

Protests and Appeals Policy

Last Review: 2026 February	Constructed / Reviewed by: AGSV CEO
Next Review: 2027 February	Approval Required: Board Motion
	Board Sign Off Date: TBC

1. Statement of Context and Purpose

The purpose of this policy is to outline Associated Grammar Schools of Victoria (AGSV) process for protests and appeals for AGSV competitions.

Together with member schools AGSV is responsible for the organisation and administration of interschool sport for AGSV schools. AGSV currently coordinates sport activities in a number of sports at Primary and Secondary level.

2. Application

This Policy applies to AGSV regulations, it does not apply to AGSV/APS Regulations or AGSV Policies. It applies across two areas:

- Protests
 - where permitted as per the rules of applicable sports on the day students compete, during competition or within the time limit for protests as per the rules of the sport.

- Appeals
 - are permitted for each sport in line with AGSV regulations and applicable prior to or after competition has ended
 - limited to procedural grounds only
 - any other matter as approved by the AGSV CEO where no other AGSV policy or guidance documents applies.

3. Reference Points/Background Papers

AGSV Regulations

AGSV Standard of Behaviour for AGSV Competition

AGSV Position Statement on Standard of Behaviour for AGSV Competition

AGSV Code of Conduct

4. Implementation of this Policy

PROTESTS

Protests are applicable for matters that occur on the day of competition prior to competition ending or within the time limit for protests for that sport. A person can protest a decision, where that sports rules allow including swimming or athletics.

For Individual and Team Sports, the following applies:

- Where sports rules apply a protest can be received by the relevant official or event organiser within the time limit for protests specified for the rules for that sport.
- Protests can be notified by:
 - a supervising teacher or other school staff member of the relevant student; or
 - if a teacher is not in attendance, the adult responsible for the student.
- The competitor aggrieved by the ruling of the official may request to compete under protest (i.e. in the case of a disqualification/failed attempt) until their protest can be heard.
- Protests must be formally lodged to the relevant event or AGSV official along with any applicable fee payable on the day of competition, within the time limit as specified by the rules for that sport.
- A Protest Panel can be convened to hear the protest, consider the matter and communicate the decision to the relevant parties on the day of competition.

Please see **Attachment 1** for procedures for protests.

APPEALS

Appeals can be made by the Head of Sport or Principal of an AGSV school:

- must be made by noon of the next business day following competition ending and email the AGSV CEO.
- a school making an appeal can request a further 24 hours to submit the required information provided the request is received by the AGSV prior to noon on the next business day; or
- can be made in the lead up to competition.

Only a Head of Sport or Principal can submit an Appeal, also known as an Appeal Submission. For the Appeal Submission to be considered, the school must receive acknowledgment that the Appeal has been received and/or a 24 hour extension has been

granted. It is the responsibility of the school submitting the appeal that they check with the AGSV office that the Appeal Submission has been received.

Where an appeal is received, the AGSV CEO shall consider how the matter shall proceed including whether:

- a. the matter be referred to an Appeals Committee.
- b. the matter, in the first instance, can be resolved by AGSV staff working together with the aggrieved party(ies).
- c. the appeal is trivial or frivolous and no further action be taken.
- d. the matter is better handled under a different AGSV Policy
- e. no further action is required; or
- f. any other appropriate action to be taken.

The AGSV CEO shall determine how the appeal is to be handled for liaising with the parties to bring the matter to a conclusion.

Where the matter is referred to an Appeals Committee, it must meet the following parameters:

- Limited to Procedural Grounds: Any alleged failure of the event officials to comply with that sports competition requirements. The merits of decision are not ground for appeal.
- Require School Support: The student's school supports the Appeal through the Head of Sport or the School Principal.
- Provide the Student or Team Name: An Appeal must name the student or team as the subject of the Appeal. Where the information received is not clear, the AGSV CEO shall determine if the Appeal can proceed.
- Within the Timeframe Required: Any Appeal must be made within the timeframe as set out in this policy.
- Lodged in writing: Any Appeal must be lodged in writing to the AGSV CEO and must set out: (can be submitted via email)
 - the name of the person who is the subject of the Appeal.
 - the alleged procedural failure.
 - any grounds supporting the Appeal.the outcome the Appeal is seeking.

