



Woking

Rugby Football Club

Working for Rugby in
Woking

DISCIPLINARY POLICY REVIEWED MARCH 2017

The purpose of this document is to outline the policy of Woking Rugby Club, hereafter referred to as the 'club', for disciplinary action during the seasons.

Aims

The document outlays the procedures to be undertaken for events that occurred during the field of play or immediately before and after any match. Any matters which occur in a social context at Camphill or other areas fall outside of this policy and should be referred to the club chairman.

For ease the methodology has been broken into two sections those dealing with a reactive situation following the issuing of a red card by an official and a proactive situation where the club wishes to invoke citing proceeds.

Purpose

This document is to ensure that the club is adhering to the rules laid out by Surrey Rugby in regards to discipline.

The club also wishes to promote the laws, sportsmanship and values of the Rugby Football Union and will deal with all discipline matters in a fair manner to ensure that these values are maintained.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

METHOD

Reactive

Following the issuing of a red card by a match official the following process will be followed. Firstly, a Discipline Committee will sit at Camphill Club on day after the match, this will normally be a Sunday. The committee will reach a finding and by lunchtime on the Monday the Discipline Officer will inform Surrey Rugby of the red card, providing the necessary player details, and a copy of the report.

If the matter is dealt with on papers the Discipline Officer will communicate the verdict back to the club and the player.

If the matter proceeds to a hearing the Discipline officer will ensure that all the relevant parties are made aware of the date and time of the hearing. The club will ensure that a senior member of committee will attend with the player in question.

(All reports can be provided electronically to the Discipline Officer)

To allow this to happen the process will be undertaken:

1. The 1st, 2nd or 3rd XV captain in charge of the game will that night conduct the following:
 - a. Inform the discipline officer straight after the match
 - b. Prepare a short report, and identify any relevant witnesses.
 - c. Attend the discipline meeting the following day.

2. The Discipline Officer will undertake the following: -
 - a. Collate the information required by Surrey Rugby
 - b. Arrange and attend the internal hearing, advising all parties.
 - c. Prepare a report for Surrey Rugby ensuring that is true and accurate.
 - d. Inform Surrey Rugby the details, providing a copy of the report.
 - e. Notify the player and club the details of any hearing and outcome.

3. Chairman, Club Captain, and Committee members
 - a. The Chairman, and Club Captain will attend the internal meeting.
 - b. They will have oversight of the Discipline Officer and ensure that all necessary steps are undertaken.
 - c. They will attend any Surrey Rugby Discipline meeting as required.

4. Player in question
 - a. Will attend the internal and any Surrey Rugby Discipline meeting
 - b. Has the right to bring 2 witnesses to the internal meeting but must ensure that they have written short reports.

Proactive

Should any matter occur during a match and any player feels sufficiently aggrieved that they wish action to be taken where there has not been any formal action taken by a referee then this section will apply.

Surrey Rugby have a process for citing, and the club will undertake this process where is proportionate and appropriate to do so. For this to occur the following steps will occur;

1. The player aggrieved will inform his captain.
2. The captain will contact the Discipline Officer who will co-ordinate the matter.
 - a. Firstly, accounts will be taken from the aggrieved player and any witnesses.
 - b. A short report will be emailed to the Chairman and a decision taken from there.
3. The Chairman can consult other senior members of the club
 - a. If the decision is that the matter is not to proceed then this is the end of the matter

4. If the decision is take to escalate then the following occurs: -
- a. The Discipline Officer will collate all reports and forwards these to the Chairman.
 - b. The Chairman will review these and discuss with the Discipline Officer along with the Club Captain.
 - c. The Chairman will write a letter to Surrey Rugby.
 - d. The Discipline Officer will send the documentation and co-ordinate with Surrey Rugby.
 - e. The Discipline Officer will communicate all decision from Surrey Rugby to the Chairman who will disseminate as appropriate.

Duties and Role

Discipline Officer - is to ensure that they are aware of all updates from Surrey Rugby regarding Discipline matters. Act a conduit between the Club and Surrey Rugby. Communicate all matters back to the club committee.

Chairman - Oversight of the Disciplinary Proceedings internally. Support the Discipline Officer in the conducting of his role.

Committee - To attend meetings as required and support the Discipline Officer where needed.

CURRENT DISCIPLINARY PANEL

DISCIPLINE OFFICER, MR JASON WILLIAMS
CLUB CAPTAIN, MR RICHARD GRADY
CHAIRMAN, MR ANDY BURRELL