



# QUIDDITCHUK

## Conduct Policy

Last Reviewed: 2021-04-27

### Policy Overview

Inclusivity is a core value of QuidditchUK (QUK) and the sport of quidditch; we believe that it is important that our community is an inclusive and safe place for all. This policy covers the conduct of QUK volunteers and members, how to complain about breaches in expected conduct, and how unacceptable conduct may be handled through our disciplinary procedure. This policy *does not* cover the handling of such cases which happen at QUK events when requiring immediate action: see the [Events Conduct Policy](#).

This policy is available [on the QUK website](#) and is reviewed at least annually by the Volunteers Director.

### Policy Contents

#### [1. Terminology](#)

*Gives a rundown of definitions and phrases used throughout this document, as well as details of whom the policy and the procedures outlined apply to.*

#### [2. Offences](#)

*Details of the offences which may warrant investigation and, if necessary, disciplinary action.*

#### [3. Process](#)

*Outlines the disciplinary process QuidditchUK follows, which begins with the filing of a formal complaint against an affiliate.*

#### [4. Action](#)

*Summarises what actions can be taken following a disciplinary process, and the process to follow in cases of volunteer and player suspensions.*

#### [5. Summary](#)

*A flowchart of the disciplinary procedure for use as a reference.*

# 1. Terminology

1.1. The list of individuals to whom this document applies shall be henceforth referred to as 'affiliates'. This covers all QuidditchUK members, national team players, and volunteers, the latter category explicitly including members of the executive management team (EMT) temporary volunteers, and contractors. If it is unclear whether the intended subject of a complaint should be considered an affiliate, then the President has the final decision.

1.2. The phrase 'disciplinary inquiry' refers to the investigation officially undertaken by QuidditchUK into complaints of a QuidditchUK affiliate committing any of the offences provided in the list in this document.

1.3. The phrase 'disciplinary action' refers to the procedure officially undertaken as a response by QuidditchUK if and when it is determined that any of the abovementioned offences have been committed by an affiliate.

1.4. The full process of receiving a complaint or allegation, pursuing it in a disciplinary inquiry, and conducting any appropriate disciplinary action is to be referred to as the 'disciplinary process'.

1.5. The disciplinary process is always to be carried out in a formal and professional manner, and in the best interests of QuidditchUK and quidditch in the UK. It is never to be used in connection with an issue which is personal to any QuidditchUK affiliate involved in the disciplinary process. Misusing any part of the disciplinary process is a cause for a disciplinary inquiry in itself.

1.6. Where there is any possibility of personal bias being an influence on the decisions of the individual's involvement in any part of the disciplinary process, the individual should be removed or replaced. The assessor should be replaced by selecting the next applicable individual from the list provided, whilst members of a disciplinary committee should be replaced with any member of the QuidditchUK EMT who has not previously been involved in this disciplinary process and does not have any conflict of interest. Here parties presenting a conflict of interest may include but is not limited to:

- a. *Current or previous teammates,*
- b. *Current or previous romantic partners,*
- c. *Close friends,*
- d. *Relatives.*

1.7. It is to be noted that it **is** considered a conflict of interest for the assessor of a complaint or any member of the disciplinary committee (who oversee appeals) to be a provider of the complaint in question.

## 2. Offences

***The following are all offences that warrant investigation and, if necessary, disciplinary action. Note the severity of an offence may depend on the affiliate in question's role (detailed later).***

2.1. The following are Discrimination Offences which apply to all affiliates:

- a. Publicly demonstrating hate towards any individual, group, race, gender, sexuality, religion, ethnicity, nationality, or any other protected characteristic.
- b. Refusing either publicly or privately to observe any individual's preferred gender identity after multiple corrections.
- c. Refusing either publicly or privately to work with an individual on the grounds of their race, gender, sexuality, religion or ethnicity, nationality, or any other protected characteristic.
- d. Exhibiting any other kind of behaviour or action which is deemed racist, sexist, gender-based, homophobic, transphobic, motivated by religious hatred, or anything deemed to be equivalent.