The AGSV CEO may refer any other matters to an Appeals Committee where in the CEO's view there is not another applicable AGSV Policy that applies.

Please see **Attachment 1** for procedures for protests.

5. Delegation of Authority to the Employees

The CEO shall be delegated authority to manage any appeals process.

6. Implications for practice

6.1 At Board Level

To properly implement this Policy the Board must ensure:

- iv) that this Policy is reviewed and endorsed on an annual basis
- v) that this Policy is incorporated into the Board's record of current policies.

6.2 At Executive Officer Level

To properly implement this Policy, the Chief Executive Officer must ensure:

- vi) that copies of this Policy are made available to relevant employees by electronic or hard copy means;
- vii) that this Policy is incorporated into the Executive Officer's record of current policies;
- viii) that this Policy is incorporated into the AGSV induction program, to ensure that all relevant employees are aware of the Policy, have read and understood the Policy, and acknowledge their commitment to comply with the Policy;
- ix) that periodic training and refresher sessions are administered to all relevant employees in relation to this Policy.

Attachment 1:

Procedures for Protests

Where a protest is received, a Protest Panel (PP), that some sports refer to this as a Jury of Appeal, is to be established by the relevant AGSV official or event organiser for consideration of the matter. A PP is to consist of up to 3 of the following people:

- event organiser (who may also act as the Chair of the PP);
or
- up to 2 other people from each or any of the following groups:
 - suitable school staff in attendance whose school(s) are not involved in the protest or competition
 - an appointed official at the event
 - AGSV staff; or
 - any other person considered suitable by the event organiser.

The PP is to convene in person at the event. Where up to 3 suitable people cannot be convened in person, up to 2 people can attend the PP meeting electronically. Decisions by the PP shall be final & binding on the parties involved on the day of competition.

Procedures for Appeals

Appeals Committee

1. On receipt of an Appeal Submission and in accordance with this Policy, the AGSV CEO will provide the information to an Appeals Committee for them to review the alleged procedural failure.
2. The Appeals Committee will consider the information and make a decision.
3. The decision from the Appeals Committee will be conveyed to the school making the Appeal.

The Appeals Committee shall be constituted by any three independent persons to the matter who are available to hear the appeal and will be appointed by AGSV CEO factoring:

- a. One of the Appeals Committee Members shall be appointed Chair.
- b. If the AGSV CEO was not part of any original decision the AGSV CEO is also eligible for appointment to the Appeals Committee.
- c. No member of the Appeals Committee may be a party to or directly have an interest in the matter under consideration.

As of the time of implementing this policy the following people have indicated that they are available to be on an appeals committee if required:

- Gen Simmons – CEO Table Tennis Victoria, Past President Women’s Sport Australia, Deputy Chair Active Australia
- Michelle Barry – Executive Officer Girls Sport Victoria, Advisory Committee Member School Sport Victoria
- Andrew Comley – Manager State Teams School Sport Victoria, Former School

Assistant Principal

- Mathew Simpson – National Participation Manager Swimming Australia, Board Member Diving Victoria
- Andrew O’Loughlin - Manager Strategic Projects VicSport, Lecturer/Tutor Victoria University
- The CEO can appoint other suitable people to an appeals committee where required

The Appeal documents will be provided to the Appeals Committee as soon as the Committee is formed. All Appeals shall be heard “on the papers” unless otherwise determined by the Appeals Committee. On the papers means that the matter will be determined on the written submissions provided by the party(ies).

1. The Appeals Committee shall, as soon as practical after receiving the appeal information, consider the matter and shall within 7 days of receiving such information, determine whether the matter:
 - should be dismissed, because in its determination, the matter is trifling in nature or has no merit; or
 - requires further review and determination in accordance with this Policy.
2. The Appeals Committee may conduct a meeting convened in any such manner as it sees fit, giving due consideration to any written statement by the appealing party or any other person party to the Appeal. The Appeals Committee may request any further information from the parties.
3. Following consideration of all relevant and available information, the Appeals Committee shall arrive at a finding (decision). A finding of the Appeals Committee is to be by a majority decision.
4. The Appeals Committee shall notify AGSV CEO of the findings.
5. Any decision of the Appeals Committee shall be final, and no other further appeal shall be available to the Appellant in respect of the matter.

Attachment 1 - Guidance
AGSV Appeals Decision
Making and Communication
Flow Chart

