



## DISCIPLINARY POLICY

Version	Date	Changes	Author
V1.0	25/09/2023	Creation of Policy	Adam Fairley
V1.1	31/10/2023	Add volunteer to clause 2.1 d)	Adam Fairley
V1.1	31/10/2023	Endorsed by PJRL Board of Management	Adam Fairley
V1.2	02/08/2024	Clause concerning the recording of Hearings	Adam Fairley
V1.3	22/07/2025	Included new process for Show Cause Meetings	Adam Fairley
V1.4	27/11/2025	Reword Special Disciplinary Hearings so that it aligns with the order of Hearings (i.e. after a Show Cause Hearing)	Adam Fairley



## **DISCIPLINARY POLICY**

### **1. BACKGROUND**

- 1.1 Disciplinary matters were written into the Parramatta Junior Rugby League Club Constitution.
- 1.2 Upon a review of the Parramatta Junior Rugby League Club Constitution a decision was made to remove disciplinary items and to make them into a Policy.
- 1.3 Following the conduct of a Special Disciplinary Meeting it was determined there is a need for a Show Cause Meeting, which does not provide for alleged offences and contraventions.

### **2. POLICY**

#### **Disciplinary Provisions**

- 2.1 The jurisdiction of the Junior League, as provided in this Policy extends to and shall be acknowledged and submitted to by all Members of the:
  - a) PNRL
  - b) Junior League
  - c) Club Committees of Clubs affiliated to the Junior League
  - d) Junior League Members of Clubs affiliated with the Junior League in any capacity (player, coach, manager, trainer, volunteer, spectator)
- 2.2 In the first instance all Code of Conduct matters will be handled by the NSWRL in line with the Code of Conduct Section of the NSW Community Rugby League Policies and Procedures Manual.
- 2.3 The Junior League Board of Management may determine further sanctions against offenders in line with this Policy or will consider any matter pursuant to Clause 2.11 that is outside of the jurisdiction of the NSWRL.
- 2.4 The Junior League Board of Directors shall determine all matters of dispute involving affiliated Club Members of the Junior League.
- 2.5 The Junior League Board shall not be obliged to become involved in any internal dispute involving Members of any individual affiliated Club. These matters are to be handled by the individual affiliated Clubs' Committee or Member Protection Information Officer.
- 2.6 Upon any complaint being made to it of conduct contrary to NRL, NSWRL, PNRL or Junior League Policies or which is detrimental to the interest or welfare of the NRL, NSWRL, PNRL, the Junior League or the game on the part of any Member of the PNRL, Junior League, Club Committee or Members of any Club affiliated with the Junior League, the Junior League Board of Management shall have the power to deal with such complaint and exercise their power pursuant to Clause 2.7 and 2.11 with respect to hearing a matter and pursuant to Clause 2.9 with respect to the Boards decision concerning the case and Clause 2.13 concerning penalty.



### **Show Cause Hearings**

- 2.7 The Junior League Board of Management shall have the power to call a Show Cause Hearing based on information received pursuant to Clause 2.6. Those mentioned in the correspondence received may be called to appear before the Board of Management to Show Cause against any alleged breaches. They may be accompanied by up to two (2) Club Representatives.
- 2.8 Should the Junior League Board of Management decide to act pursuant to Clause 2.7, a minimum of 48 hours' notice of its intention to do so shall be given to the body or person concerned by electronic communication, forwarded to its or their last known email address. Such notice shall include the particulars of the alleged breaches and call on the body or people to Show Cause. At the discretion of the Junior League Board of Management such Hearings may be conducted in person or via Video Conference.
- 2.9 After conducting an inquiry, the Junior League Board of Management may Exonerate, Cite or conduct a Special Disciplinary Meeting and must report its decision to the General Manager of the League within 48 hours of the date of such a decision.
- 2.10 If the Junior League Board of Management decides to Cite or conduct a Special Disciplinary Hearing, for public safety in the interest of natural justice after considering the material before it, the circumstances, and it being reasonably satisfied on reasonable grounds, the Junior League Board of Management may determine to issue a Temporary Determination Notification, to temporarily suspend, disqualify and/or stand down any Person, Team, Club or Player mentioned or named in the report or the complaint or against whom the allegations have been made, from participating in or being represented or involved or from continuing to enter Teams in any Competition or any activity administered by or organised by the Junior League, including Pre-Season Trials, Competition and Final Series Games and any Competition.
- 2.11 If the Chair of the PNRL or their nominee has reasonable grounds to believe that the Junior League has failed to make proper inquiry or to take appropriate action after receiving a complaint of the nature referred to in Clause 2.6, it may direct the Junior League to commence or complete the inquiry, and failing compliance within a reasonable time, the Chair of the PNRL or their nominee may take such action as they deem fit.

