



Ethics Panel  
Procedural Rules  
International Jump Rope Union (IJRU)

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## ETHICS PANEL CHARTER – Procedural Rules

### PR 1. Introduction

1. This document shall outline the procedural rules that shall govern submissions to the International Jump Rope Union. The International Jump Rope Union (IJRU) Procedural Rules (hereinafter – “Procedural Rules”) are intended for use as an administrative procedure to improve, as required, the dispute resolution services and to govern the investigation(s) of any alleged violation of IJRU Governing Documents.
2. The Procedural Rules were approved by the IJRU Board of Directors (hereinafter – “IJRU BOD”), the IJRU Ethics and Disciplinary Panels (hereinafter – “Panels”) and shall be effective retroactively and from the date of ratification by the IJRU BOD. They are created in accordance with the IJRU Constitution and may be amended in accordance with the Charters of the Panels, or the IJRU Constitution. In the event of any conflict or inconsistency, the provisions of IJRU Constitution shall prevail.

### PR 2. Definitions

- Ad Hoc Complaint Committee – *A quorum of two (2) or more members of the IJRU Ethics Panel or the IJRU Disciplinary Panel who are appointed to investigate a specific alleged violation by the IJRU Ethics Panel Chair.*
- Complainant - *An individual or group of individuals who submit a written complaint as described herein.*
- Complaint – *The written submission(s) outlining alleged violations of the IJRU Governing Documents received by the Official IJRU electronic mailing address.*
- Ethics Panel Reserve Pool - *(hereinafter – “EPRP”) – Individuals originating from an IJRU National Member Country whom are confirmed by the Executive to have met the initial requirements of the Ethics Panel, but are not currently sitting on the Panel, and who may be used by the Panel as needed in the processes herein.*
- IJRU Ethics Panel Chair (hereinafter - the “Chair”) – *A member of the IJRU Ethics Panel appointed at the recommendation of the IJRU Board of Directors in accordance with the IJRU Ethics Panel Charter (hereinafter - “the Charter”).*
- IJRU Ethics Panel Governing Documents – *Documents adopted by IJRU Congress or the IJRU BOD, or registered in connection with formation or operation of IJRU, including but not limited to the IJRU Constitution, the IJRU Code of Ethics, the IJRU Code of Conduct, the IJRU Rules documents, the IJRU Anti-Harassment Policy, or decisions by IJRU Congress.*
- Parties - *The Complainant(s) and Respondent(s) of the Complaint as described herein.*
- Respondent - *A member of the IJRU, who has been named in a written complaint as having allegedly committed or participated in a violation of the IJRU governing documents.*
- Statement of Claim - *The document received from the Complainant which outlines the nature and evidence of the complaint as outlined herein.*

### PR 3 Jurisdiction

3. For the purposes of these Procedural Rules, the Panels have jurisdiction to investigate any alleged violation of the Governing Documents of the IJRU.
4. Subject to the Procedural Rules and the Charter, the Panels have jurisdiction and duty to conduct an investigation with respect to any alleged violation(s) described above as it concerns a participant who is, or whose actions/behaviour may be the subject of a Complaint brought to the Panels under PR 6.1, or as referred to the Panels by a National Governing Body (hereinafter – “NGB”) under PR 6.2.
5. Jurisdiction given to the Panels does not include complaints or communications of alleged violations of the Anti-Doping Policy. Complaints of such nature shall be under

6. the exclusive jurisdiction of the IJRU Anti-Doping Panel, and any ensuing investigation(s) be carried out under the Anti-Doping Procedural Rules.
7. The IJRU Panels do not process Complaints, which concern the operation of independent clubs, or associations, except where the operation of such organisations has resulted in a violation against members as described above.
8. These Procedural Rules prohibit use of the IJRU Complaints Procedure as a means of reprisal between members. Complaints of a frivolous and vexatious nature will not be processed, and the Panels have jurisdiction to impose sanctions where applicable.

