



## Complaints & Disciplinary Procedure

This policy applies to all players, teams, clubs, coaches, volunteers, staff and spectators. We hope that you do not have a cause to use it but if you feel like any individual or team has acted in a manner that goes against our British Dodgeball Code of Conduct and our Dodgeball Code then you should follow the procedures laid out below.

Please be aware that whilst all complaints will be reviewed by the Rules Committee\*, not all complaints will be deemed necessary for action to be taken or a response provided. Where you wish to submit photo or video evidence to support your complaint, please be aware that we will only be able to consider this if the Rules Committee believe it is of sufficient quality, relevance and credibility. For video footage please only provide the minimum duration of footage required for the committee to see the incident and any context needed. Any necessary attachments (video footage, photographs, witness statements etc..) should be sent to British Dodgeball Head of Rules Jess Goshawk at [jess@britishdodgeball.com](mailto:jess@britishdodgeball.com)

No complaints will be discussed or decided on the day of the event, therefore members of the Rules Committee should not be approached at the event regarding a complaint.

Any members of the Rules Committee where their team or they are involved in the incident will not be involved in that particular case.

All complaints must be submitted within 7 days of the incident for the case to be considered by the Rules Committee.

1. The form on the [policies page](#) of the British Dodgeball website must be completed.

The complaint should include:

- Details of what occurred
- Details of when and where the occurrence took place
- Details of any witnesses
- Names of any others who have been treated in a similar way (provided that those persons consent to their names being disclosed)
- Details of any former complaints made about the incident
- Further information may be requested by the Head of Rules & Disciplinary





2. The complaint shall be reviewed by a panel consisting of 3 members of the British Dodgeball Disciplinary Committee – members details available on the British Dodgeball website. This may include verbal dialogue with the parties and/or written communication. Under normal circumstances this process should be undertaken within 3 working days.

Following a review.

The panel at this point may decide to uphold or dismiss the complaint. This decision will be made after taking verbal and or written evidence from both parties and any other parties deemed necessary. Under normal circumstances this process shall take 3 working days.

The concerned parties may be asked to attend (by phone/skype etc.) but will most certainly be contacted with any queries/questions as required. This whole investigation process will take no longer than 5 working days under normal circumstances.

The panel will have the power to impose any one or more of the sanctions outlined in the British Dodgeball Code of Conduct on any person or organisation found to be guilty of any breach.

Either party may appeal a decision of the panel to the British Dodgeball Board (including a decision not to hold a hearing) by writing to the British Dodgeball Board within one week of the panels decision being notified to that party.

3. Any parties with a personal interest in a case must default themselves out of the process at the earliest time.

\*Any complaints that are made against any British Dodgeball staff member, volunteer or board member at British Dodgeball will be reviewed by the British Dodgeball Board of Directors.