### **Power to Cite and Hearings**

- 2.12 The Junior League Board of Management shall have the power to cite or cause to appear before it any Member of the Junior League or Club affiliated to the Junior League against whom a complaint of misconduct contrary to the NRL, NSWRL, PNRL or Junior League Policies or detrimental to the interest or welfare of the Junior League, or the game, or of any infringement of this Policy.
- 2.13 Should the Junior League Board of Management determine to act pursuant to Clause 2.12, seven (7) days' notice of its intention to do so shall be given to the body or person concerned by electronic communication, forwarded to its or their last known email address. Such notice shall include the particulars of the alleged offence and call on the body or persons to show cause why it or they should not be dealt with by the Junior League Board of Management.



- 2.14 After conducting an inquiry, the Junior League Board of Management may exonerate, disqualify, suspend, fine or otherwise deal with any such person or body and must report its decision to the General Manager of the League within seven (7) days of the date of such decision. When considering sanction, the Junior League Board of Management shall refer to the NSWRL Code of Conduct Penalty Guidelines (**Annexure 1**).
- 2.15 If the Chair of the PNRL or their nominee has reasonable grounds to believe that the Junior League or a Club affiliated with the Junior League has failed to make proper inquiry or to take appropriate action after receiving a complaint of the nature referred to in Clause 2.6, it may direct the Junior League or Club affiliated with the Junior League to commence or complete the inquiry, and failing compliance within a reasonable time, the Chair of the PNRL or their nominee may take such action as they deem fit.

### **Special Disciplinary Meetings**

- 2.16 In the event of a complaint, report or statement being received or referred to the General Manager or to a Director of the Junior League, concerning any Member, Team, Club, Player, Supporter or other person affiliated with the child/player named, as being present or participating or being involved, in a serious matter or occurrence relating to serious allegations of:
- a) Contravention or breach of a Policy; and/or
  - b) Any NRL, NSWRL, PNRL or Junior League Code of Conduct; and/or
  - c) Breach of the peace; and/or
  - d) Issues of public safety; and/or
  - e) Protection of the Public; and/or
  - f) Any offence occurring against one of the Laws of the State where action may be taken by the NSW Police Force; and/or
  - g) Any happening, event or occurrence of whatever nature or kind, occurring or likely to occur or in any circumstance considered to be a breach of a general risk to the public at large, or to property, or to any person; and/or
  - h) Any misconduct as defined in any Policies and/or Competition Rules having occurred justifying any action being taken by the Junior League Board of Management; during any game or games at any ground or event or organised activity at which the Junior League is involved or participating or being present at;
- then the Junior League Board of Management may thereafter consider acting and determine to hold a Special Disciplinary Meeting.
- 2.17 The Junior League Board of Management may determine to hold a Special Disciplinary Meeting and upon that Meeting being convened and held on short notice by the Directors of the Board of Management it may:
- a) Consider the particulars, statements, reports and evidence provided at the Show Cause Hearing and if applicable the particulars, statements, reports and evidence requested after the Show Cause Hearing and deal with the complaint or report "Ex Parte" and make a determination on an "Ex Parte" basis.



- b) In addition, the Junior League Board of Management may so determine that, rather than giving seven (7) days' notice, to give notice of not less than 48 hours of the Meeting to deal with the matter.
- 2.18 At the original "Ex Parte" Special Disciplinary Meeting, for public safety in the interest of natural justice after considering the material before it, the circumstances, and it being reasonably satisfied on reasonable grounds, the Junior League Board of Management may determine to issue a Temporary Determination Notification, to temporarily suspend, disqualify and/or stand down any Person, Team, Club or Player mentioned or named in the report or the complaint or against whom the allegations have been made, from participating in or being represented or involved or from continuing to enter Teams in any Competition or any activity administered by or organised by the Junior League, including Pre-Season Trials, Competition and Final Series Games and any Competition.
- 2.19 A notice of the "Ex Parte" Temporary Determination Notification shall be immediately forwarded or served to the Person, Team, Club or Player by the Junior League General Manager by electronic communication and forwarded to its or their last known email address.
- 2.20 Following the issuance of a Temporary Determination Notification, the Junior League Board of Management may determine to provide written notice by electronic communication forwarded to the last known email address of the affected Person, Team, Club or Player of its decision to convene another Special Disciplinary Meeting to further consider the report within three (3) days of the written notice.
- 2.21 Any Person, Persons, Team, Club and Player who are the subject of the complaint to be served with a Temporary Determination Notification to be temporarily suspended, stood down, disqualified may in addition be notified in writing, that at the Hearing, the Junior League Board may further consider extending the temporary period to continue, until there is an opportunity to hear all evidence and conclude the matter

### **Disciplining of Members**

- 2.22 Where the Junior League Board of Management is of the opinion that a Member of the Junior League:
- a) has persistently refused or neglected to comply with a provision or provisions of NRL, NSWRL, PNRL or Junior League Policies and/or Rules; or,
  - b) has persistently and willfully acted in a manner detrimental to the interests of the NRL, NSWRL, PNRL and/or Junior League, the Junior League Board of Management may by resolution:
    - i. expel the Member from the Junior League
    - ii. suspend the Member from the Membership of the Junior League for a specified period
- 2.23 A resolution of the Junior Board of Management under Clause 2.22 is of no effect unless the Junior League Board of Management at a meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service on the Member of a notice under Clause 2.24, confirms the resolution in accordance with this rule.



- 2.24 Where the Junior League Board of Management passes a resolution under Clause 2.22, the General Manager shall, as soon as practicable cause a notice to be served on the Member in writing by electronic communication forwarded to its or their last known email address:
- a) setting out the resolution of the Junior League Board of Management and the grounds on which it is based;
  - b) stating that the Member may address the Junior League Board of Management at a meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service of the notice;
  - c) stating the date, place and time of that meeting, and;
  - d) informing the Member that the Member may do either or both of the following:-
    - i. attend and speak at the meeting
    - ii. submit to the Junior League Board of Management at, or prior to the date of that meeting, written representations relating to the resolution.
- 2.25 At a meeting of the Junior Board of Management held as referred to in Clause 2.24, the Board of Management shall:
- a) Give to the Member an opportunity to make oral representations;
  - b) Give due consideration to any written representations submitted to the Junior League Board of Management by the Member, at or prior to the meeting, and;
  - c) By resolution determine whether to confirm or to revoke the resolution.
- 2.26 Where the Junior League Board of Management confirms a resolution under Clause 2.25, the General Manager shall, within seven (7) days after that confirmation, by notice in writing by electronic communication forwarded to its or their last known email address, inform the Member of the fact and of the Member's right to appeal under Clause 2.27.

### **Appeals**

- 2.27 A Member may appeal to the PNRL Appeals Committee against any resolution of the Junior League Board of Management, which is confirmed under this rule, within seven (7) days after the Notice of Resolution is served on the Member, by lodging with the General Manager a notice to that effect.
- 2.28 A Club cannot appeal on behalf of a Member, all such appeals must be made by the person concerned.
- 2.29 All appeals are to be dealt with "Ex Parte" unless otherwise advised by the PNRL Appeals Committee.
- 2.30 Appeal applications must be submitted with the Appeal Fee, as determined by the Junior League Board of Management.
- 2.31 Upon receipt of a notice from a Member under the Clause 2.27, the General Manager shall notify the PNRL Appeals Committee.



- 2.32 Pending the determination of any appeal or protest, any decision which is the subject of that appeal or protest shall continue in operation.

#### **PNRL Appeals Committee**

- 2.33 An appointed PNRL Appeals Committee shall deal with all appeals.
- 2.34 The PNRL Appeals Committee shall be notified of all appeals in accordance with Clause 2.31.
- 2.35 The appeal will be dealt with "Ex-Parte" unless otherwise advised by the PNRL Appeal Committee.
- 2.36 The PNRL Appeals Committee may dismiss the matter immediately if it believes:
- a) The appeal has no merit
  - b) The appeal is frivolous or vexatious
  - c) Where the committee believes the penalty is appropriate
- 2.37 In dealing with any appeal from a decision of the Junior League Board of Management, the PNRL Appeals Committee may either quash or uphold that decision or vary the penalty imposed by the Junior League.

#### **Recording of Hearings**

- 2.38 All Hearings will be recorded as a verbal record of proceedings.
- 2.39 The recordings can only be used by the PJRL Board of Management and the PNRL Appeals Committee for the purposes of a verbal record of proceedings which to ensure accuracy shall be referred to when composing the Notice of Resolution and the Notice of Appeals Decision.

#### **Acronyms**

Junior League	Parramatta Junior Rugby League Club Inc.
NRL	National Rugby League
NSWRL	NSW Rugby League
PNRL	Parramatta National Rugby League Club



## **ANNEXURE 1**

**ADD NSW CODE OF CONDUCT PENALTY GUIDELINES VIA PDF**