



## The British Council for Chinese Martial Arts

A Sports Council Recognized National Governing Body

### **Coaching Appeal Procedure**

This procedure will apply to any action or decision by any representative of the British Council for Chinese Martial Art's coaching team. An appeal could also be made if a learner suspects that there is a conflict of interest with either the Assessor or any other staff member at the Training Centre.

#### **Coaching Videos**

If you are unhappy at the feedback given in response to your video/s submission/s you have an opportunity to re submit your video/s making sure that they address the points raised in the assessment, or if you feel that the assessment was incorrect, and you wish to challenge the assessment, then appeals must be made in writing to the BCCMA's Chairperson, stating the reason for appeal and the outcome requested. The appeal must be received within 28 days of the event, or decision, that is disputed.

Any person submitting an appeal will receive written confirmation of its receipt and will receive a decision, following investigation, within 28 days of the date of appeal.

The Chairperson will conduct a full investigation and may ask the opinion of up to 3 heads of association in the same specialism of that of the complainant. After reviewing the video/s and or the feedback received from the heads of association, the Chairperson will make one of the following decisions:

- Not to uphold the appeal
- To uphold the appeal and arrange appropriate action.

Following investigation, the Chairperson will inform the complainant of his or her decision. The Chairperson's decision is final.