



# SCHOOL SPORT VICTORIA

## APPEALS AND GRIEVANCES POLICY

### THE RATIONALE:

School Sport Victoria is responsible for the organization and administration of interschool and interstate sport for member schools at Primary and Secondary levels.

At times, individuals and teams believe that the application of the General Conditions of Competition or selection for individuals in SSV Representative Teams (Team Vic) has not been fair or equitable.

This policy is to outline the specific process for the various levels of competition including State Championships and Team Vic selections.

### THE POLICY:

#### PART A: ONLINE REGISTRATIONS

##### 1 PROCEDURES

- This applies to any online registrations for Team Vic teams or Region/State Finals events that have a direct entry component
- Any student may nominate online for any Team Vic team or Region/State Final that requires an online registration in order to participate in trials or compete in the Region/State finals
- School Sport Victoria reserves the right to limit the number of registrations per school for any sport.
- The registration may be undertaken by the student, parent or the school that the student attends.
- In order to satisfy the requirements of that online registration, the student must:
  - Attend a school currently affiliated with School Sport Victoria ie paid the current affiliation fees to School Sport Victoria
  - Satisfy the age group requirements as required
  - Pay the required trial or entry fee
- All must be completed by the advertised closing date as displayed on the School Sport Victoria website and on all relevant documentation.
- In the event of a student missing the advertised closing date:
  - A late registration **MAY** be considered up to one week (seven calendar days) after the advertised closing date.
  - A late registration fee will apply
  - There is no appeal once the maximum one-week (seven calendar days) period, after the advertised closing date, has elapsed.

## **PART B: INTERSCHOOL SPORT – INDIVIDUAL SPORTS**

### **1 PROCEDURES**

- Part B applies to the following Individual Sports only:
  - Cross Country
  - Diving
  - Golf
  - Swimming
  - Individual Tennis (Primary Only)
  - Track and Field
- Protests must be notified to the relevant Referee **ON THE DAY OF COMPETITION ONLY** by either the competitor or teacher or, if a teacher is not in attendance, the adult responsible for the competitor
- The Protest must be received by the Referee within the time limit for protests specified in the School Sport Victoria rules for that sport.
- The relevant Referee will make a decision according to the rules of the sport as designated by the relevant National/International Sporting Organization and the School Sport Victoria Rules for that sport
- Any competitor aggrieved by the ruling of the Referee may request to compete under protest (in the case of a disqualification/failed attempt) until their Appeal can be heard.
- Appeals against the Referee's decision must be lodged in writing and any fee payable **ON THE DAY OF COMPETITION ONLY** within the time limit as specified by the School Sport Victoria rules for that sport.
- A Jury of Appeal will be convened to hear the appeal and communicate the decision to the relevant parties **ON THE DAY OF COMPETITION**
- The above process is to be applied at all levels of School Sport Victoria competition for the above sports.

### **2 JURIES OF APPEAL**

- The Juries of Appeal will consist of the relevant SSV Coordinator (or nominee) plus two (2) other people, eg school representatives, state sporting organisation representatives, not involved in the appeal. Three (3) members constitute a quorum.
- Juries of Appeal at State Championships will consist of the State Championships Officer (or nominee), Operations manager (or nominee) and any of the three (3) Region School Sports Officers. Three (3) members constitute a quorum.
- Decisions by the Jury of Appeal shall be final & binding on the parties involved.

## **PART C: INTERSCHOOL SPORT – TEAMS SPORTS**

### **1. PROCEDURES**

- Protests/disputes for Team Sports must be notified to the Convener on the day and, if possible, the Convener shall resolve such disputes 'on the spot.'
- Any school aggrieved by the ruling of a Convener shall play the match(es) under protest and the matter shall then be referred to the relevant Protest and Appeals Committee.
- Appeals against the Conveners decision must be lodged in writing.
- If the appeal / grievance relates to competition between school teams, the problem should be resolved through discussions held between the relevant Principals and Sport Coordinators.
- Within the various levels of School Sport Victoria competition, when such situations arise and appeal or grievance problems cannot be resolved at the school level, the following procedures should be instituted.

