



The QuidditchUK Constitution

Disciplinary Policy

The QuidditchUK Disciplinary Policy is considered an affiliated constitutional document as defined in Section 8 of the QuidditchUK Constitution. Consequently, it is to be considered to have the same weight and authority as the constitution itself.

Terminology

- 1) The list of individuals to whom this document applies shall be henceforth referred to as 'affiliates'. This covers all QuidditchUK volunteer staff members, member clubs, member players, member referees, member snitch runners, and anyone else affiliated with QuidditchUK in any capacity. If it is unclear whether the intended subject of a complaint should be considered an affiliate, then the President has the final decision.
- 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.
- 3) The phrase 'disciplinary action', meanwhile 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.
- 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'.
- 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 staff member involved in the disciplinary process. Misusing any part of the disciplinary process is a cause for a disciplinary inquiry in itself.
- 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 QuidditchUK Conflict of Interest Policy must be consulted to determine the appropriateness of any individual's involvement. If a conflict of interest determines an individual's involvement in the disciplinary process to be inappropriate, then they should be removed or replaced. The assessor (see point 14.II) should be replaced by selecting the next applicable individual from the list provided in point 15, whilst members of a disciplinary committee (see point 14.XII) 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, as determined by the QuidditchUK Conflict of Interest Policy. It is to be noted that it should **not** be considered a conflict of interest (as per the QuidditchUK Conflict of Interest Policy) for the assessor of a complaint, as per point 15, to be a provider of the complaint in question in the disciplinary process. It is, however, considered to be a conflict of interest for any member of the disciplinary committee, as per point 14.XII, to be a provider of the complaint.

Offences

7) The following are all offences warranting disciplinary action.

8) Discrimination offences apply to all affiliates;

- A. publicly demonstrating hate towards any individual, group, race, gender, sexuality, religion or ethnicity.
- B. refusing either publicly or privately to observe any individual's preferred gender identity after several corrections.
- C. refusing either publicly or privately to work with an individual on the grounds of their race, gender, sexuality, religion or ethnicity.
- 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.

9) Abuse offences apply to all affiliates;

- A. verbally abusing any individual, whether intended as abusive or not.
- B. sexually or physically abusing any individual, whether intended as abusive or not.

10) Work ethic offences apply only to QuidditchUK volunteer staff members, both temporary and permanent;

- 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, it will be considered inappropriate for an executive QuidditchUK volunteer staff member to fail to attend two consecutive meetings or to attend less than seventy-five percent of meetings over three months, or for a non-executive QuidditchUK volunteer staff member to fail to attend 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. not meeting assigned targets on a particular project.
- D. speaking on behalf of QuidditchUK concerning an issue or project to the wider community without prior consent. 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.
- F. at the discretion of the leader of the project or meeting, impeding or obstructing the progress of said 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.

11) Sportsmanship offences apply only to QuidditchUK member players, 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.
- 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.

12) Miscellaneous offences can apply to all affiliates.

- A. 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.

Process

13) The disciplinary process can only be initiated by the registration of an official complaint. If a QuidditchUK volunteer staff member feels it is appropriate to conduct disciplinary action against a fellow staff member or other affiliate, they are entitled to raise an official complaint through the same means as any other individual.

14) The disciplinary process will take place as follows;

- I. The official complaint is registered through the QuidditchUK website.
- II. The individual to oversee the disciplinary process (henceforth the assessor) is determined, as outlined below in point 15, by no later than two weeks from receipt of the complaint.
- III. The assessor should approach any witnesses, involved parties, and other relevant individuals from which to collect statements on the issue, informing them as little as possible of the nature of the complaint whilst still being able to collate comprehensive and useful statements from each. This will typically involve speaking to both the provider(s) and subject(s) of the complaint.
- IV. The assessor should consult any records, footage, and other useful or relevant evidence of the incident(s) or event(s) which pertain to the complaint. Accessing these resources should be done as much as possible with consideration to confidentiality, and the initial approach, if required, should not mention any kind of inquiry. If necessary, it is permissible to mention that QuidditchUK is conducting an internal review of procedure, or similar.
- V. Having reviewed the relevant statements and available resources, the assessor should reach a decision as to whether or not the complaint is valid, insofar as it can be determined that the subject(s) have committed any of the offences outlined in the relevant section above. At this stage, both the subject(s) and provider(s) of the complaint should be informed of whether the complaint has been dismissed or upheld, and a brief explanation should be provided as to why. If the complaint has been dismissed, the process should proceed immediately to step VII.
- VI. If the complaint is upheld, then disciplinary action is mandatory. The assessor should review the number and severity of the offence(s) on the basis of which the complaint has been upheld, and decide upon appropriate disciplinary action to take consulting the relevant section below.
- VII. If, at any stage up to and including the determination of disciplinary action, the assessor of the complaint feels that the nature of the complaint is unique, severe, or contentious enough that further consideration should be given, then they may refer it directly to a disciplinary committee with no appeal necessary (see step XII).
- VIII. Once the decision has been reached and the disciplinary action, if any, has been decided upon, the assessor must produce a written report in response to the complaint. This report should cover 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. It should outline all disciplinary offences which were considered and explain why each was considered to have been committed, or not, as is relevant. The report should conclude with a brief summary

