COMPLAINTS, DISCIPLINARY & APPEALS RULES AND PROCEDURES

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1. Introduction

It is the right of a member of Canoeing Ireland (CI) to make a complaint where standards of care, treatment, and practice are perceived to fall short of what is acceptable and expected. Likewise, it is the right of Canoeing Ireland to take disciplinary action against members and affiliates of CI for breaches of rules, codes, or regulations.

Amendments may be made to these Rules and Procedures from time to time, provided they do not conflict with the Constitution of Canoeing Ireland.

These Rules and Procedures apply to all members, committees, sub-committees, affiliated clubs, disciplines, and any other unit of Canoeing Ireland. The current version will always be available on the Canoeing Ireland website.

Exclusions: These Rules are **not** the mechanism for handling:

- Allegations of physical or sexual abuse or other potential child abuse issues (covered under the Safeguarding Policy).
- Complaints regarding selection/non-selection for international competition (covered under the Selection Appeals Policy).
- Employment or contractual disputes. (covered under employee contracts and handbook)
- Anti-doping matters (covered under the Irish Anti-Doping Rules and WADA Code).
- Criminal matters (to be referred to statutory authorities).

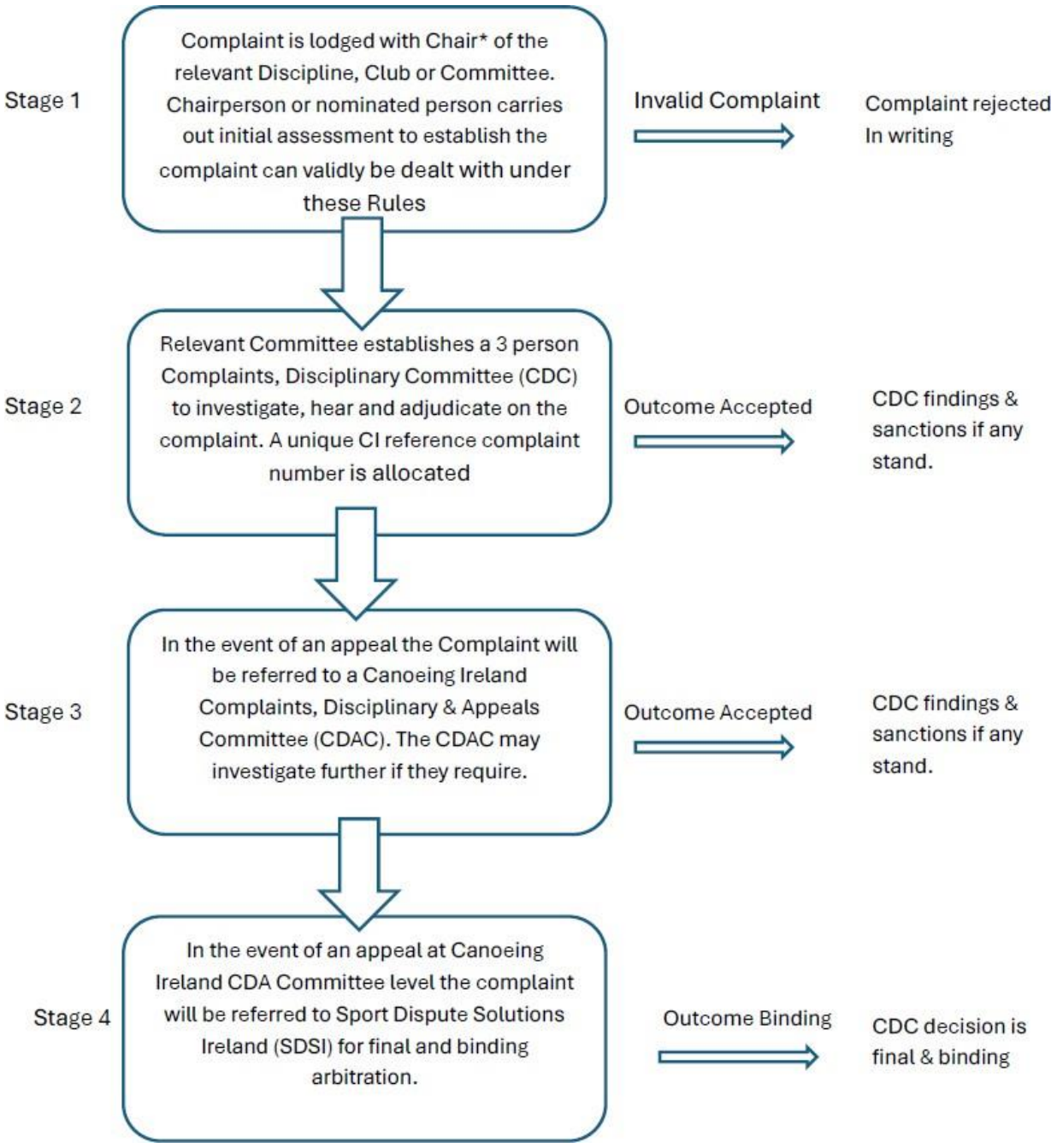
All persons who administer complaints, appeals, and disciplinary matters in Canoeing Ireland shall not be liable for any act or omission done in good faith in connection with their function.

