

To be completed as fully as possible if you have concerns or a complaint regarding a member of Southampton Kendo Club or another BKA club.

Section 1 – Details of person completing this form				
Name				
Contact number				
Email address				
Name of club				
Section 2 – Details				
Name				
Name of club				
	s of person accused			
Name				
Name of club				
Position in club	Member / Coach / Officer			
Section 4 – Overvi	ew of complaint			
	: Informal / Anonymous / Formal – delete as appropriate			
Please give a brief ove	erview of the complaint.			
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OFFICE USE ONLY

Section 5 – People investigating complaint (miniumum three required for formal complaints)
Complaint Lead
Connete
Secretary
Other Dojo Leaders
BKA Officials
DRA Officials
Experts
Others (state relevance to complaint)
others (state relevance to complaint)



Section 6 - Notfication of victim			
Is the reporter a witness or the victim? Witness / Victim			
Has the victim been contacted? Yes / No If not, why not?			
Costion 7 What action have you agreed with the removter / victim to			
Section 7 - What action have you agreed with the reporter / victim to reduce protect them?			
Actions by club: e.g. person causing harm suspended.			



Section 8 - Notfication of accused			
Has the accused been contacted? Yes / No If not, why not?			



Section 9 – Evidence Attach any witness statements and evidence separately. All statements must be signed and dated.



Section 10 – Summary of facts
What facts have been establised in the case. Which facts were establised on the balance of probability?



Section 11 - Verdict				
Has there been a breach of the code of conduct by the accused? Yes / No				
Is the breach:				
A repeat occurrance	Yes / No			
Does the victim think the breach is serious?	Yes / No			
Does the Complaint Lead think the breach is serious?	Yes / No			
Does the Dojo Leader(s) think the breach is serious?	Yes / No			
Section 12 - Resulting action (if any)				
Taking into account the wishes of the victim and consider of the breach, what action shall be taken? Has the BKA action?				
The Complaint Lead declares this to be an accurate report of the complaint:				
Signed:				
Date:				

If any appeals are made, append to this form from section 9 onwards.