APPEALS POLICY
ELIGIBILITY & CLASSIFICATION

Every athlete has the right to appeal a decision on eligibility and classification. An appeal will only be accepted on the basis of new evidence available, not merely disagreeing with the decision of the Eligibility Committee. Please follow the guidelines below. If you have any questions on the process, please contact Sport Excel UK.

What Happens When an Appeal is made?

a. Whilst an appeal is in progress and athlete will be considered as 'under review.'

b. Sport Excel UK aims to acknowledge your written appeal within 7 working days of receipt.

c. Sport Excel UK aims to consider your appeal thoroughly and give you a reply within 21 days of our acknowledgement of new evidence received. If this is not possible an interim response will be made informing you of the action taken to date and the current status of the appeal.

d. The lead officer at Sport Excel UK will collate the current documents on file, and any new evidence you provide to support the appeal. These will be provided to the Sport Excel UK National Eligibility Committee (NEC) for consideration.

e. You will receive a written reply from the lead National Eligibility Officer detailing the outcome of appeal.

f. The outcome of the appeal will be communicated to the relevant Home Country Disability Sports Body and the relevant National Sports Governing Body.

g. The outcomes of all appeals will be recorded and reported to the Sport Excel UK Board of Directors/Trustees annually.

How to Appeal

1. If you are dissatisfied with the decision of an eligibility for classification application, you have the right to inform Sport Excel UK of your intention to appeal.

2. This should be done in writing (email) within 7 days of receipt of the Sport Excel decision. (By 5pm on the 7th day). The date of receipt is the date that Sport Excel UK informed you by email of the decision. Include 'Classification Appeal' in the subject heading along with the athlete's name. This email will be called the 'Appeal Letter.'

3. The ‘Appeal Letter’ starts the appeals process. In the Appeal Letter you should clearly state the reasons for the appeal; whether you will be sending any new evidence and what you want from the appeal. For example, you may ask for a review of the decision.

4. If you have any new evidence you wish to be considered, please attach it. If you do not have any new evidence but need time to explore further, please tell us this in the appeals letter.

5. You will have a further 14 days from the date you send the ‘appeal letter’ to us to gather any new additional evidence you wish to submit as part of your appeal. The new evidence should be sent to Sport Excel UK by 5pm on the 14th day after you send us the Appeal letter.

6. Your appeal letter and any new evidence should be sent to classification@sportexceluk.org and copied to neo@uksportsassociation.org marked ‘Classification Appeal – name of athlete’.

7. Your reasons for appeal, together with any new additional evidence will be considered by the National Eligibility Committee. A decision will be provided to you within 21 days from the date of acknowledgement of any new evidence or appeal letter, whichever is later. If a 21 day decision is not possible an interim response will be made informing you of the action taken to date and the current status of the appeal.

8. Any decision received from Sport Excel UK at the appeal stage is final.

Summary

Within 7 days	Letter of Appeal received from athlete/on behalf of athlete
Within a further 14 days	Any new evidence sent to Sport Excel UK.
Within a further 21 days	Sport Excel UK consider and deliver final decision

Other Information

- Sport Excel UK reserves the right to consult with external eligibility and classification bodies during the course of any appeal.

- Athletes placed ‘under review’ as a result of and during an appeals process cannot be considered for or enter competitions requiring classification to be in place under Sport Excel UK procedures and selection policies.

- This policy will be reviewed every 3 years.