A process flowchart outlines the complaints and appeals pathway. (See page 4).

Policy Commitments: Canoeing Ireland will:

- Encourage fairness, transparency, and consistency in clubs, committees, and disciplines.
- Promote informal resolution where possible including mediation.
- Recognise the voluntary contribution of members and officers.
- Provide effective procedures for complaints that cannot be resolved informally.

2. Process Flowchart



**Where the Chair is the subject of the complaint, the complaint may be made to an alternative committee member*

3. Definitions

- **Affiliate:** Any CI club, discipline, committee, sub-committee, or the Board.
- **Appeal**: A written request to overturn or vary a decision of the Complaints, Disciplinary & Appeals Committee (CDAC), received within 14 days. Appeals must be based on one of the following grounds: (i) procedural error, (ii) disproportionality of sanction, (iii) new evidence not previously available.
- **Board**: The Board of Canoeing Ireland.
- **Complaint**: A written expression of material discontent submitted using the official complaint form, accompanied by supporting documents and fee.
- **Complainant**: The person making the complaint.
- **CDC**: Complaints & Disciplinary Committee established to investigate and decide on a complaint at Stage 1.
- **CDAC**: Complaints, Disciplinary & Appeals Committee established by the Board to hear appeals at Stage 2.
- **Child**: Person under the age of 18.
- **Club**: Any Paddle Sport Club affiliated to Canoeing Ireland.
- **Discipline**: Means any of the separate disciplines within Canoeing Ireland.
- **Disciplinary Matter**: Any misconduct by a member investigated or heard by a CDC/CDAC
- **Disciplinary Report**: Means a report from an official/judge or any clarification or addition thereto.
- **Event**: Any training session, competition, or other activity under Canoeing Ireland or its disciplines.
- **Member**: A registered Canoeing Ireland member.
- **Mediation**: A voluntary, confidential, and structured process to achieve mutually agreed resolutions.
- **Official**: A member of Canoeing Ireland acting in a supervisory capacity at an event (e.g. judge, referee, marshal).
- **Parent/Guardian**: Legally responsible adult for a minor.
- **Participant**: Any member involved in Canoeing Ireland activities.
- **Respondent**: The person subject to a complaint or disciplinary action.
- **Spectator**: A person watching an event.
- **Vulnerable Adult**: An adult (aged 18 or over) who may be restricted in capacity to guard themselves against harm or exploitation.

4. Part One – The Rules

4.1 General

4.1.1 These Rules apply to all members and affiliates of Canoeing Ireland.
4.1.2 They may be used for any breach of Canoeing Ireland rules, policies, or regulations, except where excluded.
4.1.3 Exclusions are set out in the Introduction.