#### **PR 4. Reporting Policy**

9. Language
  - 9.1. The working language of the IJRU is English. Complaint, proceedings and document processing shall be conducted exclusively in English. The initial Complaint shall be in English. The Panel may consider use of languages in the proceedings other than English on a case-by-case basis.
  - 9.2. The Panel may refuse documents submitted in languages other than English, or order that all such documents be filed together with a certified translation in the language of the proceedings.
10. Representation
  - 10.1. Parties to a Complaint may be represented or assisted by advocates of their choice. The names, addresses, electronic mailing addresses and telephone numbers of the persons representing the parties shall be communicated to the Panels, and all parties.
  - 10.2. Where allegations of a complaint directly concern or are related to person(s) under the age of majority in their respective country, Parents or Custodians may issue a complaint on behalf of a minor, may be copied on all communications to the parties, and may be present during any interview of a minor.
11. Notifications and Communications
  - 11.1. Communication between the Panels and the Parties with respect to the Complaints process shall be made through the official IJRU electronic mailing address. Complaints, notifications, and communications shall be sent to [ethics@ijru.sport](mailto:ethics@ijru.sport), unless otherwise specified by the Panels.
  - 11.2. The filing of written submissions is valid upon the receipt of the electronic mail by the Ethics Panel. Any exhibits, affidavits, or other supporting documents attached to a written submission may be sent to the Panels by electronic mail, titled so each exhibit can be clearly identified. Any other communications from the parties intended for the Panels shall be sent by electronic mail.
12. Time Limits
  - 12.1. The time limits fixed under these Procedural Rules shall begin from the day after that on which the notification by the IJRU Panel is received. Official holidays and non-working days are included in the calculation of time limits. The time limits fixed under these Procedural Rules are respected in the communications by the parties are sent before midnight, time of the location of their own domicile or, if represented, of the domicile of their main representative, on the last day on which time limits expire. If the last day of the time limit is an official holiday or a non-business day in the location from where the document is to be sent, the time limit shall expire at the end of the first subsequent business day.
  - 12.2. Upon application of justified grounds, either the Chair or the IJRU Panel may extend the time limits provided in these Procedural Rules, with the exception of the time limit for the filing of the statement of appeal, if the circumstances so

warrant and provided that the initial time limit has not already expired. Generally, these extensions shall be granted for a time frame of five (5) days.

### 13. Confidentiality

13.1. Information under these Procedural Rules is confidential. The parties and the Panel members undertake not to disclose to any third party any facts or other information relating to the dispute without the permission of IJRU. Sanctions shall not be made public unless, Panel members, and the IJRU BOD agree. Such information may be provided upon request of relevant authorities under applicable law.

## **PR 5. Complaint Committee Formulation**

### 14. Ordinary Formation

14.1. With the receipt of a Complaint, the Chair of the Panels shall specify the number of Panel Members required to preside over the Complaint resolution process. The Ad Hoc Complaint Committee shall be composed of two (2) or more members who meet the criteria to address and decide on the matter(s) of the complaint(s). These members may be chosen from the IJRU Ethics Panel, the IJRU Ethics Panel Reserve Pool, and the IJRU Disciplinary Panel or a mix of members from both Panels decided on a case-by-case basis considering the following criteria:

14.1.1. What governing document the violation is alleged to fall under;

14.1.1.1. The IJRU Code of Ethics violations for the Ethics Panel

14.1.1.2. The IJRU Rules, IJRU Anti-Harassment Policy, decisions of the Congress, or decisions of the IJRU BOD violations for the Disciplinary Panel

14.1.2. Areas of actual or perceived bias of potential members;

14.1.3. Specialities or competencies of potential members; and

14.1.4. Availability of potential members.

14.2. A nominated member to the Ad Hoc Complaint Committee shall be deemed appointed after confirmation of the IJRU President, who shall ascertain that each member complies with the requirements of independent qualification according to an independent assessment of the criteria listed above.

14.3. Once the appointment of the Ad Hoc Complaint Committee is confirmed, the Chair takes notice of the formation and transfers the file to the Ad Hoc Complaint Committee.

### 15. Expert Involvement

15.1. An expert can be called by the Chair to assist the Ad Hoc Complaint Committee following an assessment of relevance, their necessity in assisting the trier of fact, and the qualifications of the expert. This expert shall be any IJRU member with qualifications in a field related to the Statement of Claim.

15.2. This expert is called to assist a relevant session of the Ad Hoc Complaint Committee. If they accept the appointment to assist, they shall stick to their discipline, and shall be independent and demonstrate independence by not becoming an advocate for any party.

### 16. Challenge

16.1. The choice of a member of the Ad Hoc Complaint Committee may be challenged if the circumstances give rise to legitimate doubts over their independence or their impartiality. The challenge can be brought by any party to the complaint process.

