



IDF CONDUCT COMMITTEE COMPLAINT FORM

Date Filed:

Complainant Information

The complainant takes on a great deal of the responsibility for the success of the complaint. The complainant will be informed of the progress and eventual disposition of the complaint. The complainant is responsible for identifying individuals involved in the complaint, contacting witnesses in support of the complaint, and is ultimately responsible for making a case for their allegation/s.

Complainant Name:

Phone:

E-mail:

Sanctioned Event of the incident:

Role at the Sanctioned Event:

Victim/s (If different from the complainant):

Name

Phone

Email

Team/Affiliation

Complaint Filed Against:

The complaint can be filed against an individual, more than one individual, or a team; however, be careful that the Allegation Statement (see below) is a good match for whom the complaint is filed against. Multiple complaints may be required.

Name (*if known)

Phone (*)

Email (*)

Team/Affiliation (*)

Sanctioned Event:

Tournament Director:

Site:

Date of Event:

Allegation Statement:

The allegation statement must be a concise statement of a single specific breach. Should there be more than one allegation, there should be only one allegation statement per breach. Should there be multiple breaches, the Conduct Committee will decide whether to pursue specific breaches individually, or as a group. Please note that the success of your complaint may be determined by whether the allegation as

stated in the Allegation Statement can be supported. It is possible that the Conduct Committee could find the Allegation Statement sufficiently imprecise that it would be dismissed for that reason.

Description of Incident:

Please give as clear and detailed a description as possible of the complaint incident and the sequence of events that led to the incident. Clearly distinguish between events you personally witnessed and events which you are repeating as hearsay. The complainant may consider submitting a separate witness statement.

Participants/Witnesses:

The complainant is asked to provide evidence in support of the allegation. Participants and witnesses identified by the complainant will be contacted by the IDF and asked to provide a written statement. It may be in the best interest of the complainant to ask participants and/or witnesses to provide written statements for the submission of the complaint. Include Tournament or IDF Officials if applicable. If you do not know the name of a witness, you should be as descriptive as you can about them. For example, "the guy in the green hat who was selling discs.": The Conduct Committee will attempt to find out names of unknown witnesses, but please be aware that it is fairly unlikely that mystery witnesses will be found. Most, if not all, witnesses identified will not be asked twice to submit a statement. The complainant is welcome to contact witnesses to verify whether they have submitted a statement. The complainant must understand that the entire collection of evidence and statements, including the names of the complainant and the witnesses will be forwarded to the accused to provide the accused the opportunity to respond.

Participants:

List primary persons other than the victim/s involved in the incident, their affiliation, and their role in the incident.

Name	Phone Number	Email	Affiliation	Role
1)				
2)				
3)				
4)				
5)				
6)				

Witnesses:

Name	Phone Number	Email	Affiliation	Role
1)				
2)				
3)				
4)				
5)				
6)				

Additional Evidence:

If the complainant is aware of any additional evidence that would support the complaint, for example, videotape, please provide such evidence, or provide information as to who should be contacted regarding such evidence.

Upon receiving the complaint, the IDF President will review it and will make an immediate determination to either dismiss the complaint or pursue it. Again, the success of the complaint is greatly in the hands of the complainant. A complaint submitted with supporting witness statements and/or video evidence would

seem to have a greater chance of success than a complaint that consists of a one line allegation with no witnesses or a rambling narrative.

Should the IDF President elect to pursue the complaint, a Conduct Committee will be organized to review the case. Upon electing to pursue the complaint, the accused will be informed of the allegations against them. The Chair of the Conduct Committee will contact the principals and witness in the incident and gather information. After the evidence in support of the allegation/s has been gathered, a copy of the entire accumulation of statements (with names) and evidence will be forwarded to the accused. The accused will be given the opportunity to respond to the allegation/s and provide witness statements and evidence in their defense.

The IDF Conduct Committee will review the entire collection of evidence and enter into deliberation on the case. Upon reaching a consensus, the committee will issue a case report detailing its decision and any actions resulting from the complaint.

Should the IDF President elect to not pursue the complaint, the complainant and the accused will be notified of that decision.