



Tuggeranong Netball Association Inc. Sporting Behaviour and Discipline Policy and Procedures

1. Purpose

- 1.1 This policy introduces a process for dealing with reports of behaviour contrary to the levels of sportsmanship and conduct that the Tuggeranong Netball Association (TNA) expects of members participating in all TNA competitions.
- 1.2 The purpose is to deal with competition related offences and disputes which may arise in the conduct of the netball competition in an effective, appropriate and timely manner. It sets out the procedures to be followed to educate members and steps to be taken in dealing with breaches of the codes of conduct.
- 1.3 **TNA is committed to:**
 - 1.3.1 Upholding Netball Australia's Integrity Policies including the Member Protection Policy and Code of Conduct for all participants in netball where it is expected that all individuals are treated with respect. Providing a netball environment which is free of verbal and physical abuse and intimidation. *See Appendix A for link to the MPP.*
 - 1.3.3 Providing an environment focused on the rights of people of all ages to enjoy themselves and develop social and physical skills.
 - 1.3.4 Providing a supportive environment for administrators, coaches, officials and volunteers to enable them to fulfil their roles.
 - 1.3.5 The administration of a fair competition.

2. Objectives

- 2.1 The objective of this policy is to provide a fun, safe and fair netball environment for players, administrators, coaches, officials and volunteers.
- 2.1 To establish a standard of behaviour expected of members and spectators.
- 2.1 To institute the policy and procedure for dealing with breaches of the codes of conduct or competition rules.

3. Codes of Conduct

- 3.1 Members agree to abide by the codes of conduct which outline the standard of behaviour expected of all participants. Codes of conduct are available and promoted by all Netball affiliated Associations and Clubs. They are available on the Netball Australia and TNA website for all members. *See Appendix A for link to the Codes of Conduct.*
- 3.2 Corrective and/or disciplinary action may be taken against anyone who is found to be in breach of the codes of conduct or competition rules as outlined in this policy.



3.3 Corrective action involves a three-phase process designed to assist members to better understand their role in netball and to provide the opportunity for addressing undesirable behaviour through a continuous education process:

3.3.1 Phase one – education for a first breach of a code of conduct/competition rules.

3.3.2 Phase two – cautions and/or sanctions for second and/or serious breaches.

3.3.3 Phase three – disciplinary measures for repeated or very serious breaches.

4. Application of Policy

4.1 This policy applies to the following organisations and individuals:

4.1.1 Affiliated Clubs, Schools and Individual Teams

4.1.2 Players

4.1.3 Coaches

4.1.4 Umpires

4.1.5 Other Officials

4.1.6 Parents, Spectators and Visitors

4.2 A competition related offence is an action that is not permitted within the competition rules, is contrary to the codes of conduct and/or causes intentional harm (physical or verbal).

5. Types of complaints

5.1 TNA encourages all to manage issues that may arise by following the complaints resolution steps listed below.

5.2 SELF MANAGEMENT – WHAT AND WHEN?

The person with the complaint tries to resolve the problem directly with the person who has upset them. Self-management of complaints can quickly resolve many lower-level issues.

5.3 INFORMAL COMPLAINTS – WHAT ARE MY OPTIONS?

After talking with someone in authority, the person with the complaint may decide:

- There is not a problem.
- The problem is minor and that they do not want to proceed with the matter.
- To try and work out their own resolution with or without support.
- To seek an informal mediated resolution with the help of a third person such as a mediator or a TNA official.



5.4 FORMAL COMPLAINTS – WHAT ARE MY OPTIONS?

A formal procedure is most appropriate when:

- Matters have not been satisfactorily resolved at the informal level.
- Matters involve serious allegations impacting player and/or child safety.
- The other person denies the allegation.
- The person or people being complained about are more senior than the person with the complaint.

A formal internal complaint usually involves an investigation of the complaint and then recommendations about outcomes.

Most issues can be resolved quickly when reported to an official in the pavilion at the time. This enables TNA officials to respond and assist while the circumstances are occurring and, therefore, able to manage the situation so that it is more likely that it can be sorted on the day. It is very hard to resolve incidents after the fact. More information on complaints resolution please contact vp.competition@tuggeranongnetball.com.

