

## Code of Conduct

This code should be read in conjunction with the constitution of Hawkesbury Valley Rugby Club, the Club Disciplinary procedure and the Australian Rugby Union Code of Conduct

The Code of Conduct for the Hawkesbury Valley Rugby Club must be abided by the following:-

- All players affiliated or representing the Club
- All members affiliated with the Club
- Coaches and Officials
- Supporters

### **Code:**

All players, members, coaches, officials and supporters must not at any time act in a manner which is detrimental and would bring disrepute to the interests, welfare or image of the Club,

its sponsors and the NSW Suburban Rugby Union.

Any act which falls into the above category will not be tolerated or condoned by the Club.

This includes any of the following:-

- Violence on or off the field including at any Club Functions or sponsored events
- Any unsportsmanlike behaviour
- Abuse directed towards referees, touch judges or any appointed officials of the Club or the NSW Suburban Rugby Union
- Abuse directed towards players, coaches or spectators Racial discrimination
- Any other behaviour deemed by the Club's Management Committee to be in breach of the Code.

### **General:-**

- Players must at all times play within the spirit and guidelines as stipulated by the International and Australian Rugby Union Boards.
- All players must abide by the rulings of all officials and ensure compliance to any directions given by the same.
- All members must abide by the standards and policies as stipulated within our Club which is a family orientated Club.
- All players, members, officials and spectators must conduct themselves in a manner which is credible to the game and the Club at all times. Foul language, disrespect and misbehaviour will not be tolerated.

- All members are encouraged to fully support our Club and participate in Club
- activities in our efforts to achieve our aims and objectives.
- All members are encouraged to exhibit a friendly attitude to all other clubs and affiliated members within the Suburban Rugby Union. This is the spirit of rugby union as we know it.
- The Code applies to all Club matches, training, social events or if officially representing the club at anytime or whenever wearing Club jerseys or other Club merchandise.

## **Enforcement of the Code**

- All members, and in particular senior members, should aid in the enforcement of the code by either warning a person that they are acting in a way which could be perceived as a breach of the code or if a person is uncomfortable with this role they should see the Club Captain, coach or a committee member who will carry out the function. This does not remove your responsibility to not encourage or actively assist in the breach of the code and actively doing so will in itself be a breach of the code.
- Non compliance with the Code of Conduct may result in the person responsible being required to appear before a disciplinary committee as appointed by the Club Management Committee. Those responsible may also be subject to additional action by the Australian Rugby Union for breach of their Code of Conduct agreed to by all Players and officials at the commencement of each season.
- Penalties imposed by the disciplinary committee will be based on all the information provided to the Disciplinary Committee and the perceived severity of the breach of the code. Penalties can range from a warning, fine, requirement to reimburse any physical damage caused, suspension from club playing or social activities through to the revoking of membership. Such penalties will be confirmed in writing to the relevant person(s) by the Secretary of the Club within Seven calendar days of being imposed by the Disciplinary Committee.
- Penalties imposed by the Disciplinary Committee can be appealed to the full committee of the Club. Any appeal on a decision made by the Disciplinary Committee must be lodged in writing with the Secretary of the Club within Seven calendar days of the written notification of their decision.

- Any further appeal may be made in accordance with the constitution of the Club.
- The Club will be required to report to the Australian, NSW and NSW Suburban Rugby Union the details of any Code of Conduct breaches and action taken by the Club.
- Any action taken by the Club in response to breaches of this Code may be in addition to those imposed by the NSW Rugby Union or any legal authority.

## **SOCIAL MEDIA POLICY**

While social media on the web like Facebook or Twitter are can be great for social contact, comment and communication they are not a substitute face to face communication. All statements, comments or announcements on social media or other media or publication that could be attributed as authorised by the club must be first approved by the executive.

You are reminded that any statements or content when using social media including via the clubs facebook page or other forms is still subject to the Clubs code of conduct. If in doubt that it may be in breach check first.

If you have a gripe or disagree about a club, coach or selection decision or not happy about anything involving the club that's what your committee, coaches club and team captains are here for you and the club talk to them.

# **Disciplinary Committee Scope and Operating Guidelines**

## **1. Authority and Scope of Disciplinary Committee**

1.1 The Disciplinary Committee is a sub-committee of the Committee of the Club. The Disciplinary Committee has the delegated authority of the Committee afforded under the Club Constitution to review and deal with the following matters referred by the Committee or as a result of the citing of a member(s), appointed official(s) or club spectator/supporter of the club, by a member of the Club Committee where:

(a) a player, member, coach, appointed official or club spectator has been viewed as having guilty of breach of the Club's Code of Conduct or

(b) a player, member, coach, appointed official or club spectator has been guilty of conduct prejudicial to the interests of the Club or

(c) a player, member, coach, appointed official or club spectator has continued to refuse or neglected to comply with a provision or provisions of the constitution

## **2. Members of Disciplinary Committee**

The Disciplinary shall comprise five members being a Chairman and two other members appointed by the Committee as well as the Club Captain and Club Coach.

## **3. Convening of Meetings of The Disciplinary Committee**

The Chairman of the Disciplinary Committee shall within 14 days of having been notified in writing of a matter being referred by the Committee or of a citing initiated by a member of the Committee convene a meeting of the Disciplinary Committee to hear the matters.

