



Guidance Note No. 23

Date: September 2018

APPLICATION OF THE RULES

Taking Disciplinary Action

Disciplinary Hearings

and

Appeal Hearings

APPLICATION OF THE RULES

1. Action that can be taken by Promoting Clubs

This section explains the action that can be taken within 72 hours of an event following an alleged contravention of the Regulations or Articles. It also explains what the Club should do when action has not been taken within 72 hours of the event finishing, to pass on the complaint to the District Secretary for action.

Built into **Rule 1** are the rights of the disciplined person, team or club to appeal against the decision of the Club.

For the purposes of this Guidance Note, the word “Club” refers to the Event Organiser, a person appointed by the Event Organiser or person acting on behalf of the Club e.g. the Club’s Secretary or other club official. The term “accused” refers to an individual or team.

It is often better for the club to take action on the day of the alleged infringement of the Regulations. Other riders are on hand to be questioned and memories are sharper, with the probability of the accuser and accused being available to give their own versions of the matter in question. The event observers could be questioned, plus the fact that an Ad Hoc Committee of the Club and event officials could be formed to deal with the problem.

1.1 Action by the Club can only be taken at the event or within 72 hours of the event finishing. The decision to take action could involve, if possible, the Club Chairman, Hon. Secretary and Event Secretary as a minimum and can be conducted in person at the event or via telephone and email.

1.2 The exception to this is if it is found that a rider has not completed the course when reviewing the checkers and marshals details at a later date and prior to publication of the result. In this case the rider can be disqualified from the result and any prizes that they have won.

1.3 It is preferable that the Club gets a written complaint from the person(s) making the complaint. The Club may also decide to take action if they become aware of several verbal complaints regarding the same incident or become aware of a breach of Regulations.

1.4 The Club should try to inform the accused that there has been a complaint against them and ask for their version of the incident. If the accused is not available, or declines to comment, the Club may still decide on disciplinary action.

1.5 Action taken by the Club would normally be disqualification from the result or from a prize. The Club may also decide not to accept entries from any rider/team/club in future.

1.6 After taking action, the Club should notify the accused in writing within 14 days of the action taken. If possible verbal notification, or by email, of the action taken should be given within 24 hours, although there is no requirement to explain in detail how the decision was made.

1.7 The Club should also notify the controlling District Secretary, in writing within 14 days of the complaint and action taken.

1.8 If action is not taken by the Club within 72 hours of the event, they must forward the complaint and any related information to the controlling District Secretary who will then take charge of the investigation.

1.9 When action has been taken by the Club, the accused may appeal to the controlling District Secretary against that decision within 14 days of the notification being sent by the Club. The District Secretary will then normally proceed to a Disciplinary Hearing (rehearing) as laid down in **Rules 2, 3, 4, 5 and 6.**

1.10 The club has the right to attend any rehearing following an appeal against their decision.

1.11 Notwithstanding the above, all disciplinary matters arising from National Championships must be referred to the board of directors of CTT (the "Board") who will appoint an Ad Hoc Committee to hear the case.

2 : CTT General Responsibilities

This section explains the responsibilities when the club has not taken action within 72 hours of the events or information regarding possible breaches of Articles and/or Regulations becomes known to the District Secretary.

For the purposes of this and subsequent sections of this Guidance Note the term "the accused" refers to an individual, team and/or club.

2.1 Jurisdiction/responsibility for Disciplinary Action is as follows:

2.1.1 Responsibility for breaches of the Articles normally lies with the District to which the offending club (or member of a club) is affiliated.

2.1.2 Responsibility for breaches of the Regulations normally lies with the District having control of the event.

2.1.3 In the event of clubs/riders not being affiliated to CTT, the District where the offence took place, or having control of the event, would normally take responsibility.

2.2 Notwithstanding the generality of the above:

2.2.1 Other Districts can decide to hold a Disciplinary Hearing related to breaches of the Rules and/or Regulations e.g. when the offence occurs on a section of road in an adjacent District to that having control of the event.

2.2.2 If Disciplinary Action is initiated/taken by a District other than that normally having responsibility, then the Rules provide that the accused can require a hearing to be held in the District normally having control. The other District should be kept informed of the situation.

2.3 When it is considered necessary to safeguard the interests of the sport, or in cases of urgency, the Board or National Council may initiate Disciplinary Action and hold Disciplinary hearings.

