

## Appeals Process of the CASES Accreditation and Awards

### 1. Interpretation

The following definitions and rules of interpretation apply in this Appeals Process (unless the context requires otherwise).

#### 1.1 Definitions:

**Association:** The Chartered Association of Sport and Exercise Sciences (“**CASES**”)

**Accreditation Advisory Group:** The Advisory Group responsible for all aspects of the CASES Accreditation and Supervised Experience (SE) scheme

**Appeals Panel:** The Panel convened in accordance with paragraph 4.6 of this Policy to hear appeals from Members challenging a decision

**Applicant:** A Member that has applied for an Award.

**Award:** An award made by the Association to a Member as set out in paragraph 2.3 of this Policy.

**Awarding Panel:** A panel convened to make specific awards

**Board:** The Board of Directors of the Association

**Final Appeal:** An appeal made in accordance with clause 4 of this Appeals Process.

**Final Appeal Notice:** Has the meaning given to it in clause 4 of this Appeals Process.

**Member:** A member of the Association including Fellows.

**Professional Standards Officer:** The person so designated by the Association.

**Professional Disciplinary Policy:** The Professional Disciplinary Policy of the Association in place from time to time.

**Terms of Reference:** the Terms of Reference of the Association from time to time in place and pursuant to which the Accreditation Advisory Group makes Awards.

1.2 This Appeals Process is binding on the Association and on Members whether or not they have previously indicated their acceptance of the Association’s Policies. A copy of this Appeals Process will be made available on the [CASES website](#).

### 2. Introduction

2.1 In accordance with its objectives, the Association may in its absolute discretion make an Award to a Member. Where a Member is aggrieved with a decision of the Association not to make an Award or to retract an Award, the Member may appeal to the Appeals Panel pursuant to this Appeals Process.

2.2 Where a Member has an Award removed under the sanctions set out in the Professional Disciplinary Policy, the process to appeal would be the appeal process set out in the Professional Disciplinary Policy.

2.3 Appeals to the Appeals Panel may be made in relation to the awarding of the following Awards:

2.3.1 Exercise Science Certified Practitioner.

2.3.2 Accreditation.

2.3.3 Re-Accreditation.

2.3.4 High Performance Sport Accreditation.

2.3.5 Registered Scientist.

2.3.6 Chartered Scientist.

2.3.7 Such other award or certificate made or given by the Association from time to time to Members.

N.B. This policy does not relate to the Sport and Exercise Psychology Accreditation Route, which is a training route.

2.4 An Applicant shall in all cases receive a statement in writing of the reasons why the Accreditation Advisory Group or other Awarding Panel has refused an application for an Award (the “Decision”) within 14 days of the Decision being made.

### 3. Initial review

3.1 If an Applicant is aggrieved with a decision of the Association not to make an Award, or to retract an Award, they should firstly set out the specifics of their concern in writing by email to the Accreditation Advisory Group within 14 days of the Association’s decision being communicated to them.

3.2 Another member of the Accreditation Advisory Group, who was not involved in the initial decision-making process, will then review the initial decision (the “Independent Reviewer”) and the Applicant’s concerns.

3.3 The Independent Reviewer may uphold the initial decision or change it.

- 3.4 The Applicant shall be informed of the outcome of the review, with feedback provided by the Independent Reviewer explaining their decision, within 28 days of the Accreditation Advisory Group receiving the specifics of the Applicant's concerns in accordance with paragraph 3.1.
- 3.5 If the applicant is aggrieved by the Independent Reviewer's decision, they should initiate the Final Appeal process set out in clause 4.

#### **4. Appeals to the Accreditation Advisory Group or Awarding Panel through an appeal panel**

##### ***The grounds and process by which an Applicant may make a Final Appeal***

- 4.1 If an Applicant is aggrieved at the Decision of the Accreditation Advisory Group or Awarding Panel (as set out in the written grounds of refusal referred to at paragraph 2.4 above) the Applicant may lodge a Final Appeal to the Board.
- 4.2 A Final Appeal may be made only on one or more of the following grounds:
- 4.2.1 that the Accreditation Advisory Group or Awarding Panel misinterpreted or misapplied the Terms of Reference when considering the application;
- 4.2.2 that the Accreditation Advisory Group or Awarding Panel discriminated arbitrarily against the Applicant;
- 4.2.3 the Accreditation Advisory Group or Awarding Panel made a material incorrect finding of fact or misinterpreted the evidence before it; and/or
- 4.2.4 of material maladministration on the part of an administrative officer (including the Professional Standards Officer). (Together the "Grounds" and each a "Ground".)
- 4.3 A Final Appeal may not be based on any challenge to or questions regarding a referee's report to the Accreditation Advisory Group or Awarding Panel.
- 4.4 A Final Appeal must be made by written notice, which shall include email, to the Professional Standards Officer (the "Final Appeal Notice") and the Final Appeal Notice must be submitted within 14 days of the date of the Decision being communicated to the Applicant. The Final Appeal Notice must contain full details of the Applicant's address and contact details.
- 4.5 On receipt of a Final Appeal Notice submitted in accordance with paragraph 4.4 above, the Professional Standards Officer shall send to the Chair of the Board (or their nominee) copies of:
- 4.5.1 the Applicant's original application;

- 4.5.2 the Applicant's Final Appeal Notice;
- 4.5.3 any evidence or documentation submitted by the Applicant in support of the Final Appeal Notice.

