





## Submitting your Appeal

Please note that all Leave to Appeal applications for denied clearances must be submitted within five days from the date of the denial notification email being sent.

### **Step 1: Submission of Appeal form and all supporting evidence**

To submit your Appeal, email the completed form together with any other supporting documentation to the Manly Warringah League Support Coordinator: [icolman@nswrl.com.au](mailto:icolman@nswrl.com.au)

### **Step 2: Payment**

For a player transfer Appeal to be reviewed, a fee of \$100 must first be paid to the Manly Warringah District Junior Rugby Football League Inc. Payment can be made electronically to the following account:

**Manly Warringah District Junior Rugby Football League Incorporated**

**BSB: 633 000**

**A/C: 122017940**

Please ensure that the full name of the player is included in the reference section of the payment. Please note that an Appeal will not be reviewed until payment has been received.

### **Step 3: Potential Outcomes**

Your Appeal will be reviewed by the Appeals Committee of the Manly Warringah District Junior Rugby Football League Inc within 14 days of submission (provided that the \$100 appeal fee has been paid). All documented evidence will be considered by the panel. If more information is required, the panel may contact you to gain further supportive evidence for your appeal.

Following the review, one of these outcomes will result:

1. The Appeal will be denied (unsuccessful) based on the evidence provided
2. The Appeal will be upheld (successful) – No hearing will be required
3. Leave to Appeal is granted – A full hearing will be required (outcome of appeal to be determined at hearing)

### **Step 4: Hearings (if required)**

For Appeals that require a hearing (outcome three listed above), the appellant will be required to attend a hearing with the Manly Warringah District Junior Rugby Football League Inc Appeals Committee Panel. The details of this hearing (date, time, venue) will be communicated via email. At the hearing, the player will be permitted to have **ONE parent/guardian present** as a representative who will be responsible for presenting details of the player's extenuating circumstances. **Club representatives are not permitted** to represent any player at a hearing.

### **Step 5: Outcome Notification**

Appellants will be notified of the outcome of the Appeal by email from the Manly Warringah League Support Officer by 5pm on the following day after the Appeals Committee Panel has convened (for written submissions or hearings). If unsuccessful, the \$100 Appeal fee will be forfeited. If successful, the \$100 Appeal fee will be refunded in full to the appellant.

***NOTE: Please ensure that you read and understand the NSWRL PLAYER TRANSFER POLICY before you lodge this Application to Appeal, taking specific note of the exceptional circumstance clauses outlined. Applications to Appeal which are denied will forfeit their Appeal Fee of \$100.***