4.2 Offences

The following are non-exhaustive examples of offences under these Rules:

- Breach of Canoeing Ireland or club rules, policies, or regulations.
- Aggressive, offensive, intimidating, or threatening behaviour.
- Cheating or unsportsmanlike conduct.
- Discrimination (e.g. race, gender, disability, religion, age, sexual orientation, family status, membership of Traveller community).
- Bullying (including online).
- Inciting hatred or violence.
- Forgery, falsification, corruption.
- Bringing the sport into disrepute.
- Alcohol or substance abuse at events.
- Ineligibility (e.g. age or club affiliation issues).
- Criminal investigations/convictions likely to bring Canoeing Ireland into disrepute.
- Vexatious or malicious complaints.
- Violation of instructions and directives from officials.
- Operating in a manner that endangers the health and safety of participants.

4.3 Sanctions

4.3.1 **Interim (interlocutory) sanctions** These are temporary, not final or definitive sanctions, imposed at any stage in a CDC/CDAC process.

4.3.1.1 On confirmation that a Respondent is under criminal investigation for an indictable criminal offence, which if proven, is likely to bring Canoeing Ireland into disrepute, then the CDC/CDAC shall be empowered to suspend a Member from membership and/or from participation at any level in any Unit of Canoeing Ireland pending the outcome of a criminal investigation but without necessarily convening an oral hearing on the matter.

4.3.1.2 The CDC/CDAC shall be empowered to impose a suspension on a Respondent pending the determination of a Complaint where in the opinion of the Committee the gravity of the Complaint received shall warrant an immediate suspension.

4.3.1.3 Any Interlocutory sanctions imposed must be notified immediately to the Chief Executive and President of Canoeing Ireland.

4.3.2 **Final sanctions** (imposed after hearing) may include:

- Reprimand or written warning.
- Fine.
- Suspension from events/teams for a set period.
- Suspension or expulsion from club or committee.
- Suspension/expulsion from Canoeing Ireland (subject to Board ratification).
- Suspension/expulsion from elected office (excluding Board, unless ratified).
- Restriction from officiating or participating.

- Educational or restorative measures (e.g. training, mentoring, reflective practice).
- Any other proportionate sanctions or recommendations that the CDC/CDAC consider appropriate.

Sanctions must be proportionate, consistent, and take account of aggravating/mitigating factors.

Mitigating & Aggravating Factors

Factors considered before deciding on sanctions include:

- Age
- Intellectual capacity of respondent (vulnerable adult/child)
- Cooperation and conduct during proceedings.
- Prior warnings or repeat offences.
- Remorse, apology, or corrective action.
- Gravity of offence and impact on others.
- Effect of sanction on respondents.
- The committee may consider other factors relevant to a specific case/incident

5. Part Two – The Procedures

5.1 Introduction

These Procedures apply to:

- Complaints,
- Disciplinary matters, and
- Appeals.

They set out a step-by-step guideline for how a complaint, disciplinary matter, or appeal is commenced, progressed, decided, and appealed.

The primary function of the CDC/CDAC is to:

- Receive evidence,
- Investigate if required,
- Seek additional information
- Decide on culpability, and
- Impose proportionate sanctions where warranted.

A CDC decision may be appealed to a CDAC. A CDAC decision may be referred to Sport Dispute Solutions Ireland (SDSI) arbitration.

5.2 Procedures at Each Stage

5.2.1 Stage 1 – Initial Complaint (Target: 14 days)

5.2.1.1 Complaint lodged in writing using official form with fee.

5.2.1.2 Complaint acknowledged within 5 days: validity assessed within 14 days.

5.2.1.3 If valid, proceeds to Stage 2.

5.2.1.4 If invalid, complainant informed in writing.

5.2.1.5 Complaints should normally be submitted within 14 days of the incident but may be submitted up to 4 weeks after the incident.

5.2.2 Stage 2 – Complaints & Disciplinary Committee (Target: 28 days)

5.2.2.1 Relevant committee establishes 3-person CDC.

5.2.2.2 Respondent notified with:

- Copy of complaint and documents,

- This policy,
- Names of CDC members and confirmation of no conflict of interest, timeline for response (5 days).

5.2.2.3 Hearings may be documents-only or oral and in person or via online platform.
5.2.2.4 Findings must be factual, clear, concise, and neutral.
5.2.2.5 Sanctions may be imposed proportionately, taking account of aggravating/mitigating factors.
5.2.2.6 Decision is issued in writing to both parties.
5.2.2.7 Decision may be appealed within 14 days to a CDAC.