of what action QuidditchUK recommends and commits to undertake, if any, to address the issues raised by the complaint, and should be completed by no later than four weeks from the receipt of the complaint.

- IX. This report should be reviewed by a hitherto-uninvolved member of the QuidditchUK EMT, in order to confirm that it is consistent with the facts as they understand them, and consistent with QuidditchUK's ethos. It is also their responsibility, at this stage, to ensure that the report is of a sufficiently professional standard to be sent outside of QuidditchUK.
- X. If the report is deemed in step VIII to have failings, it should be returned to the assessor for redrafting with the issues listed. When the report is at a stage where it is acceptable to the individual reviewing it as per step VIII, it should be sent to the subject(s) of the complaint, the provider(s) of the complaint, and to the President. The subject(s) should not be informed of the identity of the provider(s) of the complaint. Nobody should be provided with a copy of the report without a written agreement not to share it. This section of the process should take, at most, two weeks.
- XI. 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. An appeal must be lodged by a provider or subject (or both) of the complaint by means of an e-mail to the assessor. No details are required in this e-mail other than the desire to appeal; all exposition should be given in the disciplinary hearing. If an appeal is lodged, a disciplinary hearing must take place. If it is not, the process should proceed to step XIV.
- XII. 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. If the subject(s) of the complaint include a QuidditchUK volunteer staff member, then the disciplinary committee should include that volunteer's director and (where one exists) their manager. If the subject(s) of the complaint include a QuidditchUK member club or member player, then the disciplinary committee should include the Teams Director. If the subject(s) of the complaint include a QuidditchUK member referee or member snitch runner, then the disciplinary committee should include the Gameplay Director. Note that in all of these cases, multiple roles in the disciplinary committee **cannot** be filled by the same individual. Additionally, if they are not included in any of the above, the original assessor of the complaint should be included on the disciplinary committee.
- XIII. The disciplinary hearing must include the entirety of the disciplinary committee, in addition to the individuals raising the appeal. If the appealing parties include a member club, then they should be represented by their registered representative in the disciplinary hearing. 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 ten minutes each about why the action taken was inappropriate. If a complaint was passed by the assessor to a disciplinary hearing without appeal, then the subject(s) of the complaint are to be present at the hearing, and have ten minutes to speak in their defence.

- XIV. 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. 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. In the event of an appeal being lodged by the subject(s) of the complaint where the complaint has been upheld, the disciplinary committee will typically increase the severity of the disciplinary action recommended if they judge the appeal to have been unfounded. Note that the conclusions of the disciplinary committee are final; there can be no appeal once a disciplinary hearing has been conducted.
- XV. If an appeal is submitted, then the 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 individuals mentioned in step IX. When this is done, or if no appeal is submitted within the set date, then the disciplinary process should be considered concluded.
- XVI. When the disciplinary process is concluded, any disciplinary action decided upon should be implemented immediately. 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. If no reply or a negative reply is received, no public mention of the report should be made. If all of the complaint providers unanimously agree to its publication, then the report should be published on the QuidditchUK website alongside a brief summary of the initial complaint.

15) The assessor of a complaint should be determined in descending order from amongst these individuals;

- The Human Resources Director
- Another member of the Human Resources Department
- The subject's QuidditchUK manager.
- The subject's QuidditchUK director.
- The Gameplay Director (if the subject is a QuidditchUK member referee or member snitch, and the complaint pertains to either) or Teams Director (if the subject is a QuidditchUK member player or member club, and the complaint pertains to either).
- The QuidditchUK Vice President.
- The QuidditchUK President.

- An eligible member of the QuidditchUK EMT, selected by a random process.

16) If a complaint is received which concerns the professional conduct or actions of a match official in a QuidditchUK game or games, then the process outlined in this document is unlikely to be appropriate. Such complaints should be referred to the Gameplay Department to be dealt with internally by their own Match Official Complaints Process.

