



**Policy #/Name: WCF Disciplinary Sanctions/ Escalation/Appeals Policy**

**Date of Board Approval: 14 Sept 2017**

### **Policy Statement**

In the event of a violation/breach of a WCF Policy the Official in Charge or the WCF Board (or their appointed Panel) may apply sanctions which may include but are not limited to written or verbal apologies, suspension or exclusion from the activities of the Federation or financial penalties or other penalties deemed appropriate in the context of the case. The sanctions may be applied to individuals, teams or Member Associations.

Breaches which constitute criminal conduct may also result in criminal prosecution. If the breach includes a violation of the law, the matter may be referred to the appropriate law enforcement authorities.

Any policy which has been enforced or sanction which has been applied is open to an appeal or escalation to the next level where it is not already clearly stated that the decision is final. The appeal process is where an incident/case is reviewed and one party is requesting a change to the official decision. Appeals may reveal a requirement for process clarification or error correction.

### **Process**

1. Complaints, escalations or appeals will be made in writing to the Secretary General, who in conjunction with the WCF Board will appoint a panel of suitably qualified individuals to hear the appeal within 14 days from receipt of the appeal. Individuals may be appointed from outside the membership or WCF Board based on the requirement for a certain level of expertise depending on the appeal/escalation.
2. Any individual or body sanctioned for a breach of WCF Policy has the right to appeal against the decision unless the policy indicates the decision is final.
3. No person will sit on both the original decision making panel and the appeal panel.
4. The Secretary General or their appointee shall act as facilitator to the hearing panel with no vote in the final decision.
5. All panels will be made up of no less than 3 members and always an odd number so there isn't a tie in the decision process. It shall also not exceed 7 members.
6. The cost to bring an escalation/appeal will be \$100 USD. Should the party lose the decision and the original decision stands then the applicant shall forfeit the fee. Should the party win the escalation/appeal then the fee shall be returned.
7. Unless otherwise stated decisions may be appealed to the Court of Arbitration for Sport (CAS) by only once all internal WCF processes have been exhausted.