



**English Clubs Championship  
London & S. E. Division**

**EXPLANATORY NOTICE No. 1  
Dated: 12<sup>th</sup> August 2014**

**PROCEDURE for LODGING A VALID COMPLAINT or APPEAL**

A Club has the right to lodge a complaint relating to any

- alleged breach of Regulation
- dispute with another Club or person where the complainant can show that they have an interest in the dispute

A Club has the right to appeal against any

- action and/or ruling made by a League Secretary against that Club
- action and/or ruling made by a League Secretary against another Club where the appellant can show that they have an interest in the ruling
- action by any other Club where the appellant can show an interest in that action

**HOWEVER; there are clearly defined time limits within which Clubs MUST act in order that their complaint/dispute will be heard**

Where a Club is lodging a complaint or wishes to raise a dispute

- it shall do so to its League Secretary within 48 hours of **knowledge** of the circumstances.
- If the issue is first raised by telephone then the Club must follow this action **IN WRITING** within a further 48 hours.
- If the dispute/complaint involves another Club - (as it does in most cases) - that other Club must be notified by the complainant **IN WRITING** within five working days of knowledge.

Where a Club wishes to appeal against a League Secretary's ruling

- the Club shall do so to the Divisional Secretary within **SEVEN** days of receiving the League Secretary's ruling and **IN WRITING**
- the Club shall explain fully its **grounds for appeal** which shall be supported by Regulation.
- the Club shall submit a cheque made to "London & SE RFU Competitions A/c" for **FIFTY POUNDS**.
- the Club shall, if it so requires, request an oral hearing at this time.

**WARNING: Where a Club fails to submit its appeal within the SEVEN DAYS, the appeal will be deemed to be out-of-time and will NOT be heard.**