- 16.2. The challenge shall be brought within seven (7) days after the ground for the challenge has become known. The challenge shall be sent to the official IJRU Ethics Panel communication electronic mailing address. This communication shall include the full name of the Ad Hoc Complaint Committee member and all relevant facts giving rise to the challenge. Upon receipt, this message shall immediately be sent to the IJRU BOD and IJRU President.
  - 16.3. The IJRU President shall communicate with the challenged member of the Ad Hoc Complaint Committee (in person or via electronic means of communication), and all parties of the conflict to submit written comments on the challenge. These comments shall be communicated directly to the IJRU President. Admissibility of challenges shall be determined by the IJRU President. They shall then consider all relevant facts and submit their ruling on the challenge to the Chair.
17. Removal
    - 17.1. An Ad Hoc Complaint Committee member may be removed by the IJRU President as a result of a challenge, if they refuse or are prevented from carrying out their duties, or if they fail to fulfil their duties pursuant to these Procedural Rules within a reasonable time.
    - 17.2. In the case of a voluntary removal, the Panel member shall be invited to submit written comments and shall give brief reasons for their decision. A forced removal due to a failure to fulfil duties in a reasonable time is at the Chair's discretion. The Chair shall issue a statement to the Ad Hoc Complaint Committee member and the IJRU BOD outlining the reasons for the removal.
    - 17.3. In the event a matter before the Ad Hoc Complaint Committee involves a challenge against the IJRU President, all duties of the IJRU President specified in this document shall be performed by a representative in accordance with the IJRU Constitution.
18. Replacement
    - 18.1. In the event of resignation, death, removal or successful challenge of an Ad Hoc Complaint Committee member, such Ad Hoc Complaint Committee member shall be replaced at the discretion of the Chair with approval by the IJRU President.
    - 18.2. This must be done within seven (7) days of the confirmation of removal of an Ad Hoc Complaint Committee member. Unless otherwise agreed, the proceedings shall continue without repetition of any aspect thereof prior to the replacement.

## **PR 6. Ordinary Reporting Procedure**

19. Reporting Communication
  - 19.1. Every IJRU participant has an obligation to report, as soon as practicable, any act, thing or information which they become aware of, which may constitute a violation of any IJRU Governing Document, by lodging the Complaint with the Ethics Panel.
  - 19.2. The Complainant intending to submit the Complaint to the IJRU Panel for consideration should deliver to the IJRU as outlined herein, a Statement of Claim which includes:
    - 19.2.1. Name and contact details of the Complainant and any Respondent(s) (complaints may be lodged anonymously but unless contact details are provided, the IJRU Panels are unable to provide a response),
    - 19.2.2. Details of the occurrence(s) of the alleged violation(s), and how it contravenes the principles of IJRU,

- 19.2.3. A factual and concise description of the issues,
  - 19.2.4. Copies of any documents or evidence relating to the Complaint, where relevant, and
  - 19.2.5. Details of any prior contact with the IJRU, another International Jump Rope/ Rope Skipping governing body, or an NGB concerning the occurrence(s) mentioned within the complaint.
- 19.3. Confidential information or personal details will not be disclosed without obtaining one's permission.
- 19.4. The Chair shall confirm receipt within five (5) business days.
- 19.5. Any complaints relating to a violation of the IJRU Anti-Doping Control rules must go through a different complaint process outlined in the Anti-Doping Procedural Rules and PR 3 of this document.
20. Referral from an NGB
- 20.1. It is possible for an NGB to refer the Complaint to the IJRU Panel to investigate an alleged violation. This system of referrals makes it possible that an alleged violation with potential cross-border effects gets an assessment by an international body. The Panels may also issue advisory opinions to NGBs.
  - 20.2. This referral shall be sent to the official IJRU Panel electronic mailing address. It shall include:
    - 20.2.1. Name and contact details of the Complainant and any Respondent(s),
    - 20.2.2. The original complaint as received, together with any response(s) from the Respondent,
    - 20.2.3. Details of the occurrence(s) of the alleged violation(s), and how it contravenes the principles of IJRU, the Complaint relates to,
    - 20.2.4. A factual and concise description of the issues,
    - 20.2.5. Copies of any documents or evidence relating to the Complaint, where relevant, together with any recordings or documents produced as part of investigation into the complaint, and
    - 20.2.6. Any decisions rendered by the NGB, or any sanctions imposed by the NGB.
  - 20.3. Once a Complaint is referred to the IJRU Panel, it will be considered under the following sections with criteria applied to all Complaints filed.
21. Initial Review
- 21.1. If appropriate, the Chair may ask any person filing a Complaint to provide further information before the decision is made as to whether a prima facie case is established. A prima facie case is established when the Chair is satisfied that the nature of the allegations, if proven by way of evidence and if not refuted, would compel the Panel to act in accordance with these Procedural Rules.
  - 21.2. In addition to the Complaint, the Chair may consider other evidence that has come to their attention to establish whether there is a prima facie case of a violation in accordance with these Procedural Rules.
  - 21.3. If the evidence submitted is considered by the Chair to establish a prima facie case of a violation of the aforementioned IJRU Governing Documents, an investigation shall be commenced. This begins with the creation of the Ad Hoc Complaint Committee, outlined in PR 5.1 above.
  - 21.4. If, upon review, the Chair considers the Complaint to be:
    - 21.4.1. Linked to the outcome of a decision (trying to overturn or re-do a decision),

