

## MAKING A DISCIPLINARY COMPLAINT

If you are an individual or representing a club and wish to make a complaint about another player or club, you **must** follow the procedure below.

1. Any club or person [Complainant] lodging a complaint [referral] of any kind against another club [or individual] must inform the Disciplinary Officer only by email within 24 hours of the end of the match unless there are very exceptional circumstances.
  2. The Disciplinary Officer will then give the Complainant five days by which time they must submit to the League the information required to continue with the referral. The information required is:
    - (a) All relevant background information.
    - (b) A copy of the match team card / sheet.
    - (c) The name(s) of any witnesses.
    - (d) A copy of the complainants club disciplinary rules.
    - (e) Who was involved.
    - (f) Was anybody at the other club informed of the complaint.
    - (g) What the Participant(s) is/are alleged to have done.
    - (h) Anything anyone said at the time, including admissions and/or apologies.
    - (i) Any information regarding any relevant evidence and the context of that evidence (for example, information about a recording of the match, which captured the alleged incident or photographs taken and, if so, whether the parties involved were aware of and consented to this video footage and/or photographs
  3. Once the Complainant has submitted the requested full details and statements, the Disciplinary Officer will consider whether there is sufficient information and/or grounds to charge the relevant Participant with a breach of ECB General Conduct Regulations.
  4. If there is sufficient information and/or grounds, the Disciplinary Officer will issue a Charge Letter [Either Summary Penalty or request to attend a hearing] to the Respondent or the Respondent's Club to share with the Respondent.
  5. If the Disciplinary Officer does not believe there is sufficient information and / or grounds to take further action a panel of three including the Disciplinary Officer will decide on whether the referral does or does not go forward. A Complainant has the right to appeal a decision made by the panel. However, there will be a charge of £250 plus expenses. If the appellant is successful £200 will be refunded.
- ❖ ***In 2024 disciplinary cases that required a panel hearing each took on average 30 hours of League Official time to be concluded.***

