



Welsh Lawn Bowls – Appeals Policy and Procedure.

(Reviewed 10/11/2025)

1. Scope and purpose

1.1. Scope of policy

This policy governs appeals against any decisions made by the WLB Executive committee (or sub-committee acting on it's behalf) including the complaint and disciplinary processes (see WLB Website for these policies). It does not however cover the Selection policy and procedure for which a separate appeal procedure is detailed within the specific policy (see WLB website for Selection policy).

1.2. Grounds for appeal

An appeal may be lodged on one or more of the following grounds only:

- The original decision was based on a significant error of fact.
- There was a serious procedural irregularity during the original committee / sub-committee hearing that unfairly affected the outcome.
- The sanction imposed was disproportionate or unreasonable for the offense committed.
- New, relevant evidence has become available that was not reasonably obtainable at the time of the original hearing.

2. Appeals procedure

2.1. Right to appeal

A member or club / organisation will be notified of the original decision of the relevant committee or sub-committee by the Hon. Secretary and will be informed of their right to appeal in writing along with the outcome of the original hearing.

2.2. Lodging an appeal

- **Time limit:** A member must submit a written notice of appeal to the Hon. Secretary within seven days of receiving the original decision.
- **Written notice:** The notice must clearly state the following:



- The name of the member / organisation appealing.
 - The specific decision being appealed.
 - The date of the original decision.
 - The specific grounds for the appeal and supporting reasons.
- **Appeal fee** : The WLB withhold the right to charge a reasonable appeal fee to be paid which covers expenses, which may be refunded if the appeal is successful. This is entirely at the discretion of the WLB Executive committee or sub-committee thereof.

2.3. Appeal committee

- **Formation:** Upon receiving a valid notice of appeal, the Hon. Secretary will convene an independent Appeal panel derived from the Executive Committee. This panel must consist of at three members who were not involved in the original decision. The Appeal panel will nominate a chairperson from one of it's three members. The Hon. Secretary will send formal acknowledgement of the appeal request to the appellant within five days of receiving the request informing them of the names of appeal panel members who will consider the request.
- **Independence:** The Appeal panel should be free of any bias or conflict of interest. The appellant has the right to object to any panel member for a valid reason, the objection must be made to the Hon. Secretary within five days of notification of the appeal panel members. The Hon. Secretary, President, and Treasurer will make a ruling on the objection within three further days and inform the appellant as soon as possible of the decision reached which is final and cannot be challenged.
- **Consideration of Appeal request** – The Appeal panel will consider the request for an appeal within ten days of the appeal request being received by the Hon. Secretary and may decide to:-
 - Reject the appeal as it is either trifling in nature or has insufficient grounds or evidence to substantiate it (in which case the Hon.



Secretary will write to the appellant within fourteen days of the appeal being received giving reasons why the appeal was rejected); or

- Agree that the appeal has sufficient grounds to warrant a hearing.

2.4. Appeal hearing

- **Notice of hearing:** An appeal hearing should be arranged within 28 days of notice of appeal. The WLB Secretary will notify all relevant parties of the date, time, and location of the appeal hearing giving at least 7 days notice.
- **Attendance and representation:** The appellant has the right to attend the hearing in person and give further evidence (in which case they also have the right to be accompanied by a representative or advisor, who may be a legal professional) or to submit further written evidence to the Hon. Secretary (which must be received at least 48 hours before the date & time of the hearing) for consideration of the Appeal panel.
- **Confidentiality:** All information, correspondence and discussion concerning the appeal will be treated as strictly confidential by the three Appeal panel members, and the Hon. Secretary. Any information which may have to be shared with any other witness or advisor will be kept to an absolute minimum and will only be specific to the points they need to discuss. If the appellant feels that there has been a breach of confidentiality which has compromised the possibility of a fair hearing they have the right to complain to the Hon. Secretary who shall arrange for a separate sub-committee to examine the concern and make a decision on whether it is justified. If justified then the appeal panel shall be disbanded and another independent panel from the executive committee appointed who shall begin following this process from the beginning.
- **Conduct of hearing:** The hearing is not a complete rehearing of the original matter but a review of the issues raised in the appeal. The Appeal panel will consider the original decision and the grounds for the appeal. It may also hear from the original Committee or sub-committee chairperson.



- **Deliberation:** All parties will be asked to withdraw while the Appeal panel deliberates and reaches a decision. A decision shall be made within five days of the hearing.

2.5. Decision and outcome

- **Possible outcomes:** The Appeal panel has the power to:
 - Uphold the original decision and sanction.
 - Uphold the decision but amend or reduce the sanction.
 - Overturn the original decision and quash the findings.
 - Order a complete rehearing of the matter.
- **Written notification:** The Chairperson of the Appeal Panel shall write to the Hon. Secretary stating the decision reached and giving a summary of the reasons which led the panel to make the decision. The Hon. Secretary will forward this decision to the appellant and all other relevant parties within ten days of the hearing.
- **Finality:** The decision of the Appeal panel is final and cannot be challenged.

[This policy and procedure shall be reviewed by the WLB Executive committee every three years or sooner if necessary. Next review scheduled for November 2028.](#)