- 21.4.2. Requesting a remedy that could only be provided by setting aside previous decisions, or
  - 21.4.3. Frivolous, patently trivial, vexatious, repetitive, or malicious,
  - 21.5. they may decide to take no further actions. All Complaints that are not pursued, and the reasons for not pursuing, shall be reported to the IJRU BOD at its next meeting.
  - 21.6. The Chair shall complete this process in a timely manner, within a period of five (5) days. If there is a need for the request of more information from the Complainant, the time limit will be extended to five days from the receipt of the new information.
  - 21.7. At any time, whether or not the Chair considers a prima facie case is established, they may refer any information they receive from a Complaint or otherwise to the relevant authorities, if they consider it appropriate to do so or it is required by law.
- 22. Complaint Committee Procedures – Initiation of Arbitration**
- 22.1. Respondent Notification**
- 22.1.1. Upon the receipt of the Complaint file from the Chair, the Ad Hoc Complaint Committee shall have seven (7) days to reach out to the Respondent. This communication shall include:
    - 22.1.1.1. The alleged violation, including the specific document and provision alleged to have been infringed, a summary of the facts upon which such allegations are based, and any other relevant information,
    - 22.1.1.2. A summary of the potential consequences and sanctions specified by the IJRU Governing Documents,
    - 22.1.1.3. The members of the Ad Hoc Complaint Committee,
    - 22.1.1.4. The Procedural Rules, and
    - 22.1.1.5. The Respondent’s entitlement to respond to the communication within 30 (30) days of notification in one of the following ways.
      - 22.1.1.5.1. A written response of the defence,
      - 22.1.1.5.2. Admission of the violations charged and accidence to the consequences and sanctions,
  - 22.2. If the Respondent wishes to admit to any violation, the Ad Hoc Complaint Committee shall have the power to proceed directly to a decision on the consequences and sanctions.
- 23. Complainant Notification**
- 23.1. Upon the receipt of the Complaint file from the Chair, the Ad Hoc Complaint Committee shall have seven (7) days to reach out to the Complainant. This communication shall include the notification of the commencement of such investigation, the Procedural Rules, and the Ad Hoc Complaint Committee members chosen.
- 24. Arbitration**
- 24.1. Written Submissions**
- 24.1.1. As a general rule, there shall be one Statement of Claim, one Response and if the circumstances so require as decided by unanimity by the Ad Hoc Complaint Committee, one reply and one second response. Together with their written submissions, the Complainant and



Respondent (hereinafter jointly – “the Parties”) shall produce all applicable evidence.

- 24.1.2. The written statements shall set out each Parties knowledge of the relevant facts and circumstances relating to the Complaint, allowing the Parties to express themselves on the applicable information to the merits of the dispute.