3 : Action and procedures prior to a Disciplinary Hearing

If action has not been taken by the organiser/organising club within 72 hours of the event, then the District Secretary takes the primary role to investigate allegations regarding breaches of the Articles and/or Regulations. If a District decides that it is appropriate, then the District Committee/Council may decide to delegate this responsibility to assistant secretaries of that District.

Wherever the term “the accused” appears below it generally refers to an individual, a group of individuals (e.g. a team) or to a club – Rule 3(f).

3.1 Rule 3(a) - After the event organiser/organising club passes on the complaint to the District Secretary, or the District Secretary receives a complaint direct from the complainant, they should notify the individual or club of the complaint within 14 days of receiving it, and inviting their version of the event(s) surrounding the allegation. A specimen letter is attached at **Appendix 5**.

3.1.1 During this period the District Secretary may pursue further information and witness statements regarding the allegation.

3.1.2 With the exception of the District Chairman and District Committee members who are witnesses to the incident complained about, discussion with other District Committee members should be avoided. This is to facilitate the neutrality of the District Committee members who will form the adjudicating body at the Hearing.

3.2 Rule 3(b) – The accused has 14 days (from the date of the notification of an allegation being sent) in which to reply/respond.

3.3 Rule 3(b) – After the 14 day reply/response period has elapsed, and regardless of whether the accused has responded or not, the District Secretary and Chairman may decide on the appropriate action. This may fall into one of the following categories:

3.3.1 The offence is serious and warrants a Disciplinary Hearing to be initiated under Rule 3(d) – para. 3.5 of this Guidance Note.

3.3.2 The offence is minor and only requires a warning letter to be sent.

3.3.3 There is no case to answer, in which case the accused and the accusing club should be informed of this decision.

3.4 Rule 3(c) – The accused may appeal against a warning letter not later than 14 days after the letter was sent.

3.4.1 The appeal is sent to the District Secretary who issued the warning letter.

3.4.2 The appeal is heard as a Disciplinary Hearing by the District Committee, notices being issued as for a normal Disciplinary Hearing. Proceedings are as at a normal Disciplinary Hearing described in a later section of this Guidance Note.

3.5 **Rule 3(d)** – If the District Secretary and Chairman have decided not to proceed to a Disciplinary Hearing, they should notify the District Committee of the allegation, including whether a warning letter has been sent or a decision made that no action should be taken.

3.5.1 The District Committee may overrule a decision not to proceed and require that a Disciplinary Hearing is held (e.g. because other information regarding the allegation comes to light).

3.5.2 When reporting to the District Committee that the Secretary and Chairman have decided not to initiate a Disciplinary Hearing, it is recommended that they only provide the minimum of information regarding the complaint. This is in order to not significantly compromise the neutrality of the District Committee at such Hearing.

3.6 **Rule 3(e)** – After it has been decided to initiate a Disciplinary Hearing, the District Secretary notifies the accused by sending a letter detailing the allegation and the date, time and venue for the Hearing. This letter must give 14 days clear notice to the accused.

3.6.1 The notice should be in the standard form prescribed from time to time by the Board. A copy is available on the CTT website or from the National Secretary (Legal & Corporate).

3.6.2 In the case of individuals under the age of 18 (on the date of the alleged offence), copies of the Disciplinary Hearing notice must also be sent to the parent/guardian of the accused and also to the accused's Club Secretary.

3.7 **Rule 3(g)** – The accused may request an adjournment of the Disciplinary Hearing by writing to the District Secretary within 7 days of the notice of Disciplinary Action being received.

3.7.1 The adjournment requires the authority of the District Chairman whose decision is final.

3.7.2 The adjournment should normally be no longer than 14 days and never longer than 28 days.

Rule 4 : Procedures at Disciplinary Hearings

4.1 **Rule 4(a) - Appointment of a Representative** by the accused person and/or club

4.1.1 This Rule allows another person to be appointed to represent the accused at the Disciplinary Hearing. If a Representative is appointed, then the accused is only allowed to answer questions. Should the accused wish to ask a question, it must be done through the representative.

4.1.2 The Rule also precludes the appointment of a legal professional (barrister, solicitor, legal executive/assistant, etc.) to represent the accused at a Disciplinary Hearing.

