





## EXCEPTIONAL CIRCUMSTANCES COMMITTEE POLICY

### 1. PURPOSE

The Exceptional Circumstances Committee exists to ensure that all applications for player transfers, playing up an age group, or other requests outside standard policy are considered fairly, transparently, and in the best interests of the Junior League, its clubs, and participants. The Committee's role is to assess each application on its individual merits, balancing the needs of the applicant, the integrity of competitions, and the welfare of all involved.

### 2. TERMS OF REFERENCE

#### 2.1. Scope

- a) The Committee considers all applications for exceptions to the standard transfer and permit policies, including but not limited to:
  - i. Transfers outside of standard windows or quotas
  - ii. Requests to play up or down an age group
  - iii. Cases involving compassionate or medical grounds

#### 2.2. Membership

- a) The Committee is comprised of appointed members with relevant experience in Junior League operations, club administration, and player welfare.
- b) Such appointed members will be PJRL Board Members or PJRL Advisory Committee Members.
- c) Membership is reviewed annually.
- d) The Committee is chaired by the Qualifications Committee Chair.

#### 2.3. Meetings

- a) The Committee meets as required, typically weekly during peak transfer periods. Meetings are confidential, and deliberations are not discussed outside the Committee.
- b) PJRL Junior League Operations is responsible for supplying all necessary documentation and will coordinate and attend all Committee meetings to address any questions that may arise.

#### 2.4. Conflicts of Interest

- a) Committee members must declare any actual, potential, or perceived conflicts of interest prior to the consideration of any application. A member must not participate in the assessment, discussion, or decision-making process for any application where:



- i. The application involves a club with which the member has an affiliation (e.g., current or recent involvement as a coach, official, volunteer, or member).
  - ii. The application concerns a competition or team in which the member's child or immediate family member is participating.
  - iii. The applicant or any party to the application is personally known to the member or their immediate family in a way that could reasonably be perceived to affect impartiality.
  - iv. The member has any other personal, professional, or financial interest that could reasonably be perceived as influencing their judgment.
- b) Where a conflict is identified, the member must recuse themselves from all deliberations and decisions relating to that application. The conflict and the recusal must be formally recorded in the Committee's records.
  - c) The Committee Chair is responsible for ensuring that all conflicts are declared and appropriately managed. If the Chair has a conflict, this responsibility passes to the next most senior member present.

## 2.5. Decision-Making

- a) Decisions are made by consensus or, if necessary, by majority vote. All decisions are documented, with reasons provided to applicants and relevant clubs.

## 3. POLICY FOR APPROVALS AND DENIALS

### 3.1. Application Process

- a) Applications must be submitted using the official Exceptional Circumstances Form, with all supporting documentation as outlined in the process document:
  - i. Full team list/grading sheet for the team the player seeks to join, including three years of playing history for all players
  - ii. The applicant's playing history for the past three seasons
  - iii. Written submission from the player/parents outlining the grounds for the request
  - iv. Any relevant supporting evidence (e.g., medical certificates, school letters)
  - v. Remittance of the application fee (\$220 inc GST)

*this fee is not applicable for Representative Players seeking to Internally Transfer to another Club if it is within PJRL Local Transfer and Permit Policy Quotas and is to simply seek permission from the PNRL Club.*



### 3.2. Assessment Criteria

- a) Each application is considered on its individual merits. The Committee will consider:
  - i. The rationale for the request (e.g., compassionate, medical, development needs)
  - ii. The impact on the integrity and balance of the competition
  - iii. The welfare and development of the player and team
  - iv. Compliance with NSWRL and PJRL policies and quotas
  - v. Squad numbers (Team transferring to and Team Transferring from)
  - vi. Impact on other squads
  - vii. Other Clubs' squad numbers
  - viii. Any precedent or relevant past decisions

### 3.3. Decision and Notification

- a) The Committee will provide a written outcome to the applicant and relevant club(s), including reasons for approval or denial and any options or alternatives if declined.
- b) Where an application is declined, the Committee will outline the appeal process options available to the applicant.

### 3.4. Confidentiality and Record-Keeping

- a) All applications and deliberations are confidential.
- b) Decisions and supporting documentation are retained for audit and review purposes.