## 25. Applicable Evidence

- 25.1. Infringement of IJRU governing principles as set out in the IJRU Governing Documents may be established by various types of evidence, such as written statements, audio or video recording, confession or others.
- 25.2. In exceptional circumstances, special measures will be provided to support witnesses giving evidence in person, where the witness is under the age of majority in the country of nationality or where the Ad Hoc Complaint Committee believe that the witness is likely to experience an unreasonable level of distress in relation to providing their evidence. These measures may include, but are not limited to:
  - 25.2.1. Reporting by a substitute individual relating to the conduct of an individual or the practices of a NGB,
  - 25.2.2. Practices to ensure confidentiality of the identity of the witness in question
- 25.3. The Parties shall furnish any documentary records that may evidence or lead to the discovery of evidence of a violation, including but not limited to
  - 25.3.1. Telephone bills
  - 25.3.2. Bank statements
  - 25.3.3. Internet service records
  - 25.3.4. Hard drives and other electronic information storage devices
  - 25.3.5. Personal communications
  - 25.3.6. Photographic or video evidence
- 25.4. If any of these are specifically demanded by the Ad Hoc Complaint Committee, the applicable party shall have ten (10) days to produce the applicable evidence. If either Party attempts to subvert or subverts the investigation process by providing false, misleading, or incomplete information, or by destroying potential evidence, this may constitute a separate violation.
- 25.5. Information pertaining to an alleged violation shall be regarded as confidential. The IJRU Ethics Panel, in collaboration with the IJRU BOD may disclose confidential information to appropriate individuals, authorities or other organizations where it is deemed necessary to comply with these procedures or where failure to disclose such information may result in harm to others.
- 25.6. The Ad Hoc Complaint Committee shall have the burden of establishing that the alleged violation has occurred. The standard of proof in all matters under these Procedural Rules shall be the balance of probabilities (a standard that implies that on the preponderance of the evidence it is more likely than not that a violation has occurred).

## 26. Witness Statements

- 26.1. In the written statements, the parties may list the name(s) of any witnesses, including a brief summary of their expected testimony and any witness statements.
- 26.2. If a witness is being identified, it must be with their complete consent to participation in the proceedings.

## 27. Hearing

- 27.1. If a hearing is to be held, the Chair shall issue directions to the Parties with respect to the hearing as soon as possible and set the hearing date. The hearing date shall be set within thirty (30) days after the sixty (60) day period the Respondent is provided to submit their response. This thirty (30) day period will commence upon the Ad Hoc Complaint Committee's receipt of the Respondent's response. If the date is not set, and the matter is not resolved within three (3) months due to the parties lack of commitment to a date for the hearing, the Ad Hoc Complaint Committee reserves the right to proceed to judgement based on the documents in their possession at that time.
- 27.2. As a general rule, there shall be one hearing during which the Ad Hoc Complaint Committee hears the parties, any witnesses and any experts, as well as the parties' final oral arguments, for which the Respondent is heard last. The Chair shall conduct the hearing and ensure that the statements made are concise and limited to the subject of the written presentations, to the extent that these presentations are relevant. Unless the parties agree otherwise, the hearings are not public. The hearing may be recorded. Any person heard by the Ad Hoc Complaint Committee may be assisted by an interpreter at the cost of the party which called such person.
- 27.3. The parties may only call such witnesses and experts which they have specified in their written submissions. Each party is responsible for the availability and costs of the witnesses and experts it has called.
- 27.4. The Chair may decide to conduct a hearing by video-conference or to hear some parties, witnesses and experts via tele-conference or video-conference. With the agreement of the parties, she/he may also exempt a witness or expert from appearing at the hearing if the witness or expert has previously filed a statement. The Ad Hoc Complaint Committee may limit or disallow the appearance of any witness or expert, or any part of their testimony, on the grounds of irrelevance. Before hearing any witness, expert or interpreter, the Ad Hoc Complaint Committee shall solemnly invite such person to tell the truth, subject to the sanctions of perjury.
- 27.5. Once the hearing is closed, the parties shall not be authorized to produce further written pleadings, unless the Ad Hoc Complaint Committee so orders. After consulting the parties, the Committee may, if it deems itself to be sufficiently well informed, decide not to hold a hearing.

## 28. Evidentiary Proceedings Ordered by the Ad Hoc Complaint Committee

- 28.1. A party may request the Panel to order the other party to produce documents in its custody or under its control. The party seeking such production shall demonstrate that such documents are likely to exist and to be relevant. If it deems it appropriate to supplement the presentations of the parties, the Panel may at any time order the production of additional documents or the examination of witnesses, appoint and hear experts, and proceed with any other procedural step.
- 28.2. The Ad Hoc Complaint Committee may order the parties to contribute to any additional costs related to the hearing of witnesses and experts. The Ad Hoc Complaint Committee shall consult the parties with respect to the appointment and terms of reference of any expert. The expert shall be independent of the parties. Before appointing her/him, the Committee shall invite her/him to immediately disclose any circumstances likely to affect her/his independence with respect to any of the parties.

