

# **THE TRANSFER APPEALS BOARD**

## **Terms of Reference Procedure Guide**

**November 20<sup>th</sup>, 2023**

Further to several meetings between representatives of An Coimisiún le Rincí Gaelacha and from the Competition and Consumer Protection Commission in Ireland, the following rules and procedures will apply to all dancers transferring from one school to another as and from January 1<sup>st</sup>, 2020. An appeal to the Transfer Appeals Board may be considered subject to articles listed below. Both parties agreed that under a system of natural justice, exceptions to the rule may have to be considered. The purpose of the rule changes is to protect the dancer's welfare and the integrity of C.L.R.G. competitions.

- 1. All pupils, whether transferring from a C.L.R.G. school or from a teacher associated with another organization's school, will undergo a 6-month restyling period.**
- 2. If a Bungrád/Beginner Grade dancer spends less than 3 months in their initial dancing school, then the 6-month re-styling period will not apply.**
- 3. The first dancing lesson, given by the new teacher, to the transferring pupil, must take place at a venue normally/regularly used for dancing classes by that teacher. Hence, a dancing lesson given at a registered C.L.R.G. event or via the internet, (including all social media outlets) does not constitute an eligible dancing class and is not a basis to constitute a new dancer/teacher/school relationship.**
- 4. The dancing authority of the region, in which the transferring pupil resides, will be notified in writing and local fees, where applicable paid.**
- 5. The 6-month re-styling period will commence on the date determined by the regional dancing authority who will promptly notify the former and new teacher of the relevant dates in writing. Where there is no regional authority, the transfer should be referred to the C.L.R.G. or to another body appointed by C.L.R.G. to address such issues.**
- 6. Where two or more registered teachers are teaching a joint school, and one or more decides to leave and terminate their relationship with that school, only the remaining pupils who stay with the remaining teachers are exempt from the 6-Month re-styling period.**
- 7. Non-adherence to the above, by teachers or pupils, may lead to appropriate sanctions.**
- 8. Appeals:**

Both parties agreed that under a system of natural justice, exceptions to the rule may have to be considered, from time to time, and so the Transfer Appeal Board was set up as a working group within An Coimisiún for that purpose.

(a) Appeals must be sent to the T.A.B. on the special C.L.R.G. official form available at [https://www.clrg.ie/images/Appeal\\_Form\\_Final.pdf](https://www.clrg.ie/images/Appeal_Form_Final.pdf) The Facilitator/Office Manager, will gather all the information from the dancer's "departing" school and the "receiving" school. The previous and new Regional Directors are to be asked to confirm, by email, the validity of appeal, to the best of their knowledge. The facilitator will then verify the

correctness of all the details. The appeal will be given a numeric value and logged in a spread sheet.

- (b) All appeals will be reviewed by the T.A.B. which is comprised of one member from each of the following areas: Australia, Canada, England/Wales, Continental Europe and Asia , Ireland, Scotland, the United States, with the necessary experience to adjudicate each appeal. The T.A.B. is facilitated by The Office Manager a non-teacher “lay” person who is without conflict.
  - (c) All appeals will be reviewed promptly and, as far as possible, a response to the appellant and relevant parties will be issued within 14 days of the receipt of appeal.
  - (d) If the appeal proves to be complex in nature or divisive it must go to a meeting of all members of T.A.B., excluding the representative of the region of the appellant dancer, for general discussion.
  - (e) All Appeals are assessed on an individual basis with no precedence being set.
9. Summary of Procedures & follow up.
- (a). Appeal comes in on the designated C.L.R.G form, fully completed. [https://www.clrg.ie/images/Appeal\\_Form\\_Final.pdf](https://www.clrg.ie/images/Appeal_Form_Final.pdf) The Facilitator numbers and logs appeal.
  - (b). Facilitator contacts the previous teacher and the new teacher to verify the facts.
  - (c). Facilitator contacts the previous and new Regional Director to verify the facts.
  - (d). The previous Teacher and New Teacher are required to send an email confirming that the facts and details of the Appeal are correct to the best of their knowledge.
  - (e) The previous and new Regional Director are asked to send an email confirming that the facts and details of the Appeal are correct to the best of their knowledge.
  - (f). After the facts are verified, the Facilitator sends the appeal to relevant Board members unless a complicated case where a full TAB meeting would be called to discuss the appeal.
  - (g). The facilitator will select 3 adjudicators, in rotation, from the T.A.B. The member from same region as appellant is not eligible to be on this panel. The facilitator will redact names and all other identifying information not disclosing anything that could identify the appellant, the teacher, or the region to the selected panel.
  - (h). The facilitator will obtain the decisions of the adjudicating panel and will inform the appellant by email. The facilitator will copy the “departing” school, the “receiving” school, the Regional Director of the district of the “receiving” school.
  - (i). The outcome of the Appeal is sent to the previous and new teacher and to the previous and new Regional Director.

**10. Appeals will be accepted by the T.A.B. up to seven (7) days prior to the “closing date” for entries of the applicable competition**

- 1. The decision of the Transfer Appeal Board is final and binding.**