4.1.3 The only exception regarding representation by a legal professional is when that person is representing a club and is the bona-fide chairman or secretary of that club, prior to the hearing being called. The term “bona-fide” would normally be interpreted as being elected to that position at the club’s AGM previous to the hearing.

4.1.4 The appointment of a Representative by the accused must be notified, normally to the Chairman, before the start of the hearing,

4.2 Rule 4(b) - Failure of Accused/Representative to turn up

4.2.1 Before the Hearing is started, check that the Accused and/or their Representative is present.

4.2.2 If the Accused and/or their Representative fails to turn up for the hearing, the Committee can still go ahead with the hearing and, if the accusation is upheld, can make any decisions regarding the appropriate sanction.

4.3 Rule 4(c) – Exclusion of people who have an interest in the outcome of the Hearing and Quorum

4.3.1 Prior to the commencement of the hearing, the Chairman should identify all Committee members who have a vested interest in the outcome of the hearing. Examples of such people are (i) witnesses (ii) members of the accused’s club or accused club.

4.3.2 If there are insufficient members left to form a quorum after excluding interested parties, this should be reported to the National Chairman (normally via the National Secretary (Legal & Corporate)). The National Chairman will appoint an Ad Hoc Committee of 5 people to hold the hearing. The Ad Hoc Committee has all of the powers of a District Committee.

4.4 Rule 4(d) – Irregularity of Procedure prior to the commencement of Hearing and/or during the Hearing

The Accused may lodge a complaint regarding any irregularity of procedure prior to the hearing.

4.4.1 Such complaints must be lodged before the start of the hearing.

4.4.2 In such cases, and if the Chairman is satisfied as to the validity of the complaint, then the hearing shall be adjourned until the irregularity has been corrected.

4.4.3 If no complaints of irregularity are lodged prior to the start of the hearing, then the Accused is deemed to have waived their right to appeal against such irregularities.

The Accused may lodge a complaint regarding any irregularity of procedure **during** the hearing as defined in the Rule regarding Appeals. Such irregularity can be used by the Accused as grounds for appeal against any decisions of the hearing.

4.5 Rule 4(e) – Procedures at the Hearing

Any Committee Member who is not present at the start of the Disciplinary Hearing and/or turning up late must not be permitted into the room where the Hearing is taking place.

4.5.1 The Accused and/or their Representative is/are called into the hearing. If both are present, they are invited in together. They will normally stay until all evidence has been presented and/or witnesses questioned.

4.5.2 The identity/identities of the Accused and/or their Representative is/are established.

4.5.3 If the accused is a team in a team time trial, the Committee should decide whether each team member is to be called individually into the hearing, or all together as a team. If they are called individually, then steps 4.5.2 to 4.5.11 are repeated for each team member.

4.5.4 The allegation against the accused is read out to the accused and/or representative.

4.5.5 The accused is asked to admit or deny the allegation.

4.5.6 If the accused (or their representative) **admits the allegation**, they are now invited make a statement giving relevant explanation and/or mitigation. If the Committee wishes to question the accused and/or any witnesses regarding the offence before making a decision regarding the disciplinary action to be taken, then the steps 4.5.7 to 4.5.11 are followed.

4.5.7 If the accused (or their representative) **denies the allegation**, the Chairman outlines the procedure to be followed i.e.

(i) The first witness is called into the room.

(ii) They are invited to make a statement without interruption.

(iii) The Chairman and Committee may then question the witness.

(iv) The Accused or Representative may question the witness.

(v) After questioning, the witness remains in the room until all evidence has been received and leaves the room when all the witnesses, the accused and/or representatives have completed giving evidence/presented their case.

4.5.8 The second and subsequent witnesses are invited into the hearing and the procedure described for the first witness is repeated for each witness.

4.5.9(i) The Accused and/or Representative are invited to state their case.

(ii) After doing this, they may then be questioned by the Chairman and Committee.

(iii) If the Accused has any witnesses steps 4.5.7 and 4.5.8 are again followed, except that the Accused or their Representative questions them before the Chairman and Committee. If the Accused has a Representative, only the Representative is allowed to ask questions.

4.5.10(i) The Committee may also consider **any written statement** of evidence in the absence of the witness provided that the **statement is signed and dated**. A photographic copy of the statement may also be considered.