## 29. Default Judgement

29.1. If the Complainant fails to submit its Statement of Claim in accordance with these procedures, the request for hearing shall be deemed to have been withdrawn. If the Respondent fails to submit its response in accordance with these procedures, the Ad Hoc Complaint Committee may nevertheless proceed with the arbitration and deliver an award. If any of the parties, or its witnesses, has been duly summoned and fails to appear at the hearing, the Ad Hoc Complaint Committee may nevertheless proceed with the hearing and deliver an award.

## 30. Recording of Hearings

30.1. The Ad Hoc Complaint Committee shall make any and all technical arrangements for the hearings to be recorded. The same applies to hearings held by conference calls or video conferences.

30.2. Upon written request, the Parties may require a copy of the recording. Copies of the recordings shall remain at all times confidential.

30.3. The aforementioned recording shall belong to the IJRU Ethics Panel and kept in its archives for at least ten (10) years from the conclusion of proceedings with consent of the parties. It may not be used except within the framework of a legal or arbitral proceeding.

## 31. Mediation

31.1. Mediation may be available at any time during the proceedings prior to the rendering of the final decision on the request of a party and consent of the subsequent party.

31.2. If both parties agree to partake in mediation, the Ad Hoc Complaint Committee will facilitate in organizing the process. The Ad Hoc Complaint Committee will set aside thirty (30) days in which the parties will negotiate.

31.3. A mediator will be jointly nominated. If the parties fail to appoint a mediator within fifteen (15) days, the Chair will assist in this appointment.

31.4. If the mediation is not successful, the original complaints procedure will resume.

## **PR 7. Sanctions**

### 32. Available Sanctions

#### 32.1. Ethics Panel Sanctions

32.1.1. Ethics Panel sanctions may be in the form of:

32.1.1.1. A warning or reprimand

32.1.1.2. A suspension for a fixed period of up to four years from holding office or other position held by an Official or until a specified set of conditions have been met to the satisfaction of the IJRU Ethics Panel

32.1.1.3. A return of any IJRU award

32.1.1.4. A ban for a fixed period of up to a lifetime from taking part in any IJRU related activity

32.1.1.5. A recommendation to the IJRU BOD of the need for notification of the matter to the appropriate law enforcement authorities.

### 33. Disciplinary Sanctions

33.1. Sanctions available to the Disciplinary Panel may be in the form of:

33.1.1. Warning

- 33.1.2. Fine
- 33.1.3. Suspension
- 33.1.4. Expulsion
- 33.1.5. Cancellation of results
- 33.1.6. Return of any IJRU Award
- 33.2. If the Complaint Committee is made of a mix of both Panels, all sanctions are available.
- 34. Notice of Sanction
  - 34.1. The Ad Hoc Complaint Committee shall rule on its own jurisdiction, irrespective of any legal action already pending before a State court or another tribunal relating to the same object between the same Parties.
  - 34.2. The decision shall be made by a majority. It shall be written, dated and signed. Before the decision is signed it shall be transmitted to the Chair who may draw the attention of the Ad Hoc Complaint Committee to fundamental issues of principle. Dissenting opinions are not recognised. The decision shall include:
    - 34.2.1. Physical facts accepted by the panel
    - 34.2.2. Summary of reasons explaining why a sanction was taken, or, on the contrary, the reasons explaining why no sanction was imposed
    - 34.2.3. Appeal procedure and time limits for the appeal (See: PR 8).
  - 34.3. The decisions shall be enforceable from the notification of the operative part by electronic mail to the Parties.
  - 34.4. The decisions shall be final and binding upon the Parties subject to recourse available in certain circumstances within thirty (30) days from the notification of the award by electronic mail.
  - 34.5. Once the Ad Hoc Complaint Committee decision is reviewed by the Chair, they shall send a written Notice of Sanction (hereinafter – ‘the Notice’) to the IJRU BOD. This shall include the formal investigation report for the Complaint panel’s decision and the official decision of the Ad Hoc Complaint Committee.
- 35. Notice of Sanction - Respondent
  - 35.1. The Secretary General shall send a communication to the respective member by electronic mail. This communication shall include:
    - 35.1.1. The details of the assessment undertaken,
    - 35.1.2. Final outcome, including the sanction(s) as applicable,
    - 35.1.3. A statement about the right to request an appearance before the Executive as per C 13.3 of the IJRU Constitution. The Respondent shall submit a request in writing no later than seven (7) days prior to the BOD meeting. If the deadline is not respected, the consideration of the request will be transferred to the next applicable BOD meeting. Appearing before the Executive shall not be deemed as a part of the appealing procedure.
- 36. Notice of Sanction – Complainant
  - 36.1. A final determination will be issued to the Complainant including the details of the assessment undertaken, and the final outcome.

