



Date: 12 March 2026

Appeal procedure

Introduction

The following procedures have been adopted by ROWSA in consideration of any appeal made by, or on behalf of, any eligible athlete wishing to appeal (appellant) by virtue of their:

- Non-selection for an international event or invitation to participate in a selection for a National Team, or
- Outcome following the conclusion of a misconduct and disciplinary process

Any athlete should be aware of the time limits contained in these procedures which are designed with the intention of resolving issues in a timely and transparent manner not just for the appellant but for any other parties affected by the appeal. All athletes should read this procedure carefully and satisfy themselves that they are eligible to appeal in the first instance. Any appeals which do not satisfy the grounds of appeal below or fall outside of the stated timeframes will be dismissed automatically.

Any athlete or their authorised representative/ Guardian have the option to contact ROWSA, in the first instance, or SASCOC to assist in determining their rights and what steps they need to take in relation to an appeal.

This Appeal Procedure is the only ROWSA procedure an Athlete can use to formally appeal against a decision relating to the selection of a national team overseen by ROWSA International Commission (IC) .

Roles and Definitions

‘Athlete’ - refers to sweep rowers, scullers (Classic and Beach Sprint) and coxes who have completed the registration as a candidate athlete for the current season to be considered for selection for any International Team within the scope of the ROWSA Selection Policy (the “Policy”) and who meet the minimum eligibility criteria detailed therein.

Selection Panel – it is the appointed Selection Panel’s responsibility to Athletes and crews for any event within the scope of the Selection Policy. In the context of an appeal regarding non- selection for an event or team covered by a Selection Policy, the Selection Panel is the Respondent.

Chair of International Commission - In the event of an Appeal relating to a non-selection decision it is the responsibility of the Chair of the International Competition (or their nominee) to ensure the initial Appeal is given full consideration by the relevant Selection Panel. At all stages of an Appeal it is the Chair of the International Commission’s role to report any action taken or not taken to the Executive Committee of ROWSA.

In the context of an appeal regarding a misconduct or disciplinary process outcome, the Chair of the IC is the Respondent. ROWSA Disciplinary & Grievance Panel Chair (D&G Panel Chair) is nominated by the IC. The Disciplinary & Grievance Panel Chair or his/her authorised deputy will be responsible for establishing any Appeal Panel and to assist in the smooth running of the associated proceedings.

Working Days - For the purposes of time limits stated in this policy, Working Days refers to 0900 – 1700 Monday through Friday and shall not include Saturdays, Sundays or public holidays. Where a decision is communicated within a working day, the stated time limit will commence from that point and will close at the same time after the given number of working days. Where a decision is communicated between 1700 and 0900, or at any time on a non- working day, the time limit will start at 0900 of the next available working day and will close at 1700 of the final working day detailed by the time limit.

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Executive Committee: B Burnand (President), C Thompson (Vice President), S Reid, G Dodge, D Roff, K Manyike, K Christowitz, L Fortuin, P Dabrytski, R di Clemente, R Dellbridge, G du Toit



Appeal Procedure - Non-Selection & Non-Nomination

1. Athletes' Right of Appeal

- a. An Athlete only has the right to appeal against any decision of the Selection Panel in respect of the implementation of the Policy where the Athlete believes that:
 - i. there has been a failure to apply the applicable selection criteria; and/or
 - ii. there has been a failure to adhere to the procedure set out in the applicable selection Policy or Process.
- b. An Athlete **does not** have a right of appeal against any judgement or discretion exercised in the course of making selection, or against the content of the applicable selection policy.