2.2. Below is a list of Abuse Offences which apply to all affiliates. These are Abuse Offences whether intended as abusive or not, and there's no requirement for the behaviour to be repeated or frequent; a single incident will constitute an offense if sufficiently serious.

- a. Direct verbal abuse towards any individual. This includes mental and emotional abuse.
- b. Physically abusing or harassing any individual.
- c. Sexually assaulting, abusing, or harassing any individual. Examples include but are not limited to:
  - i. *Unwelcome touching;*
  - ii. *Staring or leering;*
  - iii. *Suggestive comments or jokes;*
  - iv. *The display or circulation of sexually suggestive material.;*
  - v. *Repeated unwanted or otherwise inappropriate invitations to go out on dates;*
  - vi. *Requests for sex;*
  - vii. *Intrusive questions about a person's private life or body;*
  - viii. *Unnecessary familiarity, such as deliberately brushing up against a person;*
  - ix. *Insults or taunts of a sexual nature;*
  - x. *Sexually explicit physical contact;*
  - xi. *Sexually explicit content through digital communication.*

2.3. The following are Work Ethic Offences, which apply only to QuidditchUK volunteers (including permanent, temporary, and National Team volunteers):

- a. Failing to regularly attend relevant meetings or failing to provide adequate notice and seek approval for meetings which cannot be attended. Exceptional circumstances notwithstanding.

- i. *It will be considered inappropriate for an executive QuidditchUK volunteer to fail to attend more than two consecutive meetings or to attend less than seventy-five percent of meetings over three months.*
  - ii. *It will be considered inappropriate for a non-executive QuidditchUK volunteer to fail to attend more than three consecutive meetings, or to attend less than sixty-six percent of meetings over three months.*
- b. Refusing to work on an assigned project.
- c. Consistently failing to meet assigned targets or deadlines on a particular project.
- d. For department leaders, speaking on behalf of QuidditchUK concerning an issue or project to the wider community **in a way that contradicts the values and ethos of QuidditchUK**. This includes inadvertently conveying the impression of doing so by failing to distinguish between personal and professional input.
- e. Becoming involved personally in controversial or contentious public or private discussion **with intent to cause disruption or dissent**.
- f. Impeding or obstructing the progress of a project or meeting by failing to adapt to the wider objectives and priorities of the team or by refusing to defer to the authority of a senior QuidditchUK volunteer.

2.4. The following are Sportsmanship Offences, which apply only to QuidditchUK member players, non-playing coaches, spectators, clubs, referees, and snitch runners:

- a. Impeding or obstructing the progress of a QuidditchUK game, match, or tournament without justifiable cause.
- b. Acting during a QuidditchUK game, match, or tournament in such a way as to damage or contravene the integrity of fair, reputable, and competitive gameplay.
- c. Displaying attitude or conduct on a quidditch pitch or in a quidditch environment which brings (or threatens to bring) QuidditchUK into disrepute by association of membership.
  - i. *Depending on the severity of the attitude or conduct, this clause may extend to fantasy tournaments, international events, and other UK quidditch events events separate to QuidditchUK*
- d. Failing to respect the absolute authority of the referee team during any QuidditchUK game or match, or of the tournament or league directors during any QuidditchUK tournament.

2.5. The following are additional Miscellaneous Offences, which can apply to all affiliates:

- a. Failing to abide by this policy or otherwise comply with a disciplinary action, either as the person subject to the action or as someone intentionally aiding the subject to circumvent it.
- b. Doing, or failing to do, anything which is considered to be inappropriate considering the affiliate's relationship to QuidditchUK and the relative context. This will be determined by a consensus between the QuidditchUK President and Vice President.

## 3. Process

*The disciplinary process must begin with a formal complaint against an affiliate. Complaints can be filled out by any relevant person/s including affiliates, members of the community, and the wider public. Each point, 3.x, refers to a specific stage of the disciplinary process.*

3.1. Before making a complaint, if you are in any doubt as to whether an incident or series of incidents warrant a complaint being made then in the first instance you should approach the [Volunteers Director](#) or a trusted QuidditchUK volunteer confidentially, on an informal basis. They will be able to guide you as to whether this incident warrants a complaint and/or further action.

