

HOWICK PAKURANGA CRICKET CLUB INC

POLICIES & PROCEDURES: PLAYING

THE LAWS OF CRICKET AND THE SPIRIT OF CRICKET

All Members of the Club will recognise and will play within both the Laws and the Spirit of Cricket, as outlined in the MCC Laws of Cricket (2022 – to be in force from 01 Oct 2022) or as may be updated, supplemented or replaced. All Members will recognise and will play within the conditions, bylaws and regulations determined by New Zealand Cricket and Auckland Cricket from time to time. Terms defined in the Constitution of the Club have the same meaning here, where the context permits.

THE SPIRIT OF CRICKET

- Cricket owes much of its appeal and enjoyment to the fact that it should be played not only according to the Laws, but also within the Spirit of Cricket.
- The major responsibility for ensuring fair play rests with the captains, but extends to all players, umpires and, especially in junior cricket, teachers, coaches and parents.
- Respect is central to the Spirit of Cricket.
- Respect your captain, team-mates, opponents and the authority of the umpires.
- Play hard and play fair.
- Accept the umpire's decision.
- Create a positive atmosphere by your own conduct, and encourage others to do likewise.
- Show self-discipline, even when things go against you.
- Congratulate the opposition on their successes, and enjoy those of your own team.
- Thank the officials and your opposition at the end of the match, whatever the result.
- Cricket is an exciting game that encourages leadership, friendship and teamwork, which brings together people from different nationalities, cultures and religions, especially when played within the Spirit of Cricket.

HPCC GUIDING PRINCIPLES

Before the start of each season, four sets of **Guiding Principles – Senior Grade Cricket, Grade Cricket, Women's Grade Cricket, Junior Grade Cricket** - will be published and supplied to players, coaches and managers. Each set of Guiding Principles summarises the values, the content and the intentions of The Howick Pakuranga Cricket Club Policies and Procedures: Playing, and will be prepared by the Club Manager and Section Representatives, following the collation and review of information provided by members in the annual end of season review. The four sets of Guiding Principles (or any subsequent material amendments to them) will be tabled and approved at a Howick Pakuranga Cricket Club Board meeting and will be implemented in the new season.

SELECTION

During the season, the Club will endeavour to ensure that all playing members are given the opportunity to play at the appropriate level for their ability and experience. The club will look to ensure that all players are included in teams on playing days during the season, though at times this may not be possible.

The selection criteria for all teams will be based on, but not limited to, form and performance, cricket ability, cricket experience, team balance, practice attendance, attitude, fitness, team contribution, punctuality and availability. The specific selection criteria for teams will be determined by those responsible for selections within each playing section of the club. Selections will be consistent with the Guiding Principles for that section, along with the aims and objectives of that section within any given season.

All selections are final, and any player who wishes to discuss selection outcomes, should raise this matter directly with the selectors within their section of the Club. The parents of any midget, junior or youth player may also follow this process. All selection discussions will be treated discreetly, and selectors will only discuss the selection of that specific player. The selection of other players will not be discussed with anyone except that player.

Any player with unpaid fees from a previous season will not be eligible for selection unless payment has been made in full prior to their first playing day of the relevant season.

SELECTION RESPONSIBILITY

- Selection of the Men's Premier, Premier Reserve and Third grade teams will be determined by the Premier Men's Coach and the Captains of those teams.
- Selection of any remaining selectable Senior Men's teams will be determined by the Senior Club Representative and the Captains of those teams.
- Selection of the Women's Premier and Reserve teams will be determined by the Premier Women's Coach and the Captains of those teams.
- Selection of any closed shop teams is at the sole discretion of the Captains and Managers of those teams.
- Selection of all Junior and Youth teams will be determined by the Academy Development Coach and the respective Grade Coordinator for each age group.
- Selection of all Midget teams will be determined by the club's Midget Grade Coordinator.

COACHES AND MANAGERS

Coaches and managers assist players in developing to their full potential. They are responsible for coaching players by analysing their performances, instructing in relevant skills and by providing encouragement. Coaches and managers perform a wide range of roles. Some of these roles are directly related to cricket, while others are complementary and related to the players and others, away from the game. The delivery of these roles will vary according to the age group being coached.

All coaching roles at the club are voluntary unless determined otherwise by the Board or Club Manager. All full-time or part-time permanent paid coaching roles will be subject to the club's Employee Appointments processes.

