

OPERATIONAL PROCEDURE

GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Code of Conduct Violation
Procedure Reference Number:	NT004
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Date last modified:	21 April 2014

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 Code of Conduct Commissioner is the NT Rugby Union CEO and 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.	Code of Conduct Violation Report must be submitted in writing to the CEO 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 organization, administration or promotion of rugby football including a director, officer or employee of the Union or a Club.	Participant
2.	NT Rugby will inform the Commissioner of the Code of Conduct Committee of the report that has been submitted	NT Rugby Union
3.	Upon receiving a Code of Conduct Violation Report, the Code of Conduct Commissioner will contact the complainant within three working days.	Code of Conduct Commissioner
4.	Where appropriate a mediation process will commence	Code of Conduct Commissioner
5.	Should the Code of Conduct Commissioner determine the incident requires a Code of Conduct Committee hearing, the Committee will be made up of; Code of Conduct Commissioner plus two (2) NT Rugby Judicial Committee Members or NT Rugby Union Board Members	NT Rugby Judiciary
6.	The Committee will then; <ul style="list-style-type: none"> ▪ Investigate the alleged breach of the Code ▪ Impose a disciplinary measure in accordance with the Guidelines, taking into account any relevant aggravating or mitigating circumstances. ▪ Prepare a written statement of its factual findings, decision and reasons and provide copies of that statement to’ <ul style="list-style-type: none"> – The participant in respect of whom a breach has been alleged – The relevant Rugby Body – The NT Rugby Union Board – The ARU 	Code of Conduct Commissioner

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURE

- NT Rugby Code of Conduct Violation Report