6. Procedure

- 6.1 Any member may make a report regarding inappropriate competition related behaviour. An incident report form can be obtained from the TNA Pavilion, the Office or via the website. Complaints lodged in writing can be sent to:
office@tuggeranongnetball.com.au and/or vp.competition@tuggeranongnetball.com.au
- 6.2 It would be expected that incident reports are submitted by a club official (umpire, coach, team manager, team captain or committee member) and/or with the knowledge of a club official. Regardless, a member reporting an incident should also inform club official/s of their report.
- 6.3 A report should be submitted immediately but, if not possible, it must be received within 48 hours of the incident, unless exceptional circumstances exist.
- 6.4 The report may relate to a person, team or club that has breached competition rules or codes of conduct endorsed by TNA.
- 6.5 The report must relate to an incident arising from activities related to the TNA Competition.
- 6.6 On receipt of a complaint, TNA will appoint a Match Review Officer. The Match Review Officer will determine if the complaint is a breach of competition Rules, By Laws, Executive Directives, Codes of Conduct or the Member Protection Policy.



7. Match Review Officer

- 7.1 The Match Review Officer is a person appointed by TNA to administer the process for dealing with a report.
- 7.2 The Match Review Officer will review the incident report to determine if the report is related to a breach of competition rules or codes of conduct.
- 7.3 The Match Review Officer will convene a Match Review Sub-committee when required.

8. Match Review Sub-committee

- 8.1 The Match Review Sub-committee is a panel of officials from TNA formed to review reports and determine any action to be taken in relation to incidents occurring in a TNA competition.
- 8.2 A quorum for a Match Review Sub-committee hearing, if required, will be three members of the committee made up of:
 - The Match Review Officer
 - Vice President Competition
 - Umpires Coordinator
 - Any member of the TNA Executive
 - A TNA Life Member
- 8.3 The TNA Executive may choose to co-opt other non-Executive members to the Match Review Sub-committee if:
 - There are insufficient designated members available.
 - There is a conflict of interest with a designated member and the complainant or a subject of the complaint.
 - Or in any other circumstances where a majority of the TNA Executive considers there is a reasonable basis to do so.
 - The TNA Executive must agree via a majority vote to co-opt non-Executive members onto a Match Review Sub-committee for any of the reasons set out above.
- 8.4 A Match Review Sub-committee member shall be deemed to have a conflict of interest where:
 - The official declares the existence of a conflict.
 - An affiliated club of which she or he is a member is a party to the hearing.
 - A majority view of the remainder of the Match Review Sub-committee believes them to have a conflict.



8.5 Process for Dealing with Reports

- 8.5.1 Officials responsible for implementing this policy will keep confidential the names and details related to breaches of the codes of conduct unless disclosure is necessary as part of the corrective process.
- 8.5.2 The Match Review Officer will review the complaint to determine if the report is a breach of competition rules or codes of conduct.
- 8.5.3 The Match Review Officer will:
- Provide the respondent with a copy of the incident report and an opportunity to respond, along with access to this policy.
 - Determine with the Match Review Sub-committee if a hearing is required, and
 - Set a hearing date/time and notify all parties.
- 8.5.4 The complainant may be represented by or accompanied by an official of their affiliated club. A member under the age of 18 years must be accompanied by an adult representative.
- 8.5.5 The respondent may be represented by or accompanied by an official of their affiliated club. A member under the age of 18 years must be accompanied by an adult representative.
- 8.5.6 The hearing will be conducted as soon as is practicable, preferably within five days and wherever possible within two calendar weeks.
- 8.5.7 The Match Review Sub-committee will conduct a hearing and determine the steps to be taken, including whether a penalty should be imposed, in accordance with the three-phase approach outlined below (section 10).
- 8.5.8 The decision of the Match Review Sub-committee will be communicated to all parties by the Match Review Officer.
- 8.5.9 The Match Review Officer shall keep a record of all incident reports and the outcomes communicated to all parties.

9 Appeals

- 9.1 Either party may appeal a decision of the Match Review Sub-committee on the basis that the matter was reviewed without correct application of this policy. They may also contest the severity of a penalty imposed.
- 9.2 Any appeal should be submitted in a timely manner, within two weeks of notice of the Match Review Sub-committee's decision.

9.3 Appeals Sub-committee



- 9.3.1 An Appeals sub-committee will consider appeals and comprise of a TNA Life Member together with club officials representing two of the clubs participating in the category and division in which the incident incurred.
- 9.3.2 An appeal will be considered by a quorum of one Life Member plus two club officials that represent clubs participating in the relevant category and division, not affiliated with the club of either the complainant or respondent.
- 9.3.3 The administrative process will be managed by the original or a newly appointed Match Review Officer, or an executive member of TNA, not a party to the original decision of the Match Review Sub-committee.
- 9.3.4 The Appeals Sub-committee may uphold or revoke the decision of the Match Review Sub-committee and may vary the penalty imposed.
- 9.3.4 The outcome of any appeal will be communicated to all parties.

