

SNOWSPORT ENGLAND APPEALS PROCEDURE

The Snowsport England Appeals Procedure is in place for candidates who wish to appeal against assessment decisions relating to Snowsport England (UK Snowsport) Instructing, Coaching, and Leadership awards. These procedures do not cover the wider issues of dispute resolution, disciplinary action, doping, or child protection matters; further details of other such policies and procedures can be found on Snowsport England's website.

If you are considering an appeal, also consider discussing it with your coach or mentor beforehand to review whether you have reasonable grounds.

Introduction

The grounds on which you can make an appeal are:

1. Dissatisfactory conduct of the assessment
2. Inadequate range, nature and comprehensiveness of the evidence you are asked to produce, when set against the standards and evidence requirements
3. Inadequacy of opportunities offered in order to demonstrate competence
4. Dissatisfactory conduct of the assessor(s)

Application for appeal

It is expected that the candidate will raise the area of concern with the Assessor during the continuous assessment course or assessment, in the hope that the matter can be amicably resolved. Where it is inappropriate that the Assessor be confronted with the concern or there is no amicable solution, the candidate should appeal in writing to the Chief Executive Officer of Snowsport England, within 28 calendar days of the assessment.

The letter of appeal should contain the following:

- a) Full details of the assessment, when, where, involving whom, etc.
- b) The nature of the appeal
- c) Any supporting documentation relating to the assessment (action plan reports etc.)
- d) Proof of a deposit payment of £50.

The deposit is refundable if the appeal is successful and please contact the Snowsport England office for payment details.

Appeals process

The Chief Executive Officer will nominate an appropriate person, or panel, to investigate.

Your letter of appeal and any supporting documents will be forwarded to the Chair of the Appeals Panel who will consider if there are any reasonable grounds for an appeal. If it is considered that there are not any reasonable grounds for an appeal, you will be notified in writing.

If it is considered that there are reasonable grounds for an appeal, further investigation may be undertaken including the original assessor(s) being sent your appeal letter and other documents as part of the investigation.

Appeals principles

The appeal investigation will focus on whether the procedures used were consistent with the Snowsport England assessment requirements and that these requirements were applied properly and fairly.

Appeal outcome

Appeals will be acknowledged by Snowsport England within five working days of their receipt and payment, and considered within 28 calendar days. The outcome of the appeal will be notified to the appellant in writing within three days of the decision having been reached. This notification will include the reason for the decision.

The appeals panel will make one of three decisions:

1. Uphold the original decision
2. Invite you to re-sit with no additional assessment fee*
3. Overturn the original decision

*The candidate is liable for all other costs of attendance (e.g. travel, accommodation and lift passes)