

GENERAL INFORMATION*

Lead Area:	Community & Game Development
Lead Procedure Title:	CODE OF CONDUCT VIOLATION PROCEDURE
Procedure Reference No:	RWA13
Adapted by:	JS
Date last modified:	12 th February 2019

SCOPE OF RESPONSIBILITY

- This procedure is to be read in conjunction with:
 - Rugby AU policy: Rugby AU Code of Conduct (RWA 2019 Competition Rules - Appendix C) and
 - Rugby WA policy: RWA Code of Conduct
 - Rugby AU Disciplinary Rules 2019 (RWA 2019 Competition Rules – Appendix C)
- Clubs and participants must at all times conduct themselves in a disciplined and sporting manner and ensure that they do not commit an act or acts of misconduct in contravention of either the Rugby AU Code of Conduct or RWA Code of Conduct and/or Rugby AU Disciplinary Rules for on-field related activities.
- The SCM is responsible for investigating any Code of Conduct matter and recommending a course of action.
- The Chair of the Community Rugby Advisory Committee is responsible for reviewing any investigation report and recommendation, then convening an appropriate body to ensure that the matter/issue is resolved in a timely manner and in accordance with the policy guidelines of the relevant Codes of Conduct.

STEP BY STEP PROCESS

Step	Description of action	Responsible
1	A Code of Conduct (CoC) violation report must be submitted in writing to the SCM by a participant within 14 days of an incident. (A “participant” means player, a referee, assistant referee or other match official, selector, coach, trainer, manager or other team official and an individual involved in the organization, administration or promotion of rugby football including a director, officer or employee of a club). Utilise RWA13A - Form-Citing-Report.	Participant
2	The SCM will review the information submitted, and advise the Chair of CRAC, that a citing report has been submitted and of any further action that will be taken to investigate the matter further.	SCM
3	Upon receiving a CoC violation report, the Nominated Investigating Officer (NIO) will contact the complainant within two working days, to advise how the matter is being dealt with and seek any further information that may be required.	RWA Nominated Investigating Officer

Step	Description of action	Responsible
4	An investigation will be completed and summarized into an updated summary Citing report that provides all relevant information. This report will be reviewed by the Chair of CRAC (or nominee). Any further action will be determined. This may include any combination of engagement directly with the relevant participants, and/or the conduct of an appropriate mediation process.	RWA Nominated Investigating Officer Chair CRAC (or nominee)
5	Should it be determined that the issue requires a formal CoC hearing, the Chair of CRAC (or nominee) will constitute an appropriate committee to hear the matter. The Committee will be made up of a minimum of 3 nominees to fill the following roles: <ul style="list-style-type: none"> • CRAC Chairperson (or nominee) • CoC committee panel member. • RWA Judicial Committee member or RWA Board member. 	Chair CRAC (or nominee)
6	The Committee will then: <ul style="list-style-type: none"> • Review the initial investigation report and conduct any further investigation into the alleged breach of the Code; • Conduct a Code of Conduct hearing with all relevant stakeholders. • Take action from that hearing in accordance with the Code of Conduct guidelines. This may include the imposition of appropriate disciplinary measure, in accordance with the guidelines, that consider any relevant aggravating or mitigating circumstances; and • Must prepare a written statement of its factual findings, decision and reasons and provide copies of that statement to: <ul style="list-style-type: none"> ○ The participant in respect of whom a breach has been alleged; ○ The relevant Rugby Body; ○ The State Union; and ○ Rugby AU. 	CoC Committee

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Rugby AU policy: Rugby AU Code of Conduct 2019.
- RugbyWA policy: RWA Code of Conduct
- Rugby AU policy: Rugby AU Disciplinary Rules 2019.