

4. Procedure for making a complaint by any person concerned with the affairs of the ABAE

- 4.1 A complaint is a formal written statement sent to the Secretary, Operations Manager or Equity Manager of the Appropriate Authority that the actions or behaviour of any person or body of persons constitutes any matter specified at 2.1. A complaint must set out in as full a detail as possible outlining what Rule or Rules it is alleged have been breached or what other conduct falls within 2.1.
- 4.2 A complaint may be made by:
- 4.2.1 any Registered individual who is aged 18 years or over on the date of the complaint;
 - 4.2.2 the parent or other person with parental responsibility for a Registered Individual who is under the age of 18 years of age on the date of the complaint, on his behalf;
 - 4.2.3 any Affiliated Club through its secretary or other officer acting on its behalf;
 - 4.2.4 any member of an Affiliated Club who is aged 18 years or over on the date of the complaint, but only in relation to boxing related activities in which the member was engaged, or the parent or other person with parental responsibility, or an Appropriate Adult for such member who is aged under 18 years on the date of the complaint.
 - 4.2.5 any Appropriate Authority through its Chairman, Secretary or Operations Manager or any other officer acting on its behalf;
 - 4.2.6 any other person who can provide tangible evidence of any disciplinary offence whilst the alleged offender is acting in any capacity within amateur boxing.

It should be noted that when complaints are made by Children and Young People [under 18 years of age], reference must be made to the ABAE Child Protection Procedures and to the Equity Manager to ensure correct compliance.

Note: In cases involving Child Protection Procedures, the Panel members must be trained to the ABAE agreed levels of Child Protection and Safeguarding [Regional Welfare Officer level].

- 4.3 It is the intention of the ABAE to deal with disciplinary matters as quickly as justice will allow. Therefore it is desirable that any complaint is communicated quickly, and that the Appropriate Authority if they are initiating the process act quickly, upon suspecting that a disciplinary offence may have been committed.
- 4.4 A complaint should normally reach the Secretary, Equity Manager or Operations Manager not later than 60 days after the alleged incident that gave rise to it. Delays of any length in bringing complaints [and any reason therefore] may be taken into account by the Appropriate Authority / Case Management Referral Panel in deciding whether or not to commence formal proceedings.