10. Education and Sanctions

- 10.1 Any measure imposed under this policy must be fair and reasonable, based on the information presented and the seriousness of the breach.
- 10.2 The Match Review Sub-committee will have regard for the knowledge or level of understanding that could reasonably be expected of the player/team.
- 10.3 Possible measures that may be taken include:
 - Education to address behaviour.
 - A verbal and/or written apology.
 - Sanctions that restrict participation in the competition or removal of membership.
 - Forms of discipline or penalties that the Match Review Sub-committee considers reasonable and appropriate.

10.4 Phase One – Education

- 10.4.1 Phase One generally applies to the first breach of a code of conduct/competition rule.
- 10.4.2 A TNA Official will contact the respondent within five days of receiving an incident report to inform the member of the breach and provide the codes of conduct or appropriate information that will:
 - Promote sportsmanlike values.
 - Explain what/how behaviour discourages and encourages a positive sporting experience.
 - Inform the offender of phases two and three.
- 10.4.3 If the breach is of a serious nature, phase two may be instigated at the discretion of the Match Review Sub-committee.



10.5 Phase Two – Cautions and/or Sanctions

- 10.5.1 Phase Two generally applies to the second breach of a code of conduct/competition rule in a 12-month period, or the current season, or a more serious breach.
- 10.5.2 The offender will be contacted within five days of receiving the incident notice to arrange a meeting with the Match Review Sub-committee.
- 10.5.3 Failure to attend the meeting may result in the suspension of membership until the meeting requirement is met.
- 10.5.4 A non-exhaustive and non-mandatory guide to the list of possible penalties is provided at 11.2.

10.6 Phase Three – Disciplinary measures

- 10.6.1 Phase three applies to the third breach of a code of conduct in a 12-month period, or the current season, or a repeated or very serious breach.
- 10.6.2 The offender will be contacted within five days of receiving the incident notice to arrange a meeting with the Match Review Sub-committee.
- 10.6.3 The offender will be informed in writing, detailing the reported incident and the consequences, including the penalty to be imposed and/or removal of membership.
- 10.6.4 Once membership has been removed, the offender will not be permitted to participate in any TNA competition. There will be no refund of membership fees.
- 10.6.5 The member can apply to TNA for membership at the start of the next netball season. Renewal will be at the discretion of the Executive Committee.

11 Possible Penalties

- 11.1 Appropriate sanctions or disciplinary measures will be considered in accordance with the three phase process outlined in this policy and imposed at the discretion of the Match Review Sub-committee.
- 11.2 A non-exhaustive and non-mandatory list of possible penalties is provided as a guide following:

	Offence	Possible Penalty
1	Striking/kicking	3 playing weeks
2	Striking with ball	2 playing weeks
3	Deliberate tripping	3 playing weeks
4	Deliberate elbowing	1-2 playing weeks
5	Undue rough play	Reprimand
6	Racial/discriminatory abuse	3 playing weeks
7	Use of abusive or obscene language	1-2 playing weeks
8	Unsporting conduct	1 playing week
9	Deliberate breaches of competition rules	Deduction of competition points



12. Complaints relating to Netball Australia Member Protection Policy

- 12.1 Complaints covered under the Netball Australia’s Member Protection Policy (MPP) are to be handled by a Member Protection Policy (MPP) Complaints Handler and may be escalated to another body where appropriate. See Appendix A for link to MMP.

13. Privacy

- 13.1 TNA values the privacy of those members charged with the responsibility of investigating complaints (including officials and spectators who act as witnesses) and who sit on appointed Sub-committees. TNA is not required to disclose the identity of those members to the complainant or respondent at any point of the complaint process.
- 13.2 TNA will not release a complainant’s identifying information to respondent(s) unless it is required to resolve the complaint. Where TNA proposes to disclose a complainant’s information, TNA will first seek the permission of both parties before disclosure occurs.

14. Vexatious complaints

If at any point in the complaint process it appears that a complainant has knowingly made an untrue complaint, the complaint has no legitimate basis, or the complaint is vexatious or malicious, the matter may be referred to the Match Review Sub-committee for appropriate action or TNA may submit a formal complaint under Netball Australia’s Member Protection Policy. *See Appendix A for link to the MPP.*

15. Further information

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website:
<http://www.playbytherules.net.au/resources/quick-reference-guide>.

APPENDIX A

Relevant documents' links and email addresses.

TNA Rules
TNA By-Laws
TNA Executive Directives
Notice of dispute form

Relevant Links

Netball Australia Member Protection Policy	SD02 - Member Protection Policy Version 2.0 1 January 2023.pdf (netball.com.au)
Netball Australia Codes of Conduct	INT017 - Code of Conduct Version 1.0 26 March 2022.pdf (netball.com.au)

Email addresses for further advice and/or information.

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