Action

17) The appropriate action to be taken if a disciplinary offence is deemed to have been committed is determined by either the assessor in the disciplinary process as per point 15, or the vote of the disciplinary committee as per point 14.XII.

18) The types of action which are appropriate to take depend both on the affiliation of the subject(s) of the complaint to QuidditchUK, the type of the offence(s), the severity of the offence(s), the number of the offence(s), and the disciplinary history of the subject(s) of the complaint.

19) Where there are multiple subjects of a complaint, it is permissible that the assessor or the disciplinary committee determine that some of the subjects of a complaint require disciplinary action whilst others do not.

20) Similarly, where multiple subjects of a complaint exist and require disciplinary action, it is permissible that the assessor or the disciplinary committee determine that different levels of disciplinary action are necessary for different individuals or clubs.

21) The following are considered regular and permissible forms of disciplinary action to be taken by the assessor or disciplinary committee of a complaint. An assessor is bound strictly by these forms of action; a disciplinary committee, if they deem the circumstances to be exceptional, is permitted to act outside of them. Note that actions **A.** through **D.** are suitable to all affiliates, whilst **E.** through **G.** are suitable only to QuidditchUK volunteer staff members and **H.** through **J.** are suitable only to QuidditchUK member clubs, players, referees, and snitch runners. It is likely that QuidditchUK volunteer staff members will also be members in other capacities; all disciplinary action will be open to be taken against them in such circumstances, although it should generally pertain to the capacity in which the disciplinary offence was conducted.

- A. Verbal Warning:** to be recorded officially and put on the disciplinary profile of the affiliate. No other action to be taken.
- B. Written Warning:** to be recorded officially and put on the disciplinary profile of the affiliate. If the affiliate is a QuidditchUK volunteer staff member, their right to reference (as defined in the QuidditchUK Right to Reference Policy) is retracted for a period of up to six months, to be defined as the action is decided upon. If unspecified, the period will be deemed to be six months.
- C. Severe Written Warning:** to be recorded officially and put on the disciplinary profile of the affiliate. If the affiliate is a QuidditchUK volunteer staff member, their right to reference (as defined in the QuidditchUK Right to Reference Policy) is retracted for a period of at least seven months, to be defined as the action is decided upon. If unspecified, the period will be deemed to be twelve months.
- D. Review of Practice:** to be recorded officially and put on the disciplinary profile of the affiliate. The review period can be up to and including twelve months. If unspecified, the review period will be deemed to be two months. In the case of QuidditchUK volunteer staff members this is not considered an executive/non-

executive volunteer review, and so can take place multiple times in one season and in addition to an executive/non-executive volunteer review. In the case of QuidditchUK volunteer staff members, it involves monitoring of the staff member's conduct in meetings, QuidditchUK interactions, and in quidditch circles on social media and (where possible) in person, in addition to assessment of the quality, relevance, and punctuality of their contribution to meetings and production of other work as required by their QuidditchUK volunteer position, and receiving monthly written reports from the staff member covering their own reflections on their progress specifically concerning the issues whence the complaint initially arose. In the case of QuidditchUK member players, referees, and snitch runners, it involves monitoring of the affiliate's conduct in quidditch circles on social media and (where possible) in person, and review of footage of their performance and conduct during gameplay and in gameplay environments. In all cases, it is the duty of the assessor or chair of the disciplinary committee (depending on the stage of the disciplinary process) to follow up this review, and to collect the necessary information about the above issues from appropriate reputable sources. It is also the duty of the assessor or chair of the disciplinary committee (depending on the stage of the disciplinary process) to produce a brief written summary of the affiliate's performance during the review period indicating whether (and why) they have succeeded or failed in rectifying the issues for which the review of practice was implemented, and to re-initiate disciplinary procedures by filing another complaint if they deem the latter to have occurred.