(ii) The Committee may adjourn the hearing for up to 14 days if it thinks that it is necessary for the personal attendance of any witness not present in order to question them.

4.5.11(i) After receiving all witness statements, etc., the Accused and/or Representative, together with any witnesses and other people still present are asked to leave the meeting room and, unless dismissed, asked to wait outside until the Committee presents its decision(s).

(ii) The Committee discusses the evidence presented and reaches a decision regarding guilt (unless the Accused admitted the accusation) and the appropriate penalty for the offence (see para 4.7 below – Rule 4(g)).

4.5.12 The Accused and/or representative is/are invited back into the meeting room and the decision(s) verbally presented to them. It may also be appropriate at this stage to advise them of the right to appeal under the provisions of Rule 8.

4.6 Rule 4(f) – Hearing following Appeal against Promoting Club’s Disciplinary Action

Where the hearing results from an Appeal against a promoting club’s disciplinary action at or immediately after an event then the steps outlined in para 4.5 are again followed except that:

4.6.1 When the Accused and/or their Representative is invited into the hearing, the duly authorised representative(s) of the promoting club are also invited into the hearing.

4.6.2 When questioning witnesses, the duly authorised representative(s) of the promoting club question witnesses prior to the Chairman and Committee.

4.6.3 The duly authorised representative(s) of the promoting club may state the reasons for their decision.

4.6.4 The duly authorised representative(s) of the promoting club are also asked to leave the room whilst the Committee makes its decision(s).

4.7 Rule 4(g) – Types of Disciplinary Action

This Rule is self-explanatory and is repeated here for Guidance Note completeness purposes only.

A District Committee which takes disciplinary action in accordance with these Rules may:

- i. disqualify, confirm or remove the disqualification of a competitor in an event.
- ii. warn, reprimand or suspend an individual for a time or indefinitely from competing in or officiating in connection with any event held under the Rules & Regulations .
- iii. suspend a club for a time or indefinitely from promoting any event under the Rules & Regulations.

Notice of the decision reached should be given to the individual, team or club in the standard form prescribed from time to time by the Board. A copy is available on the CTT website or from the National Secretary (Legal & Corporate).

Rules 5 (Notices), 6 (Reports), 7 (Recognition of Sentences) and 10 (Service of Notice)

These Disciplinary Rules are all simple and self-explanatory. They should require no further explanation in this Guidance Note. A table is included regarding all communications related to the Disciplinary Rules.

Rule 8 : National Appeals

8.1 From the conclusion of the Disciplinary Hearing to the start of the Appeal Hearing.

8.1.1 Who may appeal:

→ An appellant who attended (or was represented at) the Disciplinary Hearing may appeal against the conviction and/or the sentence.

→ An appellant not appearing (and not represented at) the Disciplinary Hearing must obtain a special dispensation from the National Chairman to appeal.

8.1.2 Placement of an appeal does not suspend the sentence unless directed so by the National Chairman.

8.1.3 Placement of an appeal is by one of the following (otherwise called the Appellant):

I. An individual or their appointed representative.

II. Every member of a team.

III. The official representative of a club.

8.1.4 Placement of an appeal must be made within 14 days of the Disciplinary Notice being sent. The appeal is sent to the National Secretary (Legal & Corporate).

8.1.5 The letter of appeal must include the reason(s) for the appeal. If new evidence (which may lead to a different finding) is to be presented at the Appeal Hearing, this must be included in the appeal letter. (Note that only new evidence that was not available at the time of the original Disciplinary Hearing will be allowed to be presented, the onus of proof that it was not available being on the appellant.)

8.1.6 The letter of appeal must be accompanied by a deposit of £50 (payable to CTT). This is security against the costs of the Appeal Hearing and may be fully, partly or not refunded by the Appeal Committee.

8.1.7 Upon receipt of the appeal, the National Secretary (Legal & Corporate):

→ Forwards a copy of the Appeal Notice to the District imposing the Appeal. This District has the right for 2 members (called the Respondents in these Rules) to represent the District Committee at the Appeal Hearing.

- Together with the National Chairman, appoints an Appeal Committee of 3 from the Appeals Panel.
- Arranges a convenient venue and date for the Appeal Hearing.
- Gives at least 7 days notice of the Appeal Hearing to the appellant, the Secretary of the District imposing the finding/penalty and the Appeals Committee members.