5.2.3 Stage 3 – Internal Appeal (Target: 28 days)
5.2.3.1 CI appoints 3-person CDAC from standing panel.
5.2.3.2 CDAC may review records or conduct further investigation.
5.2.3.3 May proceed with documents-only or via hearing.
5.2.3.4 Written decision issued to both parties.
5.2.3.5 Decision may be appealed to SDSI within 14 days.

If a complainant or respondent undergoing this process at Club level considers that the Club has not adhered to the 28-day timeframe or has exceeded this period without providing adequate notice to both parties, they may escalate or refer the complaint to Canoeing Ireland.

5.2.4 Stage 4 – SDSI Arbitration
5.2.4.1 Independent arbitration body with jurisdiction over sports disputes in Ireland.
5.2.4.2 Arbitration is final and binding under the Arbitration Act 2010.
5.2.4.3 Parties must exhaust internal remedies before applying.
5.2.4.4 Appeal lodged to SDSI within 14 days, with grounds, documentation, and fee.

6. General Procedure Details

6.1 Errors & Omissions: Technical deviations do not invalidate findings unless materially unfair.
6.2 Timeframes: Days mean consecutive calendar days.
6.3 Liability: Members acting in good faith are indemnified.
6.4 Severability: Invalid clauses do not affect remainder.
6.5 Confidentiality & Data Protection: All parties must maintain confidentiality. Records are stored securely for 2 years, then destroyed unless required by law. GDPR principles (lawful basis, minimisation, retention) apply.
6.6 Costs/Fees: €50 complaint fee (refunded if upheld). Affiliates may not charge more than this. Contact info@canoe.ie for fee payment link.
6.7 Notification: Sanctions involving suspension/expulsion reported to CI CEO and President.
6.8 Service: Official communication by email with confirmation of receipt.
6.9 Conflict of Interest: Members with conflicts must recuse themselves.
6.10 Mediation is used as a method of dispute resolution.
6.11 Establishing a Committee in the absence of a complaint or disciplinary report - CI Board or CI Committee may establish a CDC/CDAC where an incident comes to their attention which is significant enough to require investigation.

7. Minors & Vulnerable Adults

7.1 Must be accompanied by parent/guardian or advocate.
7.2 CI Children's Officer must be present at hearings involving minors.
7.3 Participation may be by video link or other appropriate method.

8. CDC/CDAC Committees

8.1 Committees appoint chairperson and secretary.
8.2 Decisions made by majority vote.
8.3 Committees may gather evidence, consult experts, or invite witnesses.
8.4 Records kept securely and confidentially.

9. Informal Complaints Procedure

An informal complaints procedure provides a prompt, flexible, and confidential means of resolving disputes or concerns at the earliest stage, without the need for a formal investigation. It emphasises open communication, mediation, and mutual agreement to achieve an amicable resolution with minimal stress. If the matter is not resolved within 10 days, or is not progressing in a timely manner, the complainant may revert to the formal Complaints and Disciplinary Process.

10. Hearings Procedure

The CDC/CDAC, at its discretion may invite other people (including but not limited to, witnesses, officials or experts) to provide evidence or assistance to the CDC/CDAC in any form.

10.1 The parties attending CDC/CDAC are entitled to: -
10.2 Be accompanied at the hearing, by either a Member of Canoeing Ireland or if the Member minor, by a parent or guardian.
10.3 Call witnesses. Such witnesses may only be present at the hearing in order to give evidence and may be questioned by CDC/CDAC.
10.4 Make submissions in writing or otherwise.
10.5 Rely on any supporting documents
10.6 Hearings may take place in person or via an online platform (Zoom, Teams etc.)

Where a party exercises any or all the rights as set out above then the party shall notify the Chairperson of the CDC/CDAC, who shall notify the other party (Complainant/Respondent) of the names of any people accompanying them to the hearing and the names of any witnesses who will appear on their behalf.
Investigations are conducted by written and oral inquiries. Expert opinion and/or reports may be sought, and an inspection of documents or files may be necessary.
Any Participant and/or Member shall reasonably co-operate with an investigation and failure to co-operate may result in disciplinary action being taken.