**ALL APPEALS OR GRIEVANCES MUST BE SUBMITTED IN WRITING BY A SCHOOL ON THE SSV PROTEST FORM SIGNED BY THE PRINCIPAL WITHIN THREE (3) SCHOOL DAYS OF THE COMPETITION.**

### **2 PROTEST AND APPEALS COMMITTEES**

*A Protest and Appeals Committee shall be established at each level of competition each year. These Protest and Appeals Committees shall hear all relevant evidence and shall make a ruling on the dispute and document all reasons and recommendations.*

*2.1 At each District and Division levels, the committee shall be composed of:*

- *One Principal class representative (or nominee) who shall also be Chairman;*
- *The relevant District/Division Coordinator;*
- *Two teacher class representatives (from different schools not involved in the protest/appeal) ;*
- *Three members shall constitute a quorum.*

*2.2 At Region level, the committee shall be composed of:*

- *The SSV Region Board member (or nominee) who will also be Chairman;*
- *The Region Coordinator;*
- *The relevant Region School Sport Officer;*
- *One teacher class representative (from a school not involved in the protest/appeal);*
- *Three members shall constitute a quorum.*

*2.3 At State Quarter and Semi Finals level (Cricket and Australian Rules Football only), the committee shall be composed of:*

- *A SSV Region Board Member (or nominee) from the Region, who shall be Chairman;*
- *The three Region School Sport Officers;*
- *Three members shall constitute a quorum.*

*2.4 At State level, the committee shall be composed of:*

- *A SSV Board member (or nominee) from a Region not involved in the dispute/appeal, who shall be Chairman;*
- *The Operations Manager (or nominee);*
- *The State Championships Officer (or nominee);*
- *One Region School Sport Officer;*
- *Three members shall constitute a quorum.*

2.5 A Board Appeals Committee shall be established at the first Board Meeting each year and shall consist of:

- The President (or nominee) who shall be Chairman;
- The Chief Executive Officer (or nominee);
- Two Board Members one of whom shall be primary level and one of whom shall be secondary level;
- Three members shall constitute a quorum.

This committee shall only deal with appeals arising from State Championships or Team Vic selections

### **3 DISTRICT LEVEL COMPETITION:**

If the appeal or grievance relates to an event at District level then:

- A written request on the SSV Protest Form should be submitted within three school days of the event, to the relevant District Coordinator;
- The District Coordinator will arrange for an independent Protest and Appeals Committee (as per above) to consider the protest *within 5 working days from receipt of the signed Protest Form*;
- The decision of this committee will be conveyed, in writing to the concerned parties;
- If the District committee cannot resolve the problem then they may submit the appeal or grievance (with relevant documentation) to their relevant *Division Protest and Appeals Committee*.;
- Individual appeals or grievances regarding all events must be submitted to the SSV Division Coordinator by the Principals of schools on school letterhead. Input from the District Committee shall be sought by the SSV Division Coordinator;
- The decision of the *SSV Division Appeals and Protest Committee* will be conveyed, in writing to all parties concerned;
- Decisions by the *SSV Division Appeals and Protest Committee* shall be final & binding on the parties involved.

### **4 DIVISION LEVEL COMPETITION:**

If the appeal or grievance relates to an event at Division level then:

- A written request on the SSV Protest Form should be submitted within three school days of the event, to the relevant Division Coordinator;
- The Division Coordinator will arrange for an independent Protest and Appeals Committee (as per above) to consider the protest *within 5 working days from receipt of the signed Protest Form*;
- The decision of this body will be conveyed, in writing to the concerned parties;
- If the Division committee cannot resolve the problem then they may submit the appeal or grievance (with relevant documentation) to the relevant *Region Protest and Appeals Committee*;
- Individual appeals or grievances regarding all events must be submitted to the SSV Region Coordinator by the Principals of schools on school letterhead. Input from the Division Committee shall be sought by the SSV Region Coordinator;
- The decision of the *SSV Region Appeals and Protest Committee* will be conveyed, in writing to all parties concerned;
- Decisions by *the SSV Region Appeals and Protest Committee* shall be final & binding on the parties involved.

