

OPERATIONAL PROCEDURE



GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Code of Conduct Violation
Procedure Reference No:	SA13
Authors:	Carl Jones
Date last modified:	14 September 2013

SCOPE OF RESPONSIBILITY

- This Procedure is to be read in conjunction with the Australian Rugby Union Code of Conduct By-Laws (ARU CoC).
- The Code of Conduct Commissioner is responsible for investigating the matter and recommending a course of action
- The Chairperson of the Code of Conduct committee is responsible for ensuring that the issue is resolved in a timely manner

STEP BY STEP PROCEDURES

Step	Description of action	Responsible
1	A Code of Conduct Violation Report must be submitted in writing to the General Manager of the Union 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 organisation, administration or promotion of rugby football including a director, officer or employee of a Club)	Participant
2	SA Rugby will inform both the Commissioner and Chairperson of the Code of Conduct Committee of the report that has been submitted	SA Rugby
3	Upon receiving a Code of Conduct Violation Report, the Code of Conduct Commissioner will contact the complainant within two working days.	C of C Commissioner
4	Where appropriate a mediation process will commence	C of C Commissioner
5	Should the Code of Conduct Commissioner determine that incident require a Code of Conduct committee hearing, the committee will be made up of: <ul style="list-style-type: none"> - Code of Conduct Commissioner - Chairperson of the Code of Conduct Committee - SA Rugby Judicial Committee member or SA Rugby Board Member 	Union
6	The Committee will then: <ul style="list-style-type: none"> • investigate the alleged breach of the Code; • may impose a disciplinary measure, in accordance with the Guidelines, taking into account 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 ○ the ARU. 	C of C Committee

OPERATIONAL PROCEDURE



DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- SA Rugby Code of Conduct Violation Report