- E. Temporary Suspension of Contract:** to be recorded officially and put on the disciplinary profile of the affiliate. The suspension period can be up to and including six months. If unspecified, the suspension period will be deemed to be six weeks. The QuidditchUK volunteer staff member retains their QuidditchUK staff position, but is prohibited from attending QuidditchUK meetings (at any level) or representing QuidditchUK at any event or in any capacity for the duration of the suspension period. Additionally, their right to reference (as defined in the QuidditchUK Right to Reference Policy) is retracted for the duration of the suspension period.
- F. Permanent Suspension of Contract:** to be recorded officially and put on the disciplinary profile of the affiliate. The QuidditchUK volunteer staff member is removed from all QuidditchUK staff positions and ceases to be a QuidditchUK volunteer staff member. Additionally, their right to reference (as defined in the QuidditchUK Right to Reference Policy) is retracted for a period of twelve months after the suspension is passed. The appropriate staff members within QuidditchUK should move to replace the volunteer staff member as outlined in sections 3.A.iii, 3.B.vi, or 3.C.v of the QuidditchUK Constitution as appropriate.
- G. Presidential Suspension of Contract:** to be recorded officially and put on the disciplinary profile of the affiliate. Note that a presidential suspension of contract cannot be implemented by the assessor in the disciplinary process; it must be the result of the vote of a disciplinary committee. The QuidditchUK volunteer staff member is removed from all QuidditchUK staff positions and ceases to be a

QuidditchUK volunteer staff member. Additionally, their right to reference (as defined in the QuidditchUK Right to Reference Policy) is retracted permanently, and all subsequent applications to any QuidditchUK volunteer staff position will be automatically declined. The appropriate staff members within QuidditchUK should move to replace the volunteer staff member as outlined in sections 3.A.iii, 3.B.vi, or 3.C.v of the QuidditchUK Constitution as appropriate.

- H. Temporary Suspension of Membership:** to be recorded officially and put on the disciplinary profile of the affiliate. The suspension period can be up to and including six months. If unspecified, the suspension period will be deemed to be six weeks. The QuidditchUK member player, club, referee, or snitch runner retains their QuidditchUK membership, but is prohibited from attending official QuidditchUK meetings or delegations based on the same, or competing/officiating at any QuidditchUK event or in any QuidditchUK capacity for the duration of the suspension period. Note that this means a member player becomes an illegal player for any team in any official QuidditchUK game, a member referee or snitch runner is unable to officiate in any official QuidditchUK game, and a member club is unable to compete in any official QuidditchUK game for the duration of the suspension period.
- I. Permanent Suspension of Membership:** to be recorded officially and put on the disciplinary profile of the affiliate. The QuidditchUK member player, club, referee, or snitch runner is immediately removed from all QuidditchUK competitions and rankings and ceases to be a QuidditchUK member. Note that this means a member player becomes an illegal player for any team in any official QuidditchUK game, a member referee or snitch runner is unable to officiate in any official QuidditchUK game, and a member club is unable to compete in any official QuidditchUK game. A permanent suspension of membership lasts until the end of the current season (August-July), during which time the affiliate will be unable to register as a QuidditchUK member in any capacity. A permanent suspension of membership will not in any way prevent the affiliate from registering as a QuidditchUK member in the following season (although see point 22).
- J. Presidential Suspension of Membership:** to be recorded officially and put on the disciplinary profile of the affiliate. Note that a presidential suspension of contract cannot be implemented by the assessor in the disciplinary process; it must be the result of the vote of a disciplinary committee. The QuidditchUK member player, club, referee, or snitch runner is immediately removed from all QuidditchUK competitions and rankings and ceases to be a QuidditchUK member. Note that this means a member player becomes an illegal player for any team in any official QuidditchUK game, a member referee or snitch runner is unable to officiate in any official QuidditchUK game, and a member club is unable to compete in any official QuidditchUK game. A presidential suspension of membership lasts indefinitely. Unless redacted, the affiliate will be permanently unable to register as a QuidditchUK member in any capacity.

22) Recommended disciplinary action for different types of disciplinary offence is outlined below. Note that these are guidelines only, and assume a single and typical first offence without extenuating circumstances. If the affiliate in question has committed several offences, has committed a particularly egregious example of an offence, or has many instances of disciplinary action already on their disciplinary profile, it is expected that disciplinary action will be more severe than is recommended here. Similarly, if there are clear extenuating circumstances which mitigate the severity of the offence, it is accepted that disciplinary action may be more lenient than is recommended here, although extreme care should be taken in judging this. Note that instigation of multiple kinds of disciplinary action (typically any kind of warning and review of practice, or a temporary suspension with review of practice after the suspension period) are acceptable. For full classification of different types of offences, see points 8 through 12 above.

- A. Discrimination Offences:** temporary suspension of contract/membership, permanent suspension of contract/membership.
- B. Abuse Offences:** severe written warning, review of practice, temporary suspension of contract/membership, permanent suspension of contract/membership.
- C. Work Ethic Offences:** verbal warning, written warning, severe written warning, review of practice.
- D. Sportsmanship Offences:** verbal warning, written warning, severe written warning, review of practice, temporary suspension of membership.
- E. Miscellaneous Offences:** any, depending on the nature and severity of the offence.