8.2 The Appeal Hearing.

8.2.1 If so wished, the Appellant may appoint someone to represent them at the Appeal Hearing. In the case of clubs that are appealing, not more than 2 representatives are allowed. The name of their authorised representative(s) must be notified in writing to the Appeal Chairman not later than the start of the Appeal Hearing. Representatives must not be a Barrister, Solicitor or Legal Representative unless they are representing their own club (and not its members) as the bona-fide elected or appointed Chairman or Secretary of that club.

8.2.2 **Rule 8h**, regarding the proceedings at the Appeal Hearing, is considered to be self-explanatory. A checklist for the Chairman of the Appeals Committee is included at Appendix 3 to this Guidance Note – this may help you to understand the procedures at the Appeal Hearing.

8.2.3 Rule 8i gives the Appeal Committee a number of powers and responsibilities. These include:

- The decision whether the Appeal will be treated as an Appeal or a Re-hearing of the original charge(s).
- The variation of the penalty which it may increase, decrease or confirm.
- Any refund of the deposit.

8.2.4 Rule 8i also imposes a responsibility on the Chairman of the Appeal Committee to notify the results of the Appeal Hearing to those people specified in Rule 5. This should be done within 7 days of the Appeal Hearing.

Rule 9 : Appeals Panel

9.1 The Appeals Panel consists of 24 people elected by National Council at its AGM.

9.2 Each year, 6 members of the Appeal Panel are elected to serve for 4 years.

Guidance Note 23 - Appendix 1

<u>CyclingTime Trials Rules - Communications Summary</u>				
A COPY OF THIS TABLE SHOULD BE SENT TO THE ACCUSED.				
1. Where the action is against a club, "the accused" would normally be interpreted as the club's secretary.				
2. Where disciplinary action involves riders under 18 years of age, copies of letters must also be sent to the parent/guardian.				
What is sent	Who sends it	When it is sent	To whom it is sent	How is it sent
Complaints	Complainant	At the event or as soon as possible afterwards	Event Secretary	In writing
Notice of complaint	Event Sec. if within 72 hrs	If related to administration issues - any time	District Secretary or Event Sec. as applicable	In writing. If at District meeting, can be verbal but must be minuted
		At event if possible	The accused	Verbal at event, by phone, or other
Action taken by Promoting Club	District Sec. if over 72 hrs	Before further action initiated	The accused	In writing
	Club/Event Secretary	Within 14 days of event	The accused and District Sec.	In writing
Complaints not resolved within 72 hours	Club/Event Secretary	Within 14 days of event	District Secretary controlling event	In writing
Appeals against Promoting Club action	The accused	Within 14 days of notice of action being sent	District Secretary controlling event	In writing
Response to complaint notice	The accused	Within 14 days of notice being sent	District Secretary	In writing
Notice of District Hearings	District Secretary	At least 14 days before the hearing	The accused	In writing
Request for adjournment	The accused	Within 7 days of receipt of the Notice	District Secretary	In writing
Action taken by District	District Secretary	Within 14 days of the Hearing	The accused	In writing
Notification of action	National Secretary	As soon as possible	Secretary of promoting club	In writing
			Secretary of accused's club	In writing
			Secretary of District holding accused's club affiliation	In writing
			National Secretary	In writing
			Other organisations recognising actions	In writing

Guidance Note 23 - Appendix 2

Appeals Communications Summary				
A COPY OF THIS TABLE SHOULD BE SENT TO THE APPELLANT				
What is sent	Who sends it	When it is sent	To whom it is sent	How is it sent
Appeal Letter	The Appellant (or authorized Representative)	Within 14 days of the Notice of findings being sent	National Secretary	In writing
Notice of the Hearing	National Secretary	Not later than 7 days before the Appeal Hearing	The appellant, the respondent District Secretary, the Appeal Committee members	In writing
Copy of the Appeal letter	National Secretary	ASAP (not specified by the Rules)	Secretary of District that held the Disciplinary Hearing	In writing
Findings of the Appeal Hearing	Appeal Committee Chairman	Within 7 days of the Appeals Hearing	The Appellant	In writing
			Secretary of promoting club	In writing
			Secretary of accused's club	In writing
			Secretary of District holding accused's club affiliation	In writing
			Secretary of District responding to the Appeal	In writing
			National Secretary	In writing

