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**Performance Appeals Guidelines**

These Guidelines do not replace the Disciplinary Policy and Procedures or the Pathway Squad/Scottish team Code of Conduct which will remain the overarching documents with Performance related disciplinary matters.

The appeals guidelines for matters of selection concerns itself solely with the *process* of selection.  It makes no provision for consideration of the *actual* *decisions* on who is/isn’t selected. In other words, an appeals panel specifically does not sit as a new, higher, selection panel and has no brief to assess the relative merits of athletes under consideration. Rather, the appeal considers the approach taken by the committee and its assessments in reaching its decisions, and specifically in its employment of:

* the published criteria for selection;
* other specific basis for assessment;
* any other relevant factors.

**1. Appeals Procedure – Selection**

1.1. This document sets out Scottish Archery’s Appeals Process for all appeals by an athlete in respect of:

* international team selection decisions;
* decisions relating to the selection for a Scottish Archery team or squad where there is no separate appeals process or review guidelines relating to the team or squad in question;
* any decision by the Director of Athlete Progression or any of the groups that sit under the Director of Athlete Progression (please see our [board structure](https://scottisharchery.org.uk/about-us/structure-and-people) organogram for these groups) to deselect or remove an athlete from a team or training squad.

1.2. This appeals process is commenced when an athlete affected by a selection decision, or the athletes authorised representative, submits a formal written appeal (’’the Notice of Appeal’’) To the Company Secretary or a Director or staff member designated by the Scottish Archery Board.

1.3. The Company Secretary or a Director or staff member designated by the Scottish Archery Board Will convene a panel consisting three members of Scottish Archery or 3 people with significant knowledge of performance sport. The Appeals Panel will meet, either in person or remotely, within a reasonable period and no later than 28 days from the date on which the appeal was submitted.

1.4. The Notice of Appeal must be submitted within 48 hours of the selection decision being announced or communicated to the athlete, whichever is earlier. Notification can be sent by email with the following subject line ‘Performance Appeal’ followed by the athlete’s name. All emails should be sent to admin@scottisharchery.org.uk.

1.5. The Notice of Appeal shall summarise the grounds of appeal (Ref 1.6.) and why the Respondent considers that the appropriate process or procedure has not been followed. The Respondent shall also submit a fee of £50 to Scottish Archery, which shall be refunded if their appeal is successful but shall otherwise be forfeited towards the costs of the appeal.

1.6. An athlete may appeal against a selection decision falling within one of the categories above only on the grounds that:

(a) there has been a failure to apply the applicable selection criteria; and/or that

(b) there has been a failure to adhere to the procedure set out in the applicable Selection Document.

Any appeals which do not satisfy the grounds of appeals below, will be dismissed automatically by the designated person in 1.2 who may also seek further independent advice from other Scottish Governing Bodies and/or Funding Partners on the matter prior to any dismissal.

1.7. The decision of the panel shall be final and binding on the parties, and there shall be no further right of appeal.

1.8. The panel shall be entitled to:

(a) Confirm the initial selection decision under appeal and reject the Appeal; or

(b) Allow the Appeal and remit the matter back to the original decision makers clarifying the errors they have identified in the process with a view to updating the process accordingly.

1.9. The parties shall bear their own costs of participating in any appeal.