

## **Dispute Handling Procedures**

Where an application for a migrant covered by the requirements for a governing body endorsement as set out for International Sportsperson has been refused on the grounds that the migrant fails to meet the published requirements, the sponsor may seek a review of the application.

**Please note: Only the sponsor concerned may seek a review of the application on the basis that the British Horse Society has not applied the endorsement criteria correctly.**

The sponsor will have 28 days to request a review. The Review Panel will then review any evidence submitted in support and shall, as far as practicably possible, notify the sponsor of its decision within 7 working days of the receipt of the appeal.

The British Horse Society will refer the sponsor's evidence to an independent panel as set out below.

For the avoidance of doubt, only a sponsor can seek a review of the application.

Where possible the sponsor's supporting evidence will be sent to the panel in advance for their consideration in order to allow an informed decision.

Sponsors should note that, in respect of any application, there will only be one review panel available and the decision of the Review Panel is final (subject to final appeal). Sponsors should therefore ensure all evidence it wishes to present in support of its application is presented to the panel. If the sponsor has previously made an application that was unsuccessful at panel a further panel cannot be requested for the same migrant during the season unless their status changes and they meet the requirements whereby a new application can be submitted.

If the initial review is refused, the migrant may request a final appeal as set out at point d.

### **a. The Review**

As above, the request for a review may only be made by the sponsor for whom the governing body endorsement has been initially refused by the British Horse Society.

A review shall be commenced by the sponsor submitting a notice of appeal within 28 days of the initial decision to the British Horse Society and Governance Director. The notice of appeal shall:-

- i. set out details of the decision appealed against and, if the whole of the decision is not appealed against, identify that part of it which is appealed against;
- ii. set out in full the grounds of appeal and an appellant shall not be entitled to rely in any ground of appeal not set out in the notice of appeal; and
- iii. be accompanied by a deposit of £100. The panel shall have discretion as to whether the deposit is returned.

The procedure for appeal will be in accordance with the Disciplinary Regulations and the Review Panel shall be comprised as detailed below.

**b. The Review Panel**

The Review Panel will be appointed by the Disciplinary Hearings Manager. The appointed Review Panel shall consist of: an independent chairman, one representative of the migrant (who has not been involved in the initial decision), and one representative of named further representatives.

**c. Refusal at Review**

An endorsement request at review may be refused if the migrant does not meet the relevant criteria set out in this document or fails to provide the mandatory documents.

The British Horse Society will notify the sponsor in writing of any endorsement request which is refused at review stage, setting out the reasons for refusal.

**d. The Decision**

The British Horse Society will make a decision using the above criteria which shall be final and binding. There are no other grounds of appeal.