Guidance Note 23 - Appendix 3:

CYCLING TIME TRIALS DISCIPLINARY HEARING – CHAIRMAN’S CHECK LIST					
District Committee		Date	Name of Accused		
CHAIRMAN TO COMPLETE YES/NO/N/A (NOT APPLICABLE) IN EACH SECTION					
No	Item	Accused 1	Accused 2	Accused 3	Accused 4
		Yes/No	Yes/No	Yes/No	Yes/No
1	Is the Accused Present?				
2	Is the Accused being Represented? Letter to be handed to the Chairman confirming that the (see 4.1 of the Guidance Note)				
3	If represented has their right to speak/question been clearly explained?				
4	Have all “interested parties” been removed from the hearing?				
5	Is the accusation clear to you as the Chairman?				
START OF THE DISCIPLINARY HEARING					
6.1	Invite accused and/or Representative into the room				
6.2	Has the accusation been read out to the Accused/Representative?				
7	Does the Accused plead GUILTY or NOT GUILTY	Yes/No			
8	If pleading GUILTY ask accused (or Representative) to make mitigating statement				

9	If pleading NOT GUILTY, question the accused					WITNESSES TO REMAIN
WITNESSES		QUESTIONED BY:				
DO NOT ALLOW QUESTIONING OF ANY WITNESS UNLESS AUTHORISED BY THE CHAIRMAN		Identify Witness	Chairman	Committee	Accused or representative	
		Name	Yes/No	Yes/No		
10.1	Invite first witness for the "prosecution" into the room					
10.2	Invite next witness for the "prosecution" into the room					
10.3	Invite next witness for the "prosecution" into the room					
10.4	Invite next witness for the "prosecution" into the room					
10.5	Invite next witness for the "prosecution" into the room					
10.6	Invite next witness for the "prosecution" into the room					
10.7	Invite next witness for the "prosecution" into the room					
10.8	Invite next witness for the "prosecution" into the room					
10.9	Invite next witness for the "prosecution" into the room					
10.10	Invite next witness for the "prosecution" into the room					

WITNESSES		Yes/No	QUESTIONED BY:			
			Chairman	Committee	Accused or representative	WITNESSES TO REMAIN
			Yes/No	Yes/No		
DO NOT ALLOW QUESTIONING OF ANY WITNESS UNLESS AUTHORISED BY THE CHAIRMAN		Identify Witness				
		Name				
11.1	Invite first witness for the "defence" into the room					
11.2	Invite next witness for the "defence" into the room					
11.3	Invite next witness for the "defence" into the room					
11.4	Invite next witness for the "defence" into the room					
11.5	Invite next witness for the "defence" into the room					
11.6	Invite next witness for the "defence" into the room					
11.7	Invite next witness for the "defence" into the room					
11.8	Invite next witness for the "defence" into the room					
11.9	Invite next witness for the "defence" into the room					
11.10	Invite next witness for the "defence" into the room					
AFTER HEARING ALL WITNESSES, ASK ACCUSED AND WITNESSES TO LEAVE THE ROOM						Yes/No
12	Discuss the case	Proposed by	Seconded by		Vote	
13.1	Decide GUILTY or NOT					
13.2	Decide on penalty if appropriate					

14	Invite Accused and/or Representative back into room	Yes/No
15	Inform of verdict	Yes/No
16	Inform of right of Appeal	Yes/No
16.1	Informed: if pleaded NOT GUILTY can appeal against both FINDING and PENALTY	Yes/No
16.2	Informed: if pleaded GUILTY can appeal against PENALTY ONLY	Yes/No
16.3	Explain who to APPEAL TO + IN WRITING WITH APPEAL FEE + WITHIN 14 DAYS	Yes/No
17	Ask Accused and/or Representative if they have any questions	Yes/No
END OF HEARING		