10.7 The CDC/CDAC shall conduct the hearing in any matter that it deems necessary subject to them being consistent with these rules and procedures.
10.8 The CDC/CDAC shall have the discretion to accept testimony by conference call (attended by all committee), written statement or submission by email or other means.
10.9 The CDC/CDAC shall have the power to decide on the admissibility, relevance and weight of any evidence (including the testimony of any fact or expert witness) and shall not be bound by any laws or rules regarding the conduct of Court proceedings in relation to such matters. Facts may be established by any reliable means, including admissions.
10.10 In the event of the non-attendance, without reasonable cause (considered by the Committee to be justifiable reason for non-attendance), of a Complainant at a hearing, the Complaint/Disciplinary Matter against the Respondent shall be dismissed.
10.11 In the event of non-attendance, without reasonable cause, of a Respondent at a hearing, the CDC/CDAC will be entitled to proceed to hear the matter and decide the matter based on the information and evidence before it. The CDC/CDAC may draw an adverse inference against a respondent who fails to appear at the hearing after being given reasonable notice of the hearing, or the Participant's refusal to answer questions put to him or her by the Complainant or by the CDC/CDAC.

10.12 The CDC/CDAC may adjourn or rearrange the hearing at its discretion. An adjourned or rearranged hearing shall take place as soon as is practicable, and the suspension of the Member, if already imposed, shall be automatically extended until the rearranged hearing takes place.

10.13 In the case of a disciplinary action a representative of the relevant Committee shall present the case against the Respondent. In the case of a Complaint the Complainant shall present the case against a Respondent.

10.14 The Complainant shall have the burden of proving the alleged rule breach(es). The standard of proof shall be whether the Complainant has established the rule breach(es) on the balance of probabilities i.e. more likely than not. Where facts are established by virtue of a Disciplinary Report the burden of proof is then on the Respondent to establish the contrary on the balance of probabilities.

10.15 Facts established by a decision of a Court which is not the subject of a pending appeal shall be irrefutable evidence of those facts against a Respondent.

10.16 The decision of the CDC/CDAC shall be made and notified in writing to the relevant parties within 3 days of the hearing, unless the Committee deems an extension of time necessary.

10.17 The decision shall be issued on the CI standard form which should include information and timeframes for appeal.

10.18 Pending the appeal, the original sanction imposed by the CDC/CDAC and, where applicable ratified by the Board, shall stand.

Written records should be stored securely in a sealed envelope by the appropriate secretary. The envelope should be dated, marked with CI complaint reference number and a destroy-by date (2 years from completion providing no further developments) and deposited with the CI CEO to be securely filing in the Canoeing Ireland head office.

11. SDSI Arbitration

11.1 Subject to all internal avenues of appeal having been exhausted, any decision made or procedure used by Canoeing Ireland or any unit shall be referred to SDSI for final and binding arbitration by a single arbitrator in accordance with the SDSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.

11.2 This rule shall also apply to every participant and member. Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to SDSI arbitration.

11.3 The effect of this rule is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.

11.4 The party challenging the decision of the CDA Committee shall deliver a written notification to the secretary of SDSI within 14 days of receipt of the Canoeing Ireland CDA Committee decision specifying: -

11.4.1 date of decision

11.4.2 the grounds of appeal

11.4.3 copy of relevant documentation; and

11.4.4 enclosing the SDSI fee.

11.5 A copy of the SDSI Notice of Appeal shall be sent by registered post to the CEO of Canoeing Ireland.

11.6 No Unit or member of Canoeing Ireland shall refer a dispute to SDSI Arbitration until all available avenues of appeal Rules have been exhausted

11.7 No Unit or member of Canoeing Ireland shall refer a dispute / complaint to Sport Ireland in any circumstances. All such complaints / disputes must be handled under the provisions of these Complaints & Disciplinary Rules.

12. Confidentiality

All parties involved in the complaints process should be aware that information disclosed in the course of a complaint is treated as confidential and shared strictly on a need-to-know basis. Personal data and sensitive information will not be disclosed to any third party without a lawful basis for doing so, such as the consent of the individual concerned or a legal obligation.