## **PR 8 Appeals**

- 37. An appeal against the decision may be filed with the Ethics Panel by the Parties. The statement must be filed thirty (30) days following the rendering of the decision. The submission of appeal shall contain:

- 37.1. The name and full address of the Party who is appealing
  - 37.2. A copy of the decision appealed against
  - 37.3. The request for relief
  - 37.4. The nomination of the arbitrator, if applicable
  - 37.5. If applicable, an application to stay the execution of the decisions appealed against
38. If the above-mentioned requirements are not fulfilled when the statement of appeal is filed, the Panel may grant a one-time-only short deadline to complete its statement of appeal.

#### 8.1 Time Limit for Appeal

- 38.1. The time limit for appeal shall be thirty (30) days from the date of the decision appealed against. The Chair shall not initiate a procedure if the statement of appeal is late and shall so notify the person who filed the document.
- 38.2. The party who has submitted the statement of appeal (hereinafter - “the Appellant”) shall file a brief stating the facts and legal arguments giving rise to the appeal, together with all exhibits and specification of other evidence upon which it intends to rely. The appeal shall be deemed to have been forfeited if the Appellant fails to meet such a time limit.
- 38.3. In its written submissions, the Appellant shall specify the name(s) of any witnesses, including a brief summary of their expected testimony, and the name(s) of any experts, stating their area of expertise, it intends to call and state any other evidentiary measures which it requests. The witness statements, if any, shall be filed together with the appeal brief.

#### 8.2 Appeal Panel

- 38.4. There will be three members who will assess the appeal appointed by the Chair from the IJRU Ethics Panel and/or Disciplinary Panel. This will be done following the same procedures for forming the Ad Hoc Complaints Committee, as listed in PR 5, and take into consideration the Appellant’s nomination(s) for arbitrator. On this appointment, the documents from the proceedings, including filed evidence, witness statements, and a recording of the hearing - if applicable - will be transferred.
- 38.5. The Rules of Ordinary Reporting as outlined in PR 6 will apply whether the Appeal will be done through written submissions or require a hearing.
- 38.6. The objective of the Appeal Panel shall be to examine the reasonableness of the initial decision, and the procedure by which it was formed. The Appeal Panel shall not re-investigate or accept new arguments based on facts or evidence which have already been determined by the Committee.

#### 8.3 Decision by the Appeal Panel

- 38.7. The Appeal Panel shall rule on its own jurisdiction, irrespective of any legal action already pending before any court or another tribunal relating to the same object between the same Parties.
- 38.8. The decision shall be made by a majority. It shall be written, dated and signed. It shall briefly state reasons. Before the decision is signed it shall be transmitted to the Chair who may draw the attention of the Appeal Panel to fundamental issues of principle. Dissenting opinions are not recognised. The decision shall include:
  - 38.8.1. Physical facts accepted by the panel
  - 38.8.2. Summary of reasons explaining why the sanction was upheld, or, on the contrary, the reasons explaining why the imposed sanction was overturned

38.8.3. Appeal procedure and time limits for the appeal to the Court of Arbitration for Sports

38.9. The decisions shall be enforceable from the notification of the operative part by electronic mail to the Parties.

38.10. The decisions shall be final and binding upon the Parties subject to recourse available in certain circumstances within thirty (30) days from the notification of the award by electronic mail.

38.11. Once the Appeal Panel decision is reviewed by the Chair, they shall send a written Notice of Sanction (hereinafter – “the Notice”) to the IJRU BOD. This shall include the formal investigation report for the Appeal Panel decision and the official decision.

8.4 Appeal to the Court of Arbitration for Sport

38.12. An appeal against any decision of the Appeal Panel may exclusively be lodged to the Court of Arbitration for Sports in Lausanne (Switzerland), within 21 days from the notification of the decision of the IJRU Ad Hoc Appeals Panel.

38.13. The Parties to an appeal to the Appeals Panel shall be authorized to appeal to the CAS. The parties shall do so at their own expense.