The coaches of the Men's and Women's Premier teams will be appointed by the Board. Grade Coordinators for each section of the club will be appointed by the Club Manager, Academy Development Coach and Midget Coordinator. All midget, junior and youth grade volunteer coaches and managers will be then be appointed by the Grade Coordinator for each respective grade. The selection and appointment of all coaches and managers will be in accordance with current Club Policies and Procedures.

All HPCC coaches must be registered on the NZ Cricket Coaches Database, have completed the Welfare of Children and Vulnerable Adults modules and be NZ Police vetted. Coaches will be encouraged to complete online coaching modules and practical sessions suitable to the grade they are coaching.

UNIFORMS & PLAYING EQUIPMENT

All players representing HPCC in all grades and all competitions, are to be attired in the latest uniform appropriate for the grade and the competition. HPCC playing uniform and club merchandise will be available from the club's official supply partner.

Should any player be unable to attire themselves in the latest uniform appropriate for the grade and the competition, the Coach/Manager of the player's team, may make a submission to their Grade Coordinator or the Club Manager for assistance for that player.

Each team will be supplied with a bag of basic playing and protective equipment, appropriate for the grade and the competition for the season. Each team will be supplied with new cricket balls, appropriate for the grade and the competition for the season. All supplied playing and protective equipment and cricket balls, remain the property of the Club.

ANNUAL PRIZEGIVINGS

At the end of each season, prizegiving's will be held for each of the Midget, Junior and Senior sections of the club.

The Club Manager will update the HPCC Prizegiving Guidelines annually subject to the playing numbers, grade entries and competition formats for that season. These guidelines will be distributed to Grade Coordinators, Team Captains and Managers within a suitable time frame for the collection of nominations and award winners. All nominations and award winners will be based on the HPCC Prizegiving Guidelines.

The Club Manager will collate prizegiving information, organise trophies and awards, prizegiving events and all communication in relation to these. Club trophies, cups and shields remain the property of HPCC and stay in the possession of the Club, and winners of these awards will be presented with replicas.

AWARD APPOINTMENTS

- Awards for the Men's Premier, Premier Reserve and third grade teams will be determined by the Premier Men's Coach and the Captains of those teams.
- Awards for any remaining selectable Senior Men's teams will be determined by the Senior Club Representative and the Captains of those teams.
- Awards for the Women's Premier and Reserve teams will be determined by the Premier Women's Coach and the Captains of those teams.
- Awards for any closed shop teams is at the sole discretion of the Captains and Managers of those teams.
- Awards for any Junior and Youth teams will be determined by team Coaches, with grade winners being awarded by Grade Coordinators.
- Awards for any Midget teams will be determined by team Coaches.

CODE OF CONDUCT

1. INTRODUCTION:

- (a) The purpose of this Code of Conduct is to define the terms “Misconduct” and “Disputes”; to provide a mechanism to appoint the Judicial Committee of the Club to hear and determine allegations of Misconduct and determine Disputes and to set out the processes by which Misconduct and Disputes shall be heard and determined by the Howick Pakuranga Cricket Club Inc (“**Club**”), together with related matters.
- (b) Terms defined in the Constitution of the Club (“**Constitution**”) have the same meaning where used here. References to Appendices are to Appendices of this Code of Conduct and reference to clauses are to clauses in this Code of Conduct.
- (c) This Code of Conduct is a Policy and Procedure as defined in the Constitution and was adopted by the Board in accordance with clause 28.1 of the Constitution effective from the Effective Date as stated above.
- (d) The term “**Misconduct**” where used in this Code of Conduct means, with regard to a Member: where such Member is the subject of a Code of Conduct Report issued by ACA and the allegation stated in the form is upheld; where a complaint in respect of such Member from a third party is upheld; where a Member engages in disorderly or improper conduct (as defined in this Code of Conduct); or where a Member otherwise breaches his or her obligations under this Code of Conduct.
- (e) The term “**Dispute**” where used in this Code of Conduct is defined in clause 6.
- (f) The Judicial Committee may, in relation to a specific situation within the scope of this Code of Conduct, amend the procedures set out in this Code of Conduct, provided this will not breach applicable law or the requirements of other applicable codes of conduct, and where:
 - no prejudice will eventuate to either the Club or the applicable Member as a result and where required for practical reasons; or
 - this has been agreed to by the applicable Member and the Judicial Committee or the Chairperson of the Board.

2. GENERAL OBLIGATIONS OF MEMBERS:

- (a) Members shall, at all times while engaged in Club activities, on Club premises or other activities (online or offline) that may affect or relate to the Club, comply with:
 - this Code of Conduct, adopted by the Board as set out in this document, as amended from time to time;
 - the code of conduct as laid down by New Zