

## Filing a Protest:

**Formal Protest Forms** - The ISL shall provide formal protest forms (see example at Appendix H) to every team's president, or league representative prior to the beginning of the season, upon request during the season, and at ISL General Board Meetings. Each team shall have protest forms at the scoring tables during Dual Meets. Every parent, team officer and member of the ISL Executive Board obligates him or herself to file a formal protest form whenever they discover, first hand, a violation of the Rules.

**Submission of Protests, Judicial Committee Process, Appeal Process** - The person who signs the formal protest form shall submit it to the ISL Board, by personal delivery, mail, e-mail or fax to the Executive Director, the President or the President Elect within a reasonable period of time after the alleged rules violation or their knowledge of the alleged rules violation.

The ISL Board shall appoint four (4) people to serve on a Judicial Committee for each season. One of the 4 people appointed shall be the President Elect, who shall serve as the chairperson of the Judicial Committee, and who, except as described below, shall not vote regarding rules violations. The other three (3) committee members, who, except as described below, shall be the only voting members of the committee, shall be appointed from the other members of the ISL current or past Executive Board. No committee member shall be entitled to vote concerning a rules violation that involves that committee member's own team (team upon which the ISL Executive Board Member has a swimmer). The chairman shall vote for any deadlocks in the event that a committee member's team is charged with a violation, and the two disinterested committee members are unable to agree.

All meetings of the Judicial Committee may be held with no less than 24 hours notice. Notice may be given personally in writing, mail, e-mail, fax, or by telephone to the president or team representatives of the team against whom a protest is filed (the "offending team"), with a general statement of the alleged rules violation. The offending team shall have the right to obtain a copy of the protest form upon request. The offending team shall be entitled to one (1) continuance, prior to or at the meeting, for one (1) working day (the term working days shall exclude weekends and holidays). Attendance at the meetings shall include, but not be limited to the members of the Judicial Committee, the Executive Director, and the person or persons who filed the protest, and the president (or their designee) of the offending team. If no representative of the offending team attends the meeting, and it is shown that they were notified of the committee meeting within the time prescribed, then the Judicial Committee may, irrespective of the appearance of any representative of the offending team, rule on a protest as a default.

*Meetings shall be conducted in a manner to assure each side an opportunity to be heard and to rebut the charges made by the other party.*

After each side of the protest has had a chance to be heard and submit evidence, the Judicial Committee shall excuse the parties and shall confer to reach a decision. If the Judicial Committee decides that a violation of the rules occurred, then it shall determine an appropriate penalty. All decisions of the Judicial Committee, and the recommended penalty, if any, shall be submitted by the chairman of the committee in writing to the ISL Board and the team or individual against whom the protest was filed.

Decisions of the Judicial Committee that a rules violation has occurred, and that a penalty has been recommended by it, shall be final and the penalty enforced, 48 hours after its submission to the ISL and receipt by the team against whom the protest was filed, unless

- (i.) The team against whom the protest was filed lodges, within 48 hours of its notification of the Judicial Committee decision, a written appeal with any member of the ISL Board that requests a new hearing before the entire ISL Board; or
- (ii.) the decision of the Judicial Committee and the penalty recommended would cause the team against whom the protest was filed to: be temporarily or permanently suspended from the ISL; be required to forfeit meets or team awards; or be excluded from any meet, including dual, tri, or championship meets, in which event the appeal to the full ISL Board shall be automatic; or
- (iii.) ISL Executive Board elects, because of the gravity of the charges and the penalty recommended by the Judicial Committee to bring the final determination to the full ISL Board.

On an appeal based on the three (3) events, labeled (i), (ii) or (iii), immediately above, the Judicial Committee decisions shall not be final, but shall be deemed a recommendation to the full ISL Board and the full ISL Board shall meet to make a final determination of the protest. Such meeting shall be held on not less than 24 hours notice, given in the same manner as prescribed above for Judicial Committee hearings, and shall include all interested presidents and team representatives of the ISL, the ISL Executive Board, the Executive Director, and all interested parents. Such meetings shall be held in a manner that allows each side to be heard. Decisions on appeal may include adopting the recommendations of the Judicial Committee, rejecting the recommendation of the Judicial Committee, and/or other decision of the full ISL Board.

**IRVINE SWIM LEAGUE  
Protest Form**

**In the space below, please discuss fully your protest. All protests must be signed, include name, address and phone number of the person protesting, and be filed within 24 hours of event. The Judicial Committee will review all protests, and the protestor will be notified in writing of the outcome of this review within two weeks. Protest forms are to be given to Lizzie Howard by email (director.islswim@gmail.com). Please call Lizzie if you have any questions.**

**Date:** \_\_\_\_\_ **Topic of Protest:** \_\_\_\_\_

**Date of Meet or Event being protested:** \_\_\_\_\_

**Place of Meet/Event:** \_\_\_\_\_

**Host Team if Applicable:** \_\_\_\_\_

**Discussion of Protest (Please attach additional pages if needed):**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_