



POMPEY POOL LEAGUE COMPLAINTS PROCEDURE

1. General

- 1.1. Any reference to “member” includes all officers, teams and Players within Pompey Pool League.
- 1.2. Any reference to ‘he’ or ‘him’ or any other gender pronoun is used only for ease of reference and shall be deemed to include all human persons regardless of gender.

2. Complaints Procedure

- 2.1. All complaints must be made within 14 days of the incident, in writing, to the Chairman, League Secretary or Treasurer of Pompey Pool League Committee.
- 2.2. A complaint can be made in person on the day but must be followed up in writing within 14 days of the incident.
- 2.3. All complaints will be dealt with under the strictest privacy, within 35 days from the date of receipt of the written complaint.
- 2.4. The Chairman and another member of the committee (or other committee members, in the case of a conflict of interest) will assess if the complaint comes under the authority of the Pompey Pool League. If the complaint is accepted then it will move on to 2.5. If in the opinion of the assessor, the complaint does not come under the authority of the Pompey Pool League, like an action or incident that happened when members are not at a Pompey Pool League match, then the complaint will be dismissed and the complainant will be informed within 7 days of the complaint being received.
- 2.5. The assessor will appoint a member of the Committee to investigate the complaint following the Complaints procedure.
- 2.6. No officer may sit on a disciplinary issue in which they have any vested interest or are impacted in the complaint.
- 2.7. The burden of proof is on the complainant. The complaint must be upheld beyond any reasonable doubt.
- 2.8. The minutes of any meetings, that arise as a result of any complaint, are committee confidential and will not be published.

3. Investigations Procedure

- 3.1. The Investigating Committee Member will advise the accused the particulars of the offences that are being put by the member (in writing, if this is deemed appropriate). This is to be actioned within 7 days of the allegation(s) being formally reported. The evidence that is suggested to support those charges will also be provided.
- 3.2. The member shall then, within 7 days, reply to, the Investigating Committee Member, his full and detailed response to the charges with any evidence in support (in writing, if this is deemed appropriate).
- 3.3. The Investigating Committee Member shall have the right to ask questions of the member, witnesses, and other individuals as necessary.
- 3.4. Upon completion of his investigations, the Investigating Committee Member will then arrange a meeting of the Pompey Pool League Committee. This committee meeting will be held within 14 days of receipt of the member’s written response to any charges.
- 3.5. The member and the accused will be invited to attend this meeting, should they wish to do so. The chairperson shall read out the allegations and invite the member’s response



Pompey Pool League



each. The accused may put his defence, call his witnesses, maximum two and to make submissions in relation to the charges against him.

- 3.6. The committee shall be entitled to ask questions of those attending, including any witnesses that may be called.
- 3.7. The committee will then adjourn to consider its verdict and shall provide a written decision to the member within 7 days of the meeting taking place.
- 3.8. If the charges are found to be proven, then the penalty/sanction shall also be stated in said communication and the member shall be informed of his right to appeal the decision.

4. Appeal Process

- 4.1. Should a complainant wish to appeal any decision resulting from a complaint they must do so, in writing, with 7 days of receiving the original decision.
- 4.2. An appeal must contain an explanation and/or evidence of why the previous decisions were wrong, in fact or law.
- 4.3. The assessor will then arrange an appeal hearing that shall take place within 14 days after the appeal has been received.
- 4.4. The assessor will form an Appeals Committee made up by the assessor and 2 other Committee members (normally the League Secretary and the Treasurer), unless the provisions of 2.6 apply.
- 4.5. The Appeals Committee will arrange for an Appeals hearing, inviting those others, as they deem necessary.
- 4.6. The Appeals Committee shall have the right to ask questions of the member, witnesses, and other individuals as necessary.
- 4.7. The Appeals Committee shall then adjourn and provide a written reasoning of their decision within 7 days of the appeal hearing or as soon as practicable thereafter.
- 4.8. The Appeals Committee shall have the unreserved right to quash, uphold or amend (including increasing) any penalty/sanction imposed by the original decision.
- 4.9. Unless and until a penalty/sanction is overturned, it shall take full effect.