## **5 REGION LEVEL COMPETITION:**

If the appeal or grievance relates to an event at Region level then:

- A written request on the SSV Protest Form should be submitted within three school days to the relevant Region Coordinator;
- The Region Coordinator will arrange for an independent Protest and Appeals Committee (as per above) to consider the protest *within 5 working days from receipt of the signed Protest Form*;
- The decision of this committee will be conveyed, in writing to the concerned parties;
- If the Region committee cannot resolve the problem then they may submit the appeal or grievance (with relevant documentation) to the *SSV State Protest and Appeals Committee*;
- Individual appeals or grievances regarding all events must be submitted to the SSV Region School Sport Officer by the Principals of schools on school letterhead. Input from the Region Committee shall be sought by the SSV Region School Sport Officer;
- The decision of the *SSV State Protest and Appeals Committee* will be conveyed, in writing to all parties concerned;
- Decisions by the *SSV State Protest and Appeals Committee* shall be final & binding on the parties involved.

## **6 STATE QUARTER AND SEMI FINALS LEVEL COMPETITION (CRICKET AND AUSTRALIAN RULES FOOTBALL ONLY):**

If the appeal or grievance relates to an event at State Quarter and Semi Finals level (in Cricket and Australian Rules Football only) then:

- A written request on the SSV Protest Form should be submitted within three school days to the relevant Region School Sport Officer;
- The Region School Sport Officer will arrange for an independent Protest and Appeals Committee (as per above) to consider the protest *within 5 working days from receipt of the signed Protest Form*;
- The decision of this committee will be conveyed, in writing to the concerned parties;
- If the Region committee cannot resolve the problem then they may submit the appeal or grievance (with relevant documentation) to the *SSV State Quarter and Semi Finals Protest and Appeals Committee*;
- Individual appeals or grievances regarding all events must be submitted to the SSV State Finals School Sport Officer by the Principals of schools on school letterhead. Input from the Region Committee shall be sought by the SSV State Championships Officer;
- The decision of the *SSV State Quarter and Semi Finals Protest and Appeals Committee* will be conveyed, in writing to all parties concerned;
- Decisions by the *SSV State Quarter and Semi Finals Protest and Appeals Committee* shall be final & binding on the parties involved.

## **7 STATE LEVEL COMPETITION:**

If the appeal or grievance relates to an event at State level then:

- A written request on the SSV Protest Form should be submitted within three school days of the event, to the SSV State Finals Officer;
- The SSV State Finals Officer after consultation with the relevant Sport's Convener, will arrange for an independent Protest and Appeals Committee (as per above) to consider the protest *within 5 working days from receipt of the signed Protest Form*;
- The decision of this body will be notified to the concerned parties;
- If the State level committee cannot resolve the problem then they may submit the appeal or grievance (with relevant documentation) to the *SSV Board Appeals Committee*;
- Individual appeals or grievances regarding all events must be submitted to the SSV Operations Manager by the Principals of schools on school letterhead. Input from the State Committee shall be sought by the SSV Operations Manager;
- The decision of the *SSV Board Appeals Committee* will be conveyed, in writing to all parties concerned;
- Decisions by the *SSV Board Appeals Committee* shall be final & binding on the parties involved.

### **IMPLEMENTATION**

1. This policy reflects current practice.
2. This policy can be found on the SSV website
3. All schools and all coordinators will be notified of any changes via the SSV website, Social Media and SSV eBulletin

### **ENDORSEMENT**

This policy was endorsed by the School Sport Victoria Board of Management in October 2017

### **REVIEW**

This policy is to be reviewed every 3 years.