2. Appeal Procedure

- a. Following the communication of a selection decision, the Chair of the relevant Selection Panel will, within reason, be available to discuss any grievances.
- b. In the event that an Athlete is minded to appeal, in the first instance an Appeal is made to the relevant Selection Panel.
- c. The appeal process is commenced by the Appellant addressing an email to Row@rowsa.co.za . This email must be received within two (2) working days of the selection decision being communicated and must contain the Notice of Appeal, comprised of:
 - i. The appellant's name, address and contact details (email and phone number). If the Athlete is under eighteen years of age it shall also include their date of birth and the name(s) and contact details of their parent or legal guardian.
 - ii. The details of the decision being appealed;
 - iii. Details of the grounds of appeal upon which the Athlete relies, including the precise manner the selection criteria have not been applied or in which the procedure set out in the applicable selection Policy or Process has not been followed; and
 - iv. Any documents or written evidence upon which the Athlete relies in support of his or her appeal. These documents must be relevant specifically to the Athlete's grounds of appeal.
- d. The relevant Selection Panel will consider the Appeal and inform the Appellant in writing as to the outcome of these further deliberations within two (2) working days.
- e. The Appellant may raise a Second Appeal if they do not agree with the outcome of the Selection Panel's further deliberations. This Second Appeal must be based on the same grounds of Appeal and Notice of Appeal.
- f. To commence the Second Appeal the Appellant must notify the Chair of the International Competition by email (row@rowsa.co.za) within 24 hours of the next working day.
- g. If a Second Appeal is lodged, the IC Chair will notify ROWSA Disciplinary and Grievance Panel Chair by 1700 of the same working day to convene an Appeal Panel. The Panel shall, where possible, contain at least two members from the ROWSA Selection Appeal Panel Nominees List agreed annually by the Executive of ROWSA. At least one Panel member will be from a legal background and at least one but more than two members of the ROWSA executive.
- h. The Appeal Panel must consist of at least 4 members in total.
- i. ROWSA International Commission will provide any written response for consideration by the Appeal Panel to the D&G Panel Chair within 48 hours following the receipt of the Appeal.
- j. The Notice of Appeal and ROWSA's response will be considered by the convened panel within two (2) working days and where necessary the Appeal Panel may request further information in the process of their deliberations.
- k. The possible outcomes are to:
 - i. confirm the selection or nomination decision under appeal and reject the Appeal; or
 - ii. allow the Appeal and quash the selection decision under appeal and remit the matter back to the Selection Panel identifying the errors they have noted in the conduct of the selection process, requesting that a new decision is made within two (2) working days. The new decision must aim to remedy the errors identified in the conduct of the process to date to the satisfaction of the Appeal Panel.
 - iii. If it is not possible to remedy in two (2) days the Selection Panel may apply for additional time to remedy the error and, where practicable, adhere to the process set out in the Selection Policy.

- iv. An alternative process to correct an error may be considered however this needs to be agreed between all parties including selected athletes, appellant and the Selection Panel.
 - l. The Appeal Panel will inform all parties of their decision in writing via email within one (1) working day of making their decision.
 - m. Provided the previous errors are remedied, the new decision cannot be the subject of a further appeal, even in the event that the new decision produces the same outcome for the Athlete.
3. Costs
- a. The Appeal Panel has the power at its discretion to make an order for the costs of the Appeal to be paid in such proportions as the Appeal Panel may decide. The costs may include any room hire, travel and other expenses incurred in establishing the Appeal Panel, but nothing shall be included on account of a party's professional charges for representation or otherwise.

Appeal Procedure - Misconduct & Disciplinary Outcome

1. Athletes' Right of Appeal

An Athlete only has the right to appeal against the outcome of a misconduct and disciplinary process where the Athlete believes that:

- a. there has been a failure to adhere to the principles set out in the ROWSA Code of Conduct;
- b. the decision was made without considering all of the relevant facts; or
- c. the decision was not one a reasonable person could have made.

2. Appeal Procedure

Following receipt of the final decision the Athlete has the right to appeal to the Vice President of ROWSA. The appeal process is commenced by the Appellant addressing an email to ROWSA (row@rowsa.co.za) This email must be received within three (3) working days of the decision being communicated and must contain the Notice of Appeal comprised of:

- a. The appellant's name, address and contact details (email and phone number). If the Athlete is under eighteen years of age it shall also include their date of birth and the name(s) and contact details of their parent or legal guardian.
- b. The details of the decision being appealed;
- c. Details of the grounds of appeal upon which the Athlete relies; and
- d. Any documents or written evidence upon which the Athlete relies in support of his or her appeal. These documents must be relevant specifically to the Athlete's grounds of appeal.
- e. The Vice President will consider the Notice of Appeal and within one (1) working day will either:
 - i. confirm the outcome of the misconduct and disciplinary process and reject the Appeal; or
 - ii. notify ROWSA's D&G Panel Chair to convene an Appeal Panel. The Panel shall, where possible, contain at least two members from the Selection Appeal Panel Nominees List agreed annually by the ROWSA executive. At least one Panel member will be from a legal background and at least two members of the ROWSA executive.
 - iii. The Vice President with the assistance of the Team Management (Manager or coach) will provide any written response for consideration by the Appeal Panel to the D&G Panel Chair by 1700 of the next working day.
 - iv. The Notice of Appeal and Head Coach's response will be considered by the convened panel within two (2) working days and where necessary the Appeal Panel may request further information in the process of their deliberations.
- f. The possible outcomes are to:
 - i. confirm the outcome of the misconduct and disciplinary process and reject the Appeal;
 - ii. in the event of the Appeal being upheld quash the final decision and remit the matter back to the Vice President identifying the errors they have noted in the conduct of the process or facts that were not adequately considered, requesting that a new decision is made within two (2) working days. The new decision must remedy the errors identified in the conduct of the process to date to the satisfaction of the Appeal Panel; or
 - iii. in the event of the Appeal being upheld on the grounds of quash the final decision and make a new decision.

- g. The Appeal Panel will inform all parties of their decision in writing via email within one (1) working day of making their decision.
- h. The new decision cannot be the subject of a further appeal.

