

Section F

Notice and Appeals Procedure

This notice procedure is for determining whether a presentation in part or in whole fell outside the contest rules and guidelines. It is not for passing any kind of judgement on any contestant. This procedure is designed to be a collaborative process that genuinely involves the contestant in the discussion. Any member of the ASC in attendance at a contest can raise a notice through this procedure. All notices must be raised within a week of the contest. This is to provide enough time for members to review materials (such as a text or video) while limiting the amount of time contestants may feel any anxiety about having a notice raised in relation to their performance. Contestants themselves cannot raise notices about other contestants. The safety and dignity of everyone involved will always be protected,

If a member raises a notice about a contestant, then the following procedure should be followed in this order as far as possible:

1. The nature of the notice will be discussed between the National Education Director (NED) and the member who has raised it. The NED should ensure that there is at least a strong possibility that the notice falls within the rules of the contest. The member should make a clear declaration that they wish to formally proceed with the notice.
2. The NED will inform the contestant that a notice has been raised in relation to their performance in the contest. The contestant should feel fully able to give their initial perspective on the notice. The next steps in the process should be explained and the NED should confirm with the contestant the exploratory and collaborative nature of the process.
3. A time will be arranged for the NED and the contestant to discuss the notice. The contestant should feel fully able to explain their reflections on the notice in relation to their performance. The NED should offer any preliminary thoughts on the notice and explain all potential routes and resolutions (withdrawal, removal, place deduction, rejection of notice etc).
4. The NED should review all available materials relating to the notice including scripts, notes, video recordings, testimony etc. against the rules and guidance for ASC contests. Textual review software, qualitative content analysis and visual comparison with other recorded material may be useful.
5. The NED will decide relating to the substance of the notice - to uphold, to uphold in part or to reject. The NED will also decide about the appropriate action to take if the notice is upheld in whole or in part. This decision will be informed by the severity of

the rule breach, how much of the presentation was affected and the perspective of the contestant.

6. The NED will inform the contestant of their decisions and discuss the next steps towards resolution. Wherever possible the contestant should be offered choices about how to proceed and how if at all anything is to be communicated more widely. If the contestant is satisfied, then the process ends here. If the contestant feels that the wrong decision has been reached by the NED then they can formally request an appeal that will go to a three-person panel – The National President, another national officer and a member from the contestant’s district.
7. The NED will prepare a report for the appeals panel containing the rationale for their decision while the contestant will be invited to prepare a summary of their perspective on the notice. The appeals panel will review both reports and all the materials related to the notice that the NED reviewed.
8. The appeals panel can either decide to uphold the original decision of the NED or to uphold the appeal from the contestant. If the decision of the NED is upheld, then the process ends here. If the appeal is upheld, then there are two possible avenues for resolution:
 1. The appeals panel recommends a course of action in favour of the contestant
 2. The appeals panel cannot recommend a course of action, so the appeals panel, NED and contestant meet to agree a resolution

After the procedure ends the National Education Director will carry out any communications that have been agreed between themselves and the contestant. At the very least the member who raised the notice should be informed of its resolution although the level of confidentiality around this information is set by the National Education Director and the contestant – not the member who raised the notice.

This procedure is purposefully written with the goal of full collaboration between the National Education Director and the contestant who has had a notice raised in relation to their performance. We believe that this will almost always lead to the most satisfactory outcomes for everyone involved. However, it is entirely up to the contestant to decide the extent to which they feel able and safe enough to participate.