3.2. The official complaint is registered in the first instance either directly to the [Volunteers Director](#).

- a. Any complaint submitted should aim to include:
  - i. The name(s) and contact information of individuals involved,
  - ii. The dates and times which any offenses took place,
  - iii. A short summary detailing the nature of the complaint,
  - iv. Any related information and evidence if available,
  - v. Details of any related complaints made to other organisations, to the extent known.
- b. If you're uncomfortable contacting the Volunteers Director, then the following volunteers may also be contacted in order of relevance:
  - i. Another volunteer in the [Volunteers Department](#),
  - ii. The QUK [Vice President](#),
  - iii. The [QUK President](#),
  - iv. The [Teams Director](#),
  - v. the QuidditchUK website via the ['Contact Us' form](#); this will be sent to the Secretary who will triage it to a relevant volunteer without a conflict of interest.
- c. No matter how and to whom the complaint is made, be assured it will be handled seriously and confidentially. QUK will attempt to keep those submitting complaints abreast of any disclosures made as part of any investigation, but this may not always be possible.
- d. Affiliates should not fear victimisation upon bringing complaints.

3.3. An appropriate individual is decided to oversee the disciplinary process, known as the assessor, **no later than two weeks after receiving the complaint**. Conflicts of interest are taken into account to select the assessor.

- a. The list of assessor candidates, shown from high to low priority, are given:
  - i. *The Volunteers Director,*
  - ii. *Another volunteer in the Volunteers Department,*
  - iii. *The QuidditchUK Vice President,*
  - iv. *The QuidditchUK President,*
  - v. *An eligible member of the EMT, chosen at random.*
  
- b. From this point up until the decision on disciplinary action, if an offence is determined by the assessor to be unique, contentious or notably severe they can refer the subject(s) of the complaint directly to a disciplinary committee, disregarding the stages between below.

3.4. If both the person submitting the complaint and the assessor agree it appropriate a process of mediation may be carried out with the assessor, the person submitting the complaint, and the subject of the complaint. If this mediation results in a satisfactory outcome for all parties, the process ends here. If either person involved does not feel it's appropriate then the complaint advances.

3.5. The assessor should approach individuals and seek out evidence associated with the complaint. This will be conducted by the assessor in a discrete manner and should not discuss the process, decisions or evidence presented outside of conversations with the assessor.

- a. Evidence may include but is not limited to:
  - i. Statements from witnesses, involved parties, other relevant individuals and the provider/s of and subject/s of the complaint;
  - ii. Resources such as records, footage, social media or other notable, relevant evidence;
  - iii. Whether anything has happened in direct response to the incident already;
  - iv. Other relevant sources deemed to represent or clarify the nature of the complainant.
  
- b. When tasks with conducting an investigation assessors should act professionally and presume all persons are innocent unless the weight of evidence suggests otherwise.

3.6. Taking into account the evidence acquired, the assessor will determine whether or not the complaint is valid and consequently, whether the complaint will be dismissed or carried forward. The provider/s and subject/s of the complaint will be informed of the assessor's decision with a short explanation as to why.

- a. In the case of the dismissal of a complaint, the provider may choose to appeal the decision. In this case, see stage nine for further details.

3.7. If the complaint is upheld, disciplinary action against the subject of the complaint will be carried forward. The assessor will use a number of criteria to determine the severity of the complaint to inform

any subsequent decisions.

- a. The criteria for determining severity of the complaint includes:
  - i. *The affiliation of the subject/s to QuidditchUK*
  - ii. *The type of offense namely discrimination, abuse, work ethic, sportsmanship or miscellaneous*
  - iii. *The extent of an offense or offences, including duration and number of offences*
  - iv. *The disciplinary history of the subject/s of the complaint*
- b. Where a complaint includes multiple subjects, this process will be applied to each individually.

