>You can only appeal under the following grounds, if your appeal does not come under at least one of these grounds your appeal will not be accepted, and your correspondence will be returned to you.</p> <p>When making a Stage 1 decision, AoC Sport:</p> <ol style="list-style-type: none"> Failed to give the institution a fair opportunity to provide evidence at Stage 1.

- (b) Failed to give the appellant a fair hearing
- (c) Misinterpreted or failed to comply with the relevant competition rules or procedures.
- (d) Came to a decision on the facts of the case which no reasonable body could have reached.
- (e) Imposed a punishment using reasons that do not conform to the Competition Rules.
- (f) Imposed an award, order or any other sanction deemed to be excessive.

AoC Sport and ECFA Playing Under Protest Form



(This form must be used as evidence to support a walkover request)

INSTITUTION <small>(Team wishing to play under protest)</small>			
NAME OF PROTESTING COACH			
EMAIL ADDRESS		CONTACT PHONE	
SPORT			
MEN'S / WOMEN'S / MIXED			
REGION		LEAGUE/CUP	
DATE & TIME OF FIXTURE		VENUE	
HOME TEAM			
AWAY TEAM			

We are agreeing to play the above match under protest for the following reasons: <small>(Please list and justify all breaches of regulations) To be completed by coach RAISING the protest</small>	
REGULATION(S) CONTRAVENED	BRIEF EXPLANATION <small>(This must relate to the regulation contravened)</small>

STATEMENT FROM OPPOSITION (To be completed by coach RECEIVING the protest)

SIGNED <small>(PROTESTING COACH)</small>		PRINT NAME		<u>DATE/TIME</u>
SIGNED <small>(OPPOSITION COACH)</small>		PRINT NAME		<u>DATE/TIME</u>
REFEREE SIGNED <small>(if protest takes place during game)</small>		PRINT NAME		<u>DATE/TIME</u>

Please note that the opposing Coach MUST countersign this form to acknowledge that the protesting team have a grievance and that the match will be played under protest, he/she CANNOT refuse to do so. The opposing Coach does however have the opportunity to state their opinion regarding this grievance on the form in the space provided. The end of each statement from each Coach MUST be initialled to note its conclusion.

The opposition signing a Playing Under Protest form is simply to acknowledge that the other team has formally raised a grievance. Signing this form is in no way an admission of guilt or agreement.

The completion and submission of a Playing Under Protest form only allows a team coach the right to of the fixture as they have not accepted the conditions of the match, it does not guarantee the outcome of any subsequent appeal. If an appeal is unsuccessful the result of the match will stand.

WALKOVER REQUEST FORM

INSTITUTION MAKING THE CLAIM:	
MEN'S / WOMEN'S / MIXED:	
FULL NAME OF COMPETITION	
REGION:	
DATE & TIME OF FIXTURE:	
HOME TEAM:	
AWAY TEAM:	
RESULT (if applicable):	

Please indicate if the walkover is voluntary or involuntary

- Involuntary Walkover when one party feels that a rule or regulation has not been adhered too and has the right to appeal for the game to be awarded.
- Voluntary Walkover when both parties agree that a walkover should be awarded in the circumstances. Please provide evidence that your opponent agrees to the walkover.

Reasons for the walkover request:

I understand that the completion & submission of this form will allow the request for the walkover to be considered:			
NAME OF PERSON MAKING THE CLAIM		DATE:	
EMAIL ADDRESS		TEL NO	

This form should be e-mailed to the competition administrator within 24 hours of a cup fixture and 7 days of a league fixture

AoC Sport and ECFA Stage 1 (S1 Appeals Form)



You should use this form if you feel that: -

- AoC Sport or ECFA have been incorrect in issuing a sanction for a breach of rule
- A walkover has been incorrectly awarded

PROPOSER DETAILS	
INSTITUTION	
PROPOSER NAME	
POSITION	
EMAIL ADDRESS	
CONTACT PHONE	

FIXTURE DETAILS IF APPEALING AGAINST A WALKOVER DECISION	
SPORT	
MEN'S / WOMEN'S / MIXED	
FULL NAME OF COMPETITION	
DATE & TIME OF FIXTURE	
HOME TEAM	
AWAY TEAM	
RESULT (if played)	

