



## Disciplinary & Complaints Procedures

### 1. Reporting

All complains and concerns should be raised immediately and will be addressed in accordance with this policy.

- All issues can be raised by either speaking to an executive or coach, or by filling out an incident report form on our website which can remain anonymous.
- Reasons for raising a complaint or concern include, safeguarding, discrimination, bullying, harassment, safety concerns / injuries, breaches of Code of Conduct, and breaches of any rules or policies.
- Everything raised will be taken seriously and will be investigated promptly.

### 2. Details to Include When Reporting

- What happened.
- Where it happened.
- Who was involved, whether it was directly or indirectly, including witnesses.
- Details of any former complaint raised about the same incident.
- Indication of desired outcome.

### 3. Immediate Action

- In cases where there is a serious concern the London Knights may elect to impose some immediate action to protect its members.
- Immediate Actions will only be a temporary measure while the investigation is ongoing or hearings are yet to be held.
- Examples of these measures include suspension of membership or cancellation of event.

### 4. Investigation

- Investigations will be conducted in a sensitive and compassionate manner where confidentiality is maintained.
- Investigations will be based on factual and tangible evidence including:
  - a. Witness statements.
  - b. Interview.
  - c. Written correspondences such as emails or receipts.
  - d. Picture or videos.
  - e. Physical evidence such as broken equipment or injury.
- If the investigator finds any criminal or safeguarding concerns their finding will be shared with the appropriate authorities.



## 5. Review

- Following the investigation a report will be presented to a hearing panel along with all evidence collected.
- Based on the evidence provided the panel may decide to uphold or dismiss the concern without a hearing.
- Where a hearing is held all parties will be entitled to attend and present their case with representation if desired.
- Following the hearing the panel will deliberate and decide on actions and/or sanctions.
- All outcomes will be communicated in writing and will be recorded on the incident report.
- Any sanctions issues must be recorded and taken into account if there is ever a repeat offence.

## 6. Sanctions

- First time offences can be issued one or multiple of the following:
  - a. Written warning.
  - b. Fines.
  - c. Suspension of membership.
  - d. Removal of membership.
  - e. Turn-down non-member's current or future membership applications.
- Second offences must be issued either:
  - a. Suspension of membership & fine to reinstate.
  - b. Removal of membership.
- Third offences will automatically remove membership and individual will not be allowed to become a member in the future.

## 7. Appeals

- Any party may wish to appeal a decision (including a decision to not hold a hearing)
- To appeal and individual must submit in writing their wish to appeal within one month of the decision being communicated.
- The appeal will follow the same investigatory and review process however all investigators and hearing panel members will be replaced with different executives or coaches.
  - a. The original evidence will be used again but new evidence can be submitted in addition.
- The appeal decision is final and cannot be contested.

## 8. Conflict of Interest



- Where any investigator or hearing panel member has a conflict of interest they must declare this and remove themselves from any investigation or decision making regarding the case.
- Where any executive is accused, they will not be permitted to be involved in any investigation or allowed on the panel.

SIGNED:

NAME: Anthony Rosa

POSITION: Chair

DATE: 27/07/2022