Unauthorised disclosure of information relating to a complaint may compromise the integrity of the process, infringe upon the rights and privacy of those involved, and may result in disciplinary action where appropriate. Parties are therefore expected to refrain from sharing, discussing, or disseminating complaint-related information outside of the formal process.

Where disclosure to a third party is necessary (for example, to seek advice, comply with legal requirements, or engage external expertise), this will be conducted in accordance with applicable data protection laws and organisational policies, and limited to what is strictly necessary for that purpose.

13. Complaints and Appeals Guidelines

13.1 Guidelines for persons making or receiving a COMPLAINT under the Canoeing Ireland Complaints & Disciplinary Rules & Procedures

Making a complaint:

1. Appendix 1 = CID1 Form - This form should be used for making a complaint to Canoeing Ireland or any unit of Canoeing Ireland i.e. Club, Discipline or Committee.
2. Only complaints submitted using this form followed with proof of payment of the appropriate fee will be processed.
3. Your complaint will be dealt with in accordance with the Canoeing Ireland Complaints and Disciplinary Rules and Procedures. The current version of all rules and procedures are available at canoe.ie. This document outlines the procedures and target timeframes for dealing with complaints.
4. The C1D1 form should be submitted to the Chairperson of the relevant committee or club.
5. In the interests of resolving all complaints without further complications we kindly request that you treat all information relating to your complaint as confidential and only discuss with persons on a 'need to know' basis.
6. If you do not receive a response to your complaint, please contact the Chief Executive Officer of Canoeing Ireland directly.

How your complaint will be handled:

1. Appendix 2 Acknowledgement form (C1D2) The Chairperson will acknowledge your complaint in writing using form CID2

2. The Chairperson will carry out an initial assessment to confirm your complaint is valid for processing and you will be notified in writing using form CID2
3. An official Canoeing Ireland reference number will be requested and assigned to all valid complaints.
4. Valid Complaints will be investigated by a 3 person Complaints and Disciplinary Committee who may conduct a documents only and/or oral hearing. A copy of this form and any accompanying documentation will be issued to the person; the Respondent & Appendix 3 Notification to respondent CID3; who is the subject of the complaint.
5. The outcome of your complaint will be notified to you using form Appendix 4 Complaint/ Appeal Decision form CID4
6. You have a right to appeal this outcome within the specified timeframe. Please see below process for filing an Appeal.

13.2 Guidelines for persons making or receiving an APPEAL under the Canoeing Ireland Complaints & Disciplinary Rules & Procedures

Making an Appeal:

1. Appendix 5 (CID5). This form should be used only for making an appeal to an initial decision of a Complaints and Disciplinary Committee. Only complaints submitted using this form accompanied by the appropriate fee and received within 14 calendar days of delivery will be processed.
2. Your appeal will be dealt with in accordance with the Canoeing Ireland Complaints and Disciplinary Rules and Procedures. The current version of all rules and procedures are available at canoe.ie. This document outlines the procedures and target timeframes for dealing with complaints.
3. This appeal form should be submitted to the CEO, Canoeing Ireland, Irish Sport HQ, Sport Ireland Campus, Blanchardstown, Dublin 15.
4. In the interests of resolving all complaints without further complications we kindly request that you treat all information relating to this appeal/ complaint as confidential and only discuss with persons on a 'need to know' basis.

How your Appeal will be handled:

1. Appendix 2 (CID2) will be used by the CEO to acknowledge your appeal in writing using form CID2
2. Appeals received on time will be investigated by a 3 person Complaints, Disciplinary and Appeals Committee (CDAC) drawn from a Canoeing Ireland Panel.
3. The CDAC may conduct a documents - only and/or oral hearing. A copy of this form and any accompanying documentation will be issued to the other party/ies from the original complaint.
4. The outcome of your Appeal will be notified to you using form Appendix 4 CID4
5. You have a right to challenge the outcome of this appeal to SDSI Ireland within the specified timeframe.

