

# OPERATIONAL PROCEDURE



## GENERAL INFORMATION

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

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## 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"> <li>- Code of Conduct Commissioner</li> <li>- Chairperson of the Code of Conduct Committee</li> <li>- SA Rugby Judicial Committee member or SA Rugby Board Member</li> </ul>	Union
6	The Committee will then: <ul style="list-style-type: none"> <li>• investigate the alleged breach of the Code;</li> <li>• may impose a disciplinary measure, in accordance with the Guidelines, taking into account any relevant aggravating or mitigating circumstances; and</li> <li>• 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"> <li>○ the participant in respect of whom a breach has been alleged;</li> <li>○ the relevant Rugby Body;</li> <li>○ the State Union; and</li> <li>○ the ARU.</li> </ul> </li> </ul>	C of C Committee

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## DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- SA Rugby Code of Conduct Violation Report