

COMPLAINTS & DISCIPLINARY POLICY



BRITISH
DODGEBALL

Introduction

This policy provides an overview of the complaints & disciplinary guidance and procedures applicable to all those involved in British Dodgeball activities at every level.

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Part 1 – COMPLAINTS

This policy applies to all registered players, national teams, teams, clubs, coaches, volunteers, staff, board members and spectators. We hope that you do not have a cause to use it but if you are concerned that any person has suffered discrimination or harassment in any way, or any individual or team has acted in a manner that has broken our British Dodgeball policies, rules and Code of Conduct then you should follow the procedures laid out below. The same procedure will be followed when the actions of an individual or team which require further investigation and possible sanctioning are reported to the Disciplinary committee.

1. Complaints Procedure

1. A written complaint should be emailed to the British Dodgeball Disciplinary committee via disciplinary@britishdodgeball.com. If the complaint is related to a member of the disciplinary committee, please submit your complaint to the British Dodgeball Managing Director Ben Hoyle via ben@britishdodgeball.com

2. The complaint should include:
 - Your Name
 - Your contact details: Email, Phone Number
 - Details of what occurred
 - Details of when and where the occurrence took place
 - Details of any witnesses
 - Details of referees and assistant referees if appropriate
 - 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
 - Complaints submitted due to instances occurring at British Dodgeball events must be submitted within 7 days of the incident occurring.

3. The Disciplinary committee will assess the complaint. At this juncture the panel may decide to uphold or dismiss the complaint without holding a review. This decision will be made after taking verbal and or written evidence from both parties, if deemed necessary. Under normal circumstances both parties will have no more than 5 working days to submit written evidence. If none is received, then the review process will continue as outlined in this policy. The Disciplinary committee reserves the right to decide to continue to pursue any complaint either rescinded or never formalised by the complainant.
4. If a review is required, the committee will determine an appropriate panel consisting of 3 members of the Disciplinary Committee to review the complaint, one of whom will chair the review panel.
5. All parties of the complaint including necessary witnesses may be asked to submit further, more detailed written evidence, regarding the incident(s). The parties shall have up to 5 working days to provide such evidence.
6. The concerned parties may be contacted with any queries/questions as required.
7. Under normal circumstance the whole process should take no longer than 14 days.
8. The panel will have the power to impose any one or more of the sanctions outlined in the British Dodgeball Sanctioning Guidelines on any person or organisation found to be guilty of any breach.
9. The panel will provide all parties with written reasons for their decision to uphold or dismiss the complaint within one week of such a decision being made.

2. Appeals

Either party may appeal a decision of the panel to the British Dodgeball Board by writing to the British Dodgeball Board within one week of the panel's decision being notified to that party. The British Dodgeball Board will review all appeals.

The final decision is full and binding with no further appeal.

3. Sanctions

Any reviews that require action will follow the guidelines outlined in Part 2 - Disciplinary Guidelines.

4. Conflict of Interest

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

5. Confidentiality

All complaints will be treated with the upmost confidentiality and will not be subject to any breach of anonymity without the complainants consent. The outcome of any complaint and subsequent review may be made public if it is deemed by the panel to be in the best interest of British Dodgeball and the sport. All parties involved will be notified prior to this course of action taking place.

6. Disciplinary Committee

- Chair: In recruitment
- Managing Director: Ben Hoyle
- Non-Executive Director: Shun Wong
- Director of National Teams: Johnathan Rudland
- Development Manager: Alice Bowler
- Development Manager: Aden Woodall
- Development Manager: Gareth Lewis
- Current Rules/Regulations Committee Members

7. Photo or Video Evidence

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 Disciplinary 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.

Video evidence will **not** be accepted by referees during an event.

8. Safeguarding

If you have a safeguarding concern, please refer to the [British Dodgeball safeguarding policy](#) for direction of what actions to take.

9. On the Day Decisions

Please note no complaints will be discussed or decided on the day of an event, therefore members of the Disciplinary Committee should not be approached at the event regarding a complaint. Anyone approaching members of the Disciplinary Committee to discuss or appeal a complaint or sanction at any time should be reported and may be subject to sanctions themselves.

Part 2 – DISCIPLINARY GUIDELINES

This section provides an overview of the disciplinary guidance and procedures applicable to all those involved in British Dodgeball activities at every level. This section refers to sanctions for wider offences outside of competitive play at British Dodgeball events. Following a formal complaints procedure, the complaints panel may issue sanctions as highlighted in the British Dodgeball Sanctioning Guidelines. The British Dodgeball Sanctioning Guidelines should be referenced when issuing sanctions.

1. List of Sanctions

The Sanctioning Guidelines outline many in-game and at-event sanctions. At the Disciplinary panel's discretion, additional sanctions may be imposed which may include:

- Required to meet with the British Dodgeball Complaints & Disciplinary Committee
- Be required to issue a formal written or in-person apology
- Issued with a verbal warning
- Issued with a formal warning
- Removed from any roles within British Dodgeball
- Be suspended or banned from future British Dodgeball events
- Be fined
- Be required to leave the sport
- Have your British Dodgeball Coaching Qualification withdrawn

2. Fines

The British Dodgeball Complaints & Disciplinary Committee may only issue a fine where there is evidence of specific costs associated with the offence. The amount of the fine will be reflective of these costs.

3. Players & Coaches

All players should adhere to the British Dodgeball Code of Conduct. Complaints received regarding a player or coaches breach of the code of conduct or social media policy should follow the formal complaints procedure and if sanctions are required should be issued appropriately and based on the severity of the incident. Repeat offenders may require increased sanctions.

4. Referees

All referees should adhere to the British Dodgeball Code of Conduct. All referees whether working in a paid or voluntary capacity at British Dodgeball have a duty of care to the organisation. Complaints received regarding a referee's breach of the code of conduct or social media policy should follow the formal complaints procedure and if sanctions are required should be issued appropriately and based on the severity of the incident. Repeat offenders may require increased sanctions.

5. Volunteers

All volunteers should adhere to the British Dodgeball Code of Conduct. All volunteers at British Dodgeball have a duty of care to the organisation. Complaints received regarding a volunteer's breach of the code of conduct or social media policy should follow the formal complaints procedure and if sanctions are required should be issued appropriately and based on the severity of the incident. Repeat offenders may require increased sanctions.

6. Spectators

All spectators should adhere to the British Dodgeball Code of Conduct. Complaints received regarding a spectator's breach of the code of conduct or social media policy should follow the formal complaints procedure and if sanctions are required should be issued appropriately and based on the severity of the incident. Repeat offenders may require increased sanctions.

7. Employees

Any complaints raised about British Dodgeball employees will follow an internal disciplinary process.

8. Formal Warnings

If further complaints are received regarding an individual who has already received a formal warning, and after a review is undertaken, the minimum sanction required will be as follows:

- If the individual holds a voluntary or paid position, but is not an employee, they may be removed from their role .
- If the individual is a coach, player or spectator they may be suspended from future British Dodgeball events.