

# UNRIVALED

TOURNAMENT SERIES 2017

## **Unrivald Investigation Process**

## Committee Members

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## Investigation Process

When an investigation is received, verify all statements are received from all involved parties. If more data is needed collect it from involved parties. Review the statements and determine what you feel the outcome of the investigation should be. Reference the penalty guidelines for suspension length. Then scan all statements and reports and attach them to an email to [investigation@unrivaled.com](mailto:investigation@unrivaled.com). Make sure to tell the committee when you expect to close the case and that you will go forward with your recommendation if no feedback is received. Add the investigation to the email and use the tracker to send to the committee as a reminder when the deadline is approaching.

Once a decision is finalized on a suspension complete a suspension letter and send it to the suspended parties. Update the person's /user account with the suspension. Update [www.unrivaled.com/suspended](http://www.unrivaled.com/suspended)

Update the tracker with the final decision and leave it on the Investigation tracer for one week then remove it the next time the tracker is sent out. Make sure to keep a digital copy of the suspension letter on dropbox.

## Appeals

If a suspension is appealed, forward the appeal and all pertinent data to the committee for review. Once the committee reviews the appeal and agrees on a decision notify the player that has submitted the appeal and put a copy of that in the file on dropbox.