DETAILS OF THE APPEAL
<p>The stage 1 Appeal must:</p> <p>(1) identify the specific decision(s) being appealed;</p> <p>(2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;</p> <p>(3) set out a statement of the facts upon which the appeal is based;</p>

WITNESS DETAILS (Referees or other officials who may be contacted to endorse your account)	
NAME	
CAPACITY	
CONTACT PHONE	
EMAIL ADDRESS	

NAME	
CAPACITY	
CONTACT PHONE	
EMAIL ADDRESS	

YOUR PROPOSED SOLUTION (Please detail the outcome you intend to reach through submitting this formal appeal)

AoC Sport Authorisation			
I acknowledge all the above details to be correct and accept that the completion and submission of this document will commence the formal Stage 1 protests and appeals process.			
NAME OF PERSON MAKING THE APPEAL		DATE	
EMAIL ADDRESS		TEL NO	

Please return this completed form to appeals@aac.co.uk within the designated timescales.

AoC Sport and ECFA
Stage 2 (S2) Appeals Form



STAGE 1 APPEAL REFERENCE	
DETAILS OF PERSON MAKING THE APPEAL	
INSTITUTION	
APPELLANT'S NAME	
POSITION	
POSTAL ADDRESS	
EMAIL ADDRESS	
CONTACT PHONE	

GROUNDS FOR ESCALLATION - a stage 2 appeal can be submitted where AoC Sport

- (a) Failed to give the institution a fair opportunity to provide evidence at Stage 1.
- (b) Failed to give the appellant a fair hearing
- (c) Misinterpreted or failed to comply with the relevant competition rules or procedures.
- (d) Came to a decision on the facts of the case which no reasonable body could have reached.
- (e) Imposed a punishment using reasons that do not conform to the Competition Rules.
- (f) Imposed an award, order or any other sanction deemed to be excessive.

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AoC Sport Authorisation

I acknowledge all the above details to be correct and accept that the completion and submission of this document will commence the formal Stage 2 appeals process.

SIGNED		PRINT NAME		DATE	
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For further guidelines on the Competition Walkovers, Protests and Appeals procedures please visit

<http://www.aocsport.co.uk/resources/>

Please return this completed form to appeals@aoe.co.uk within the designated timescales.

9. SUMMARY OF WALKOVER PROTEST AND APPEALS PROCESSES

Playing Under Protest/Making a protest

- For breaches of rule or standards that are known before, or on the day of the fixture.
- Initially log your protest with the team or individual concerned. Attempt to resolve amicably.
- If the issue cannot be resolved complete a playing under protest form and submit to the Competition Administration Officer
- If it is felt to be appropriate a walkover form can be submitted at the same time

Walkover Request

- There are two types of walkovers:-
- **Voluntary** – in which both parties are in agreement that the match shall be awarded
- **Involuntary** – where a team feels that the breach of rule by their opponent warrants a walkover but the opponent has declined to concede the match.
- In both cases a walkover form must be completed and submitted to the relevant Competition Administration Officer within 24 hours for cup matches and 7 days for league matches.

Stage 1 Appeal

- **APPEALING A DECISION MADE BY AoC SPORT or ECFA**
- Formally submit a Stage 1 (S1) Walkovers, Protests and Appeals Form to appeals@aac.co.uk.
- Evidence to be submitted detailing why AoC Sport has been incorrect in awarding a sanction
- Senior Competition Administration Officer/Competitions Manager will review information, investigate and either uphold original decision or make a decision on alternative course of action

Stage 2 Appeal

- **APPEALING A STAGE 1 DECISION made by AoC SPORT or ECFA**
- Formally submit a Stage 2 (S2) Protests and Appeals Form to appeals@aac.co.uk. For league and cup competitions the appeal must be accompanied by a £100 surety fee or PO Number.
- Evidence to be submitted detailing measures taken up to Stage 1.
- Appeals Committee will be convened to review case in accordance with competition rules.