13.3 Guidelines for persons dealing with The Complaints, Disciplinary & Appeals Process

1. All complaints must be processed strictly in accordance with the Canoeing Ireland Complaints and Disciplinary Rules and Procedures (current version available at canoe.ie).
2. All submissions and correspondence should be made using the official forms.

3. In the interests of resolving all complaints without further complications you must treat all information relating to this complaint as confidential and only discuss with persons on a 'need to know' basis.
4. Fees, proof of payment should be emailed to the appropriate treasurer for confirmation. Upon confirmation, that complaint is valid for processing.
5. In the event that you need any assistance or clarification in implementing these procedures please contact the Chief Executive Officer of Canoeing Ireland.

13.4 Additional Notes on Policy and Procedures Implementation

All Clubs must accept they will abide by this policy – accordingly it should be posted on the Canoeing Ireland website and when clubs renew with CI annually they should sign to confirm acceptance of this and other policies

All complaints are to be notified to Canoeing Ireland (without detail) and a reference number should be sought. The names of the CD(A) committee should be advised to CI

All decisions should be stored securely by CI for a specified time. Decisions will be on the standard form and will include the CI reference number but no names of individuals involved.

CI office should apply codes for the forms used with this process replacing the suggested codes used as part of an overall document management system.

14. Appendix 1. Official Complaint Form (CID1)

Name		Current Member of CI? Y ☐ N ☐
Email		
Mobile Phone		Membership Number
Club (If Any)		
I am willing to engage in an informal resolution process Y ☐ N ☐		
IF UNDER 18 OR A VULNERABLE ADULT FORM TO BE COMPLETED BY PARENT/GUARDIAN		
Complaint Details: *Briefly outline the details of your complaint stating the Canoeing Ireland Rule or Procedure believed to have been breached if known. Maximum 500 words.*		
Incident Date		
Witness Name(s)/Contact Details if any	**1.**	
	2.	
	3.	
Has the complaint been reported to anyone else? Y ☐ N ☐		
I have attached supporting documents Y ☐ N ☐		
Signed:		
Date:		
FOR OFFICE USE		
Date Received	Received by	
Date Acknowledged	Valid Complaint under CDA rules Y ☐ N ☐	
Complaint Ref No		
CD Committee Names		
Date Parties Notified	Date officially handed over to CD Committee	

15. Appendix 2. Acknowledgement Form (CID2)

CI Complaint Ref No (if issued):

For the attention of:

From:

Dear

I wish to acknowledge your correspondence as highlighted below:

- Official Complaint Form CID1 ☐
- Your response to a complaint made against you ☐
- Your appeal of a decision relating to the above Complaint Ref No ☐

I wish to advise that the following position applies to your correspondence:

- An initial assessment will be carried out to confirm your complaint is valid for processing. You will receive further correspondence in approximately 14 Days ☐
- Your response to a complaint made against you will be reviewed by the Complaints and Disciplinary Committee who will revert in due course ☐
- Your Complaint is not valid for processing due to the reasons below ☐

- Your appeal of a decision re the above Complaint Ref No has not been accepted as it was received on _____, which is past the specified period for appeal ☐
- Your appeal has been forwarded to a Canoeing Ireland Complaints and Disciplinary and Appeals Committee for consideration ☐

I wish to acknowledge receipt of complaint/ appeal fee of €_____(please insert N/A if no fees)

Additional Information:

Signed:_____ Position:_____

Committee/ Club:

_____

This document and any documents attached with it are confidential and intended solely for the intended recipient.

Guidelines: This form should be used to acknowledge all correspondence at the earliest opportunity. Form may be sent by post or scanned and emailed to the individuals personal email address as advised.

