

# Disciplinary Process

## Team Cited



### **First instance:**

1. Hearings Officer receives incident report from Competition Coordinator or Referee Coordinator
2. Hearings Officer reviews the report and considers the reason behind the team being cited (report sent to Board of Directors if the Hearings Officer is unsure of how to proceed)

If behaviour cited deemed unacceptable:

3. Issue warning to Team Manager with the behaviour cited outlined (copy in President, Competition Coordinator and Referee Coordinator)
4. Notify the person who completed the report of the actions we took/are taking as a club to mitigate this behaviour.  
*Action examples:* warning issued to the team manager (non-negotiable – issued for all matters), email to all team managers/participants regarding zero tolerance policy, Facebook post regarding misconduct and all referees made aware of behaviour to ensure they are following the necessary process.
5. Referee Coordinator notified of the team warning so that referee allocations for the next game can be considered. Referee/s allocated made aware of the warning issued and the behaviour that the team was cited for previously.

### **Second instance:**

1. Hearings Officer receives incident report from Competition Coordinator or Referee Coordinator
2. Hearings Officer reviews the report and considers the reason behind the team being cited. Report discussed with at least two other members of the Board of Directors to consider action.
3. Team Manager notified by email of the actions that Dubbo Touch Association will be taking in relation to the matter (copy in President, Competition Coordinator and Referee Coordinator).  
*Action:* Team suspension for one to two weeks from the competition as decided by the Board of Directors
4. Notify the person who completed the report of the actions we took/are taking as a club to mitigate this behaviour.
5. Once the team returns to the competition; Competition Coordinator and Referee Coordinator allocate referees accordingly to ensure behaviour does not continue. Referee/s allocated made aware of the warning issued and the behaviour that the team was cited for previously.

### **Third Instance:**

1. Hearings Officer receives incident report from Competition Coordinator or Referee Coordinator
2. Hearings Officer reviews the report and considers the reason behind the team being cited. Report discussed with Board of Directors and witnesses phoned in relation to the matter.
3. Team Manager notified by email of the actions that Dubbo Touch Association will be taking in relation to the matter (copy in President, Competition Coordinator and Referee Coordinator).

Action: Team withdrawn from the competition.

4. Notify the person who completed the report of the actions we took/are taking as a club to mitigate this behaviour.

**PLEASE NOTE:** The severity of the incident will be taken into consideration by the Hearings Officer. In cases where the severity of the incident is deemed to warrant more penalty than a warning letter, the incident will be presented to the Board of Directors, in which case an escalation to 'second instance' could possibly be actioned.