At least 7 days notice of such meeting shall be given to all members of the Disciplinary Committee and include details of the conduct alleged and any other related details available regarding the matter(s) to be heard.

These periods may be reduced if agreed to by all parties or viewed as necessary by the Chairman to expedite review and resolution of a matter. Equity and Fairness to the cited party must be considered in any reduction of the notice period.

#### **4. Direct Referral to the Club Management Committee**

Where a matter causing a citing is viewed as to be of serious enough nature the Chairman of the Disciplinary Committee may refer the matter directly to the Club Management Committee for actioning.

#### **5. Notification to cited member, official club, spectator/supporter**

At least 7 days before the Disciplinary Committee meeting at which such matters are to be heard the member(s) or official (s) or club spectator (s), supporter (s) concerned shall have been notified in writing by the Honorary Secretary of the conduct alleged and of the intended hearing of the matter and requested to be present at the meeting

These periods may be reduced if agreed to by all parties or viewed as necessary by the Chairmen to expedite review and resolution of a matter. Equity and Fairness to the cited party must be considered in any reduction of the notice period

#### **6. Proceedings at Disciplinary Committee**

The following order of proceedings will occur at the Disciplinary Committee:

6.1 Reading of the nature of Matter referred or Citing

6.2 Plea of cited party (ies)

6.3 Presentation of case by cited party(ies)

Note: the cited parties shall have the opportunity of giving orally and or in writing and or through use of video any explanation or defence that they may think fit including the use of witnesses.

6.4 Review by Disciplinary Committee which may include questions of cited parties, witnesses of cited party, citing party or other parties to clarify or obtain additional information to assist in judging matter.

6.5 Deliberation by Disciplinary Committee

6.6 Advice of resolution of Disciplinary Committee

## **7. Resolutions of the Disciplinary Committee**

The Disciplinary Committee may resolve the following in relation to matters reviewed:

- 7.1 to advise innocence of cited parties or
- 7.2 no further action required or
- 7.3 expel the member from the Club or
- 7.4 suspend a player member from playing for the Club for a specified period or attendance at Club functions or
- 7.5 suspend a member from membership of the Club for a specified period or attendance at club functions or
- 7.6 suspend or terminate the appointment of an official
- 7.7 suspend the right of a spectator or supporter to attend club matches, training sessions or club functions or
- 7.8 caution the member or official.

Pending the convening of a meeting to consider any such review and resolution may suspend such member or official for a period not exceeding 14 days.

## **8. Notification of Resolutions of the Disciplinary Committee**

- 8.1 Except as permitted of the Disciplinary Chairman within this clause no other members of the Disciplinary Committee shall disclose the deliberations or final resolution in relation to any matters discussed.
- 8.2 The minutes of the proceedings and the Resolution of the Disciplinary Committee as to innocence or further action against the cited parties will be advised to the Club President and the Honorary Secretary by the Chairman of the Disciplinary Committee within 7 days of the resolution. The minutes shall be held by the Honorary Secretary as part of the clubs permanent records and be disclosed only in accordance with the Act.
- 8.3 The cited parties will be advised in writing by the Honorary Secretary of the Disciplinary Committee's resolution within 7 days after receipt of the notification of the resolution.
- 8.4 The Honorary Secretary shall also advise the members of the Committee within 7 days of the resolution.
- 8.5 At the next Committee Meeting after notification to the Committee members the Disciplinary Committees resolution

the Committee may take any further action proposed or recommended by the Disciplinary Committee's resolution.

## **9. Right of Appeal of Disciplined Member or Appointed Official**

9.1 Any member or Appointed Official or club spectator/supporter the subject of a resolution under Clause 7 may by notice in writing to the Honorary Secretary within a period of 21 days from the receipt by them of the resolution by the Disciplinary Committee request the calling of a Special General Meeting to consider an appeal against such resolution.

9.2 The notice may, but need not, be accompanied by a statement of the grounds on which the party intends to rely for the purposes of the appeal.

9.3 Notice of the Special General Meeting convened under this clause shall be sent to each member at least 21 days prior to the meeting and shall specify the reason for the meeting.

9.4 At the Special General Meeting convened under this Clause –

- (a) no business other than the consideration of the resolution of the Disciplinary Committee shall be conducted.
- (b) The Chairman of the Special General Meeting will advise the attendees of the nature and details of the basis for the citing and resolution of the Disciplinary Committee.
- (c) the cited party shall be given the opportunity to state their respective cases for the appeal orally or in writing.
- (d) the Special General Meeting shall exercise all the powers conferred upon the Disciplinary Committee by Clause 7.
- (e) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked. The cited parties will have the right to have another party act as a scrutineer during the collection and collation of the vote
- (f) The Chairman of the Special General Meeting will collate the votes and advise only the outcome of the vote on the question.

- (g) The Chairman will be responsible for destruction of the ballot papers.
- (h) If the Special general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
- (i) The Honorary Secretary shall advise the appealing parties in writing confirmation of the resolution of the Special General meeting.

*We all need to support each other in monitoring, preventing and advising of breaches of club code of conduct and risks to our hard earned reputation and sponsorships.*

*This means not just at club games or functions or sponsors but where a member (in club gear or not) can or is recognised as a member of the club.*

*We have built up so much and earned such a good reputation gaining us not just players and supporters but subbies finals series, teams wanting to play in the 10's and our sponsors to have anyone place it at risk.*