16. Appendix 3. Notification to Respondent (CID3)

Date: **CI Complaint Ref No** (if issued):

For the attention of:

Email:

From:

Dear

I wish to advise that a Complaint has been made against you. I attach a copy of the complaint form and any accompanying documentation for your information. ☐

I wish to advise that an Appeal has been made by the other party to the Complaint ☐ the relevant Discipline Committee ☐ the Board of Canoeing Ireland ☐ Ref no. as above. I attach a copy of the appeal form and any accompanying documentation for your information. ☐

I also enclose a copy of the Canoeing Ireland Complaints, Disciplinary and Appeals Procedure for your information. This document outlines how the Complaints, Disciplinary and Appeals Procedure operates. A copy of all current Canoeing Ireland policy and procedure documents is available at canoe.ie

An Investigation will be carried out by a 3 person Complaints & Disciplinary Committee (CDC) ☐
Complaints, Disciplinary and Appeal Committee (CDAC) ☐
This investigation may take the form of documents only and/or oral hearings to establish the facts of the situation. ☐

The members of the Committee appointed to hear this complaint/appeal are:

1. 2. 3.

The above Committee have confirmed that they have no conflict of interest in relation to investigating this matter.

You have a right of reply, and we would request that you:

Forward a written response to the complaint in writing within 5 days of delivery of this letter. ☐
Confirm you can attend an Oral Hearing in line with the Canoeing Ireland Complaints, Disciplinary and Appeals Rules and Procedures ☐ at (time) On (date)

Address:

PLEASE NOTE IN THE ABSENCE OF ANY REPLY THE CDC/CDAC WILL PROCEED WITH THIS INVESTIGATION USING THE INFORMATION AVAILABLE TO THEM. SANCTIONS MAY ALSO BE IMPOSED.

Signed: Position: Committee/ Club:

This document and any documents attached with it are confidential and intended solely for the intended recipient.

17. Appendix 4. Complaint/Appeal Decision Form (CID4)

Date: CI Complaint Ref No:

For the attention of: **ALL PARTIES TO THE ABOVE COMPLAINT & CANOEING IRELAND**

I wish to advise that a Complaints and Disciplinary Committee (CDC) ☐
Canoeing Ireland Complaints, Disciplinary and Appeals Committee (CDAC) ☐ *has investigated the above referenced complaint and have issued the following decision.*

- The Complaint has been upheld ☐
- The Complaint has not been upheld ☐
- The Appeal has been upheld ☐
- The Appeal has not been upheld ☐
- The issues have been resolved through the Informal Complaints Procedure ☐

The reasons for this decision are:

The CD/ CDA Committee have determined the following outcomes are appropriate:

EITHER PARTY OR THE RELEVANT CLUB/ DISCIPLINE, COMMITTEE OR BOARD OF CANOEING IRELAND ARE ENTITLED TO APPEAL THE ABOVE DECSION AS BELOW:

An initial Complaint decision may be appealed to a Canoeing Ireland Complaints, Disciplinary and Appeals Panel **within 14 calendar days of delivery** via The Chief Executive, Canoeing Ireland, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.
The decision of a Canoeing Ireland internal appeal (Stage 3) may be challenged to SDSI **within 14 calendar days of delivery**

Please be advised that the Canoeing Ireland Complaints, Disciplinary and Appeals Procedure is available online at canoe.ie

THIS DOCUMENT, ITS CONTENTS AND ANY ACCOMPANYING DOCUMENTS ARE CONFIDENTIAL TO THE INTENDED RECIPIENTS AND MAY NOT BE PUBLISHED IN ANY FORUM OR DISSEMINATED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE BOARD OF CANOEING IRELAND.

ISSUED ON BEHALF OF THE CD(A) COMMITTEE

18. Appendix 5. Appeal Form (CID5)

Name		Complaint Ref No.
Email		
Mobile Phone		
Club (If Any)		
IF UNDER 18 OR A VULNERABLE ADULT FORM TO BE COMPLETED BY PARENT/GUARDIAN		

Date of Original Complaint:

Are you the Complainant or the Respondent?

Appeal Details: Please outline the grounds for your appeal.

Supporting Documents: I have supporting documentation regarding my appeal. ☐
(Please attach any supporting documents)

Declaration: I confirm that the above Appeal and the attached documentation are a true reflection of the matter at hand and that all information is provided in a true and fair manner.

Signed: Date:

FOR OFFICE USE	
Date Received	Received by
Date Acknowledged	Valid Appeal under CDA rules Y ☐ N ☐
Complaint Ref No	
Appeal Committee Names	
Date Parties Notified	Date officially handed over to CD Committee