



THE PENNANT HILLS AUSTRALIAN FOOTBALL CLUB

DISPUTES AND DISCIPLINARY POLICY

Policy overview and purpose

This policy has been developed to inform our community of the process for the lodging, hearing and appeal (if necessary) of disputes, complaints, protests or reports within the club.

Reports made external to the club will be dealt with as required by the league. This does not remove the right of the club to also deal with an externally reported incident under these guidelines if the report brings the clubs reputation and /or standing into disrepute.

This policy provides protection for both the club and its members.

Underlying principles

This policy complements Pennant Hills Australian Football Club (PHAFC) core values:

To be the leading community football club Australia through:

- Planned safety and wellbeing of all members,
- The best team numbers,
- The best on field results,
- The best administration and systems, and
- A club culture the envy of others.

These five core pillars are supported by an action bias, clarity, ownership and accountability, transparency and good governance.

The President is responsible for all matters related to this policy.

Coverage

This policy applies to all persons who are involved with the activities of PHAFC whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of PHAFC
- persons appointed or elected to PHAFC committees and sub-committees;
- employees of PHAFC;
- members of the PHAFC Executive;
- support personnel, including team managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches, assistant coaches and players;
- referees, umpires and other officials;
- spectators and family members.



Scope

This policy outlines when and how a disputes and disciplinary committee of the club will be formed. Further, it details the make-up of such a committee, timings and reporting requirements.

The intent of the Policy is to provide all parties with direction on how matters are to be addressed. The desired outcome is a fair process for all that upholds the principles of the Pennant Hills AFC and maintains its standing in the league.

Disputes and Disciplinary Committee

The Committee

- A. The Committee will appoint a Chairman of the Disputes & Disciplinary Committee at the first Committee Meeting following the Club's Annual General Meeting.
- B. The Club Executive or the Chairman of the Committee will, as and when required, select a panel comprising three members for each meeting of the Disputes & Disciplinary Committee. The panel is to be drawn from Life Members, members of the Club Executive, members of the Club Committee or any other person deemed appropriate by the Club Executive.

Submission of Complaints, Protests and Reports

- A. Complaints, protests or reports concerning any football match must be submitted to the Club in writing to the Secretary by 8.00pm on the Friday following the day of the incident and will be investigated by the Chairman of the Disputes & Disciplinary Committee, who will report their findings to the Club Executive with a recommendation as to the action that should be taken.
- B. Complaints, protests or reports concerning any football practice or training session must be submitted to the Club in writing to the Secretary within five (5) days of the incident and will be investigated by the Chairman of the Disputes & Disciplinary Committee, who will report their findings to the Club Executive with a recommendation as to the action that should be taken.
- C. If a member or members of the Club at any time or place insult by word or action any other person, on such action being reported in writing to the Secretary within five (5) days of the incident such charge will be investigated by the Chairman of the Disputes & Disciplinary Committee, who will report their findings to the Club Executive with a recommendation as to the action that should be taken.
- D. Any complaint regarding any official of the Club and/or member of the Club must be reported in writing to the Secretary within 5 days if the incident. The matter will then be investigated by the Chairman of the Disputes & Disciplinary Committee who will report their findings to the Club Executive with a recommendation as to the action that should be taken.



- E. Any other complaint or protest from a member of the Club is to be forwarded in writing to the Secretary within five (5) days of the incident, who will refer the complaint or protest to the Chairman of the Disputes & Disciplinary sub-committee, who will report their findings to the Club Executive to take such action as deemed fit.

Distribution of Complaints, Protests and Reports

- A. The Secretary will forward, without undue delay, any complaints, protests or reports to the Chairman of the Disputes & Disciplinary Committee who will:
1. Decide if a full subcommittee needs to be formed to hear the matter.
 2. Consider the content of the report submitted and make recommendations to the Club Executive as to whether a hearing is required along with details of the charges recommended, where applicable, or
 3. Request additional information from the Club, member(s) or other persons involved prior to making a recommendation to the Executive.
 4. A period of 72 hours is to be allowed for the Club, member(s) or other person's response to be formulated and submitted to the Chairman of the Disputes & Disciplinary Committee.
 5. The Club Executive will consider the recommendations of the Chairman of the Disputes and Disciplinary sub-committee and either confirm the recommendations therein or decide upon a different action as it deems fit.
 6. Where the Club Executive or the Chairman of the Disputes & Disciplinary Committee considers that a conflict of interest is evident then the matter is to be referred direct to the Club Executive for consideration and action as it sees fit. The Club Executive who will also appoint an interim Chairman of the Disputes & Disciplinary Committee should they deem this to be required.

Meetings of the sub-committee (Hearings)

- A. The Chairman of the Disputes & Disciplinary Committee is to be provided with a copy of all correspondence related to the matter as soon as practicable and, through the Secretary, ensure that relevant correspondence is provided to the member(s) concerned, or to the individual where they are not a member of the Club, together with notice of the date of the Disputes and Disciplinary Committee meeting.
- B. Notice is to be served upon all parties required to attend a hearing of the Disputes & Disciplinary Committee by the Secretary
- C. A minimum notice period of 7 days and a maximum notice period of 12 days must be observed for all Disputes & Disciplinary sub-committee meetings.
- D. The Chairman will convene each meeting of the Disputes & Disciplinary sub-committee to deal with matters referred to the Disciplinary subcommittee by the Club.



- E. The Chairman will preside over the meetings of the sub-committee and is entitled to proffer opinions and join in the discussions and debate.
- F. The Chairman is to ensure that a sound recording is made of all Disputes & Disciplinary sub-committee hearings, and that he instructs each speaker to identify themselves prior to making any and every comment during the hearing.
- G. A sound recording of every hearing will be made and retained by the Club for a period as directed by the Club Executive.
- H. The original documentation received from all parties prior to and during the hearing and appeals procedures will be retained by the Club for a period to be decided by the Club Executive.
- I. The Chairman of the Disputes & Disciplinary sub-committee is to advise the outcome of each committee meeting to the Club through the Secretary who will advise relevant parties of the decision of the sub-committee.

Appeals

- A. A decision of the Disputes and Disciplinary sub-committee, or of the Chairman of the Disputes and Disciplinary sub-committee, may be made subject to an appeal to the Club, through the Appeals Committee provided that the reason for such an appeal is submitted to the Secretary of the Club in writing within seven (7) days of reporting, together with a deposit, the amount of which is to be determined annually by the Executive, which will be returned only if the appeal is upheld.
- B. Should no Appeal be submitted in accordance with 5.a, then the decision of the Disputes & Disciplinary sub-committee, or the Chairman of the Disputes and Disciplinary sub-committee will become final.
- C. The Appeals Committee will be appointed by the Executive, as and when required, and comprise three members selected from Life Members, members of the Club Executive, members of the Club Committee or any other person deemed appropriate by the Club Executive, who were not involved in the original hearing conducted by the Disputes and Disciplinary sub-committee, or the decision of the Chairman of the Disputes and Disciplinary sub-committee. The Chairman of the Appeals Committee will be appointed by the Club Executive from the three members of the committee at the time it is selected.

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Disputes and Disciplinary Policy			
President:	Sign:	Name: Todd Williams	
V President:	Sign:	Name: Ian Parker	