

# Rules of procedure for the Disciplinary Committee

## I. Introduction

The Disciplinary Committee (DC) of IYPT is committed to protecting the fairness towards all teams and team members as well as to preventing misconduct. DC handles and decides disciplinary matters belonging to the DC under authorization by the Executive Committee (EC) of IYPT.

## II. Composition

DC is composed of seven members:

- one Executive Committee (EC) member as the Head of DC,
- three members of International Organising Committee (IOC) of IYPT,
- one Local Organization Committee (LOC) member,
- one team leader,
- one student member.

The first four members are selected every 4 years. Each year, LOC, team leader and the student member are suggested to the Head at least 10 days before start of the tournament. The LOC member is suggested by the LOC. If not instructed otherwise, all participating teams are welcome to suggest student member or team leader member. The Head selects the student member and team leader member. The Head may select teams to suggest student or team leader member for the next tournament. If applicable, the selected teams will be appointed by the Head of DC in the end of current tournament.

Each DC member shall be impartial and independent in handling of a disciplinary matter. Each DC member should notify the Head of all factors that may be deemed to endanger his/her impartiality or independence. DC has the right to declare a member disqualified if he/she is not able to handle the disciplinary matter as an impartial and independent judge.

## III. Disciplinary action process

Disciplinary action process includes preparation of formal complaint in writing, prehearing, hearing, committee decision and disclosure.

### 1. *Preparation of formal complaint*

DC expects efficiency and preciseness because of the short duration of IYPT. Formal complaints must be handed in in writing, including description of what has happened, why plaintiffs believe fairness has been broken and evidence for the complaint. All

participants (team members, team leaders and jurors) have their responsibilities and right to report unfairness during the tournament. Written complaints should be reported to the DC members by team leaders or jurors. No hearing shall result from circumstances which are only communicated orally.

## 2. *Prehearing*

The allegations must refer to the unfairness during the tournament. Before handing in the written complaint, persons must discuss with the chairman of the fight, if applicable. The chairman of the fight is the corresponding person authorized by DC for prehearing of the complaint. Complaints must be approved by the chairman of the fight.

## 3. *Hearing*

A closed hearing will normally be held within 24 hours of the time of referring. Committee expects the hearing will be directed by the Head or the person authorized by the Head. Before the hearing, written complaints will be provided to DC members, involved students or teams and the chairman of the fight, if applicable. In the hearing,

- a) If applicable, the chairman of the fight or a person authorized by the chairman introduces his/her impression of the event and his/her reasons why he/she believes the allegations need to be reported and discussed.
- b) The plaintiff and defendant parties are present at the hearing. Students are accompanied by their team leaders.
- c) The plaintiff side gives their oral report to explain their complaint in 10 minutes.
- d) DC Head confirms the defendant side understands the allegations against them. The defendants announce their denying or admission for the complaint.
- e) The defendants have 10 minutes to reply to the complaint.
- f) During report and reply to the complaint, DC members can ask questions to clear the details of the complaint. DC panels strive not to unduly disrupt the report and reply.

No persons may take part in the hearing except for the DC members, chairman of the fight (if applicable) and the two parties. No video or audio recording is allowed during the hearing.

## 4. *Decisions and reasons*

DC will make the decision immediately after the hearing, unless both parties agree otherwise during the hearing. All persons other than the DC members are required to leave and wait outside while the DC considers its decision. Written decisions and reasons will be issued to the two parties within 24 hours after the decision has been made.

#### **IV. Appeal**

Every decision on a hearing motion is final and is not subject to appeal.

#### **V. Disclosure**

After being issued, decisions and reasons are public to guarantee and improve fairness of the tournament.

#### **VI. Penalty**

Penalties levied by the DC shall not extend beyond the tournament, other than the possibility of suspension from the same tournament in the future.

Penalties include warning to individual students, teams or team leaders. For serious or repeated unfairness cases, score of the fight or further eligibility for participation might be limited.

#### **VII. Decision-making of the Disciplinary Committee**

The Disciplinary Committee shall have a quorum when a simple majority of the members is present. Each member shall have one vote at the decision step. The opinion supported by the majority of votes shall be the decision of the DC. In case of a tie, the Head shall have the casting vote.

#### **VIII. Confidentiality**

The discussion among the DC must not be leaked.

*Accepted in Beijing, November 2017.*