



Letter of Conduct

Dear _____

We are writing to you today to inform you that an official complaint has been filed against you concerning _____

The complaint was made on the _____

The complaint concerns:

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-

If shown to be true, the nature of these claims is such that it would be a direct violation of the London Mets Constitution and Clubs' Players' Code of Conduct. *I have attached a copy of the Players' Code of Conduct, which you signed on XX date as part of YY registration.* As per Club policy a committee of three board members is being formed to look into these claims. In this case, the committee is:

- 1
- 2
- 3

As the investigation is underway the committee would like to extend to you the opportunity to answer the claims and address the matter at hand. This meeting will be arranged over Zoom, and you have the right to bring another club member to sit in the meeting with you.

From here you have two options:

1. If you feel that the claims are an accurate representation of the events, you can accept them by signing this letter and sending it back to us. Once received, the committee will conclude the investigation, and action(s), if any in line with our policy and code of conduct will be completed.
2. You can first meet with the committee to discuss the claims, after which the investigation will conclude, and action(s), if any, will be completed. If you wish to discuss, please respond to one of the dates below. If neither of these dates work, please reach out to me directly and we will look to schedule a time that might work.
 - a. Date
 - b. Date



Pre-meeting

1. You are entitled to submit a statement or evidence supporting you before meeting with the committee, if you wish to do so, please submit this 24 hours before the scheduled time to meet.
2. You are entitled to invite another club member to be with you in the meeting. If you are bringing another club member along, please state their name:

You have until _____ to respond. If we have not heard from you by this date, then we will take any action(s) (if any) accordingly and the investigation will close.

Signed _____ Printed _____ Date __ / __ / ____