Guidance Note 23 - APPENDIX 4

CYCLING TIME TRIALS APPEAL HEARING – CHAIRMAN’S CHECK LIST									
Appeal Committee Members				Date of Appeal Hearing					
Chair									
2				Name of Appellant(s)					
3				1	2	3	4		
CHAIRMAN TO COMPLETE YES/NO/N/A (NOT APPLICABLE) IN EACH SECTION									
No	Item	Appellant 1		Appellant 2		Appellant 3		Appellant 4	
		Yes/No		Yes/No		Yes/No		Yes/No	
1	Is the Appellant present?								
2	Is the Appellant being Represented? (given in writing before the start of the Appeal)								
3	If represented - has the appellant's right to speak/question been clearly explained?								
4	Is/are the Disciplining District's respondent(s) present?								
START OF THE APPEAL HEARING									
6.1	Invite Appellant (and/or Representative) and Respondent (District Representatives) into the room								
6.3	Establish name(s) of Appellant(s)								
6.4	Establish name(s) of Representative(s) – if any								
6.5	If represented, check legal status of Representative(s)								
6.6	Establish name(s) of Respondent(s)								
7.1	Chairman reads Notice of Appeal								
7.2	Chairman explains procedure								
8	Appellant (or Representative) states their case.								
9	Respondent(s) state the reason(s) for their decision								
10	Appellant, Representative and Respondents leave room								
11	Appeal Committee decision re. treating this Appeal as a Re-Hearing of the Allegation or not								
IF TO BE TREATED AS A RE-HEARING, GO TO 15/16 AND THEN TO PAGE 2									

12	Decision re. Guilt					
13	Decision re. Penalty					
14	Decision re. Refund of Deposit					
15	Appellant, Representative and Respondents recalled to room					
16	Appeal Decisions announced					
17	Inform end of Appeal Process					
APPEAL HEARING ENDS						
It may be necessary to repeat this page for each Appellant						
RE-HEARING CHECK LIST PAGE 2						
2.1	If new evidence is accepted, is/are the Respondents agreeable to going ahead now?	If NO adjourn the Appeal		If YES continue		
		Questioned by (Yes/No)				
		Done (Yes/No)	Appellant / Representative	Appeal Committee		
2.2	Ask Respondents to present the accusation and evidence					
		Questioned by (Yes/No)				
WITNESSES for the RESPONDENTS		Name	Respondent	Appellant/ Representative	Appeal Committee	Witnesses remain in room
2.3.1	Invite 1st witness into room and identify witness					
2.3.2	Invite 2nd witness into room and identify witness					
2.3.3	Invite 3rd witness into room and identify witness					
2.3.4	Invite 4th witness into room and identify witness					
2.3.5	Invite 5th witness into room and identify witness					

WITNESSES for the APPELLANT		Name	Appellant/Representative	Respondent	Appeal Committee	Witnesses remain in room
2.4.1	Invite 1st witness into room and identify witness					
2.4.2	Invite 2nd witness into room and identify witness					
2.4.3	Invite 3rd witness into room and identify witness					
2.4.4	Invite 4th witness into room and identify witness					
2.4.5	Invite 5th witness into room and identify witness					
After Hearing all witnesses, ask Accused, Respondents and Witnesses to leave the room			Yes/No			
2.5	Discuss the case					
		Proposal	Proposed by	Seconded by	Vote	
2.6	Decide GUILTY or NOT					
2.7	Decide on penalty if necessary					
2.8	Decide on Refund of Deposit					
2.9	Appellant, Representative and Respondents recalled to room	Done (Yes/No)				
2.10	Inform of verdict	Done (Yes/No)				
2.11	Inform of sentence (if any)	Done (Yes/No)				
2.12	Inform of Appeal fee refund or not	Done (Yes/No)				
2.14	Inform end of Appeal Process	Done (Yes/No)				

END OF HEARING

Guidance Note 23 – APPENDIX 5

Rider name
2015
Rider address

[Date]

Dear Mr *****

Name of Event

Date of event: 2015

As you are aware you competed in the above event. The event was promoted for and on behalf of Cycling Time Trials under its Rules and Regulations.

A complaint has been received and it is alleged that contrary to Regulation [insert number of Regulation] you

INSERT DETAILS

This letter is written pursuant to Cycling Time Trials Rule 3a, which sets out the procedure in relation to possible disciplinary matters.

Pursuant to Rule 3b, you have a right to reply to the allegation. Such reply must be in writing, signed by you, and must be received by me within **14 days** of the date of this letter.

A copy of the Cycling Time Trials Rules and Regulations is contained in the current CTT handbook and can also be seen on the CTT website.

Yours sincerely