3.8. Following assessment of the complaint, a report should be produced by the assessor

- a. This report should be completed **no later than two weeks** from the receipt of the complaint. If reasonable delays are expected these must be communicated promptly to all relevant parties.
- b. The report should cover:
  - i. *whether or not QuidditchUK considers the subject/s of the complaint to have committed any disciplinary offences, and if so what disciplinary action is to be taken.*
  - ii. *Each disciplinary offense covered in the initial complaint with an explanation as to whether these offences were deemed to have been committed and why.*
  - iii. *The report should conclude with the action recommended and carried forward by QuidditchUK, if any, to address the complaint.*

3.9. This report will be submitted and reviewed by a previously uninvolved member of the QuidditchUK EMT to confirm whether it is consistent with the facts as they understand them and consistent with QuidditchUK core values. They should also review the standard of the report to ensure it is clear and of a professional standard that can be distributed outside of QuidditchUK;

- a. If the report is deemed to fail this stage by the reviewer, it will be returned to the assessor with the issues listed for redrafting.
- b. If the report is deemed to meet criteria for consistency and presentation;
  - i. *The report will be shared with the provider/s and subject/s of the complaint and the QuidditchUK President.*
  - ii. *The identity of the provider/s remains confidential when distributing the report to the subject/s of the complaint.*
  - iii. *Before receiving the report, all recipients should sign an agreement not to share the report **whilst the disciplinary process is still ongoing**. Sharing the report having signed this agreement can result in further disciplinary action.*
  - iv. *A summary of the report shall be released to the relevant individuals following completion.*
- c. This process should be **completed within one week** of the report being submitted.

3.10. A period, **typically two weeks**, should be determined and made known by the assessor within which either the provider/s or the subject/s of the complaint may appeal against the findings of the disciplinary inquiry and/or the disciplinary action taken.

- a. An appeal must be lodged by a provider or subject (or both) of the complaint by means of an email to the assessor. No details are required in this email other than the desire to appeal; all exposition should be given in the disciplinary hearing.
- b. If an appeal is lodged, a disciplinary hearing must take place (3.9 onwards).
- c. If no appeal has been lodged the process will proceed to taking action (3.13).

3.11. A disciplinary hearing **must be held within two weeks** of the appeal being registered, and must be attended by a disciplinary committee. This disciplinary committee is to be chaired by a member of the EMT who has previously been uninvolved in and had no links with the disciplinary process in question. In addition to the chair, the disciplinary committee should consist of the President or Vice President of QuidditchUK.

- a. If the subject/s of the complaint include a QuidditchUK volunteer, then the disciplinary committee should include that volunteer's director and (where one exists) their manager.
- b. If the subject/s of the complaint include a QuidditchUK member club or member player, then the disciplinary committee should include the Expansion Director and the Teams Director.
- c. If the subject/s of the complaint include a QuidditchUK member referee or snitch runner, then the disciplinary committee should include the Gameplay Director.
- d. Note that in all of these cases, multiple roles in the disciplinary committee **cannot** be filled by the same individual.
- e. Additionally, if they are not included in any of the above, the original assessor of the complaint should be included on the disciplinary committee.

3.12. The disciplinary hearing must include the entirety of the disciplinary committee, in addition to the individuals raising the appeal. During the hearing, the appealing parties are required to tell the complete truth and must answer any questions which are asked by the disciplinary committee. The appealing parties are entitled to speak for up to fifteen minutes each about why the action taken was inappropriate.

- a. If the appealing parties include a member club, then they should be represented by their registered representative in the disciplinary hearing.
- b. If a complaint was passed by the assessor to a disciplinary hearing without appeal (see 3.5.c), then the subject/s of the complaint are to be present at the hearing, and have fifteen minutes to speak in their defence.

3.13. The disciplinary committee are empowered during the hearing to uphold or dismiss the complaint, whatever the original decision made. They are also empowered to amend the disciplinary action decided

upon as they see fit. The final decision must be passed by at least a fifty-one percent vote in the disciplinary committee.

- a. In the event of a tied vote, the chair of the disciplinary committee is obliged to cast a second vote which will decide the outcome, and abstention in this second vote is not an option.
- b. Following the conclusions of the disciplinary committee, the only option for further appeal is to the International Quidditch Association (as detailed below).

3.14. If an appeal has been submitted, then the assessor's report should be amended by the chair of the disciplinary committee to incorporate the appeal and reflect any changes resulting from it. If any changes are made, it should be redistributed to the relevant individuals.

- a. When this is done, or if no appeal is submitted within the set date, then the disciplinary process should be considered concluded.

3.15. When the disciplinary process is concluded, any disciplinary action decided upon should be implemented immediately.

- a. Additionally, the assessor or the chair of the disciplinary committee (depending on whether an appeal was heard or not) should ask the provider/s of the complaint whether they wish the report to be shared.
- b. If all of the complaint providers (or in a case where there is no complaint provider; members of the disciplinary committee) unanimously agree to its publication, then the report should be published on the QuidditchUK website. This will be accompanied by:
  - i. *a brief summary of the initial complaint,*
  - ii. *the name of the assessor,*
  - iii. *if applicable, the disciplinary committee.*
- c. This will only be published if it is deemed safe and appropriate to do so.
- d. If no reply or a negative reply is received, no public mention of the report should be made.
- e. If there is no provider of the complaint then the disciplinary committee will decide whether the report should be published.
- f. The report should not be published if it is known that an appeal to the International Quidditch Organisation is underway, or otherwise if one is expected.

3.16 If further to an appeal or otherwise anyone involved with a complaint is unhappy with how it has been handled they may further appeal to the International Quidditch Association (IQA), in line with [their harassment policy](#), by emailing any of the following:

- a. the IQA Human Resources Director ([human.resources@iqasport.org](mailto:human.resources@iqasport.org));
- b. the IQA CEO ([executive.director@iqasport.org](mailto:executive.director@iqasport.org));
- c. the Chair of the IQA Board of Trustees ([trustees@iqasport.org](mailto:trustees@iqasport.org)).

## 4. Action

4.1. Following a disciplinary process where a complaint was upheld, one or more of the following actions will be implemented as outlined in the final version of the assessor's report:

- a. *Verbal warning,*
- b. *Written warning,*
- c. *Review of Practice,*
- d. *Temporary suspension from role,*
- e. *Permanent suspension from role,*
- f. *Temporary ban from attending QUK hosted events,*
- g. *Permanent ban from attending QUK hosted events,*
- h. *Temporary suspension of membership,*
- i. *Permanent suspension of membership.*

4.2. The severity of an offence and thus action taken may increase in the case of affiliates who are in prominent positions within QuidditchUK or otherwise the wider quidditch community. This includes, but isn't limited to:

- a. Department leaders and members of QUK's Executive Management Team;
- b. Volunteers in high visibility roles, especially those visible to and interacting with the public.

4.2. Following any action of suspension, the procedure is generally as follows:

- a. The suspension is recorded officially on an individual's disciplinary profile.
- b. The period of suspension is determined and administered based on the severity of the transgression, as detailed in the final report.
- c. An announcement detailing the length and **(if sharing has been agreed)** reasoning for the suspension will be published on the QuidditchUK website, along with the name of the assessor (and, if applicable, the disciplinary committee) if it is deemed safe and appropriate.
- d. In extreme instances QuidditchUK membership is revoked for the duration of the suspension.
  - i. The individual is not permitted to participate in events as a player or take on duties as a volunteer in events or attend QuidditchUK meetings as a volunteer.
  - ii. Suspended players are considered illegal players. Any team caught fielding a suspended player automatically forfeits the match. See the [QuidditchUK Suspension Policy](#).
- e. Once the period of suspension has finished all effects of the suspension are lifted and the individual can regain membership and the ability to participate at events if they were unable to

do so during the suspension.

- f. QuidditchUK reserves the right not to reinstate the person as a volunteer within QuidditchUK, depending on the initial transgression that occurred; these will be reviewed on a case by case basis by the EMT.

# 5. Summary

5.1. This flowchart summarises the disciplinary procedure. It should be used as a quick point of reference, not as a complete guide for carrying out the policy.