##### ***The Appeal Panel: Its constitution and functions***

- 4.6 The Chair of the Board shall convene a panel (the "Appeals Panel") to hear the Final Appeal. The Appeals Panel shall comprise the Chair of the Board and two other members of the Board.
- 4.7 The Professional Standards Officer shall be Secretary to the Appeals Panel but shall not have a vote.
- 4.8 No member of the Appeals Panel, nor the Secretary to the Appeals Panel in the case of a Final Appeal on the grounds of maladministration, shall have previously considered the Applicant's application or shall have acted as a referee for the Applicant, nor have another conflict of interest. This will be raised specifically as a point of declaration at the start of the Appeals Panel meeting.
- 4.9 The Appeals Panel shall have all powers to investigate the Final Appeal and shall have the power to collect information (including personal statements where appropriate) from any source to assist in its investigation.
- 4.10 The quorum for a meeting of the Appeals Panel shall be the Chair of the Board, along with the two other members of the Board chosen by the Chair of the Board to comprise the Appeals Panel. Decisions of the Appeals Panel shall be by a simple majority.

##### ***The Final Appeal process***

- 4.11 The Chair of the Board shall serve on the Applicant at the address specified in the Final Appeal Notice, which may be an email address specified by the Applicant, written notice of the date on which the Final Appeal is to be heard. The Applicant is to be given at least 28 days' notice of the date of the Final Appeal.
- 4.12 The Applicant shall have the right to attend the hearing of the Final Appeal and to address the Appeals Panel. The Applicant may be accompanied by a single representative who may, in place of the Applicant, address the Appeals Panel on the Applicant's behalf.
- 4.13 If the Applicant wishes to have a representative present at the hearing of the Final Appeal, they must inform the Professional Standards Officer at least seven days before the date of the hearing.
- 4.14 Neither the Association nor the Appeals Panel shall be responsible for any costs incurred by the Applicant or the Applicant's representative in connection with the Final Appeal.

- 4.15 The Appeals Panel shall report to the Board in writing with a recommendation that the Board:
- 4.15.1 uphold the Final Appeal; or
  - 4.15.2 reject the Final Appeal.
- 4.16 Such report shall be accompanied by all papers considered by the Appeals Panel and the Appeals Panel shall give its reasons for the recommendation.
- 4.17 The Board must consider the recommendation of the Appeals Panel at the earliest practicable Board Meeting, at which the Board shall adjudicate on the Final Appeal.
- 4.18 In the event that the Board wishes to uphold a Final Appeal, contrary to the recommendation of the Accreditation Advisory Group or Awarding panel, that Board decision must meet the grounds described in paragraph 4.2 and be passed by majority vote. If these grounds and criteria are not met, the Final Appeal shall be rejected.
- 4.19 The Professional Standards Officer shall communicate the decision of the Board in writing to the Applicant at the address specified in the Final Appeal Notice, which may be an email address specified by the Applicant. In the event that the decision is to confirm a rejection of the Application, the Chair of the Board shall send it by email to the address specified by the Applicant, with a read receipt activated and shall specify the reasons of the Board for the decision.
- 4.20 There shall be no further right to appeal.

## **5. Monitoring**

- 5.1 CASES will:
- 5.1.1 maintain accurate and current records as required by legislation or as good practice.
  - 5.1.2 annually consult with Divisions, Standing Committees and/or Advisory Groups to consider how well the policy is being implemented, and to review its content every two years.

## **6. Implementation**

- 6.1 CASES will:
- 6.1.1 as and when CASES deems it necessary and appropriate, and in CASES' sole discretion, provide advice and training on the implementation of this Policy; and
  - 6.1.2 implement the disciplinary procedure found in the Professional Disciplinary Policy in relation to breaches of this Policy.

## **7. Review of policies and procedures**

- 7.1 The Policy will be reviewed by the Board on the first anniversary of its adoption and every two years hereafter in accordance with clause 5.1.2. The purpose of each review will be to

ensure that the Policy remains appropriate to the aims of the Association.

- 7.2 CASES will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice as the professional body for sport and exercise sciences.

Approved by the BASES Board:

15 November 2021

Reviewed and updated by the BASES Board:

4 September 2024.

Updated to reflect Charter status and reference to CASES:

1 April 2025