



Highfield RFC  
Disciplinary Policy and Procedure  
(June 2017)

## Purpose

This policy outlines the actions taken by the Club to ensure the fair handling of disciplinary issues.

## Club Disciplinary Officer

The Management Committee shall appoint on an annual basis a Club Disciplinary Officer.

### General statement:

Where a matter involves a youth or mini player the parent/guardian and the child-welfare officer shall be involved in any procedure involved.

All matters on or off the playing field where a member/player is accused of breaching the Club principles or of bringing the club/game into disrepute, shall be covered by this Policy. As regards playing matters the appointed disciplinary committee shall include a representative of the Director of Rugby/Youth Chair as appropriate, a Coach and a Senior Member of the Club.

An Appeals Committee shall include other representatives of the Club who have appropriate experience at Club/Munster Branch or IRFU Level. None of the Appeals Committee shall have been involved in the initial investigation stages.

As regards non-playing matters the appointed disciplinary committee will be chosen to ensure that all issues will be addressed with fairness and impartiality. The committee will include at least one Club Officer or Executive member dependent on availability.

## Informal Stages

Prior to invoking the formal process, the Club may use appropriate informal mechanisms to address issues. The informal mechanisms will include direct discussion to address issues, any support which may be required, review dates if necessary, and records may be kept.

Mediation may be utilised as a mechanism depending on the agreement of all parties. All parties involved in mediation will be required to maintain confidentiality about all aspects of the issues discussed.

## Investigation

An investigation may be required to establish facts before contemplating the use of any disciplinary action. The Club Disciplinary Officer may elect to form a disciplinary committee at this point to assist with this process and ensure impartiality and objectivity.

Notes must be factual, written statements may be requested and must be submitted in original form and signed. Where a disciplinary process is recommended a disciplinary meeting will be convened.

## Disciplinary Process

The Club Disciplinary Officer will appoint a disciplinary committee, typically 2-3 people, and must ensure fair procedure. The committee must gather and review all necessary and relevant documentation prior to the disciplinary meeting. Appropriate notice must be provided (at least 48 hours). One representative may accompany the person who is subject to the process. The issues should be outlined in detail, clarification may be sought, the issues should / may be responded to, the meeting should be summarised and documented. The disciplinary committee must then decide whether a sanction should be imposed. The sanction(s) can be appropriate to the situation and may include the appropriate use of sanctions as published by the IRFU 'Regulations of the Irish Rugby Football Union' as published on the IRFU website [www.irishrugby.ie](http://www.irishrugby.ie) .

## Appeal

The subject of the disciplinary process may appeal the process and any sanctions imposed to the Club Disciplinary Officer if not a member of the disciplinary committee, or to the Club Chairman. The appeal must be made within 5 days of the disciplinary meeting and must be made in writing. The Club Disciplinary Officer and / or the Club Chairman may decide to appoint an Appeals Officer or an Appeals Committee and delegate authority to deal with the appeal, and the decision of the Appeals Officer or the Appeals Committee will be final.

## Legal Representation

If a member/individual wishes to be legally represented at any hearing or appeal, the Club must be advised at least 48 hours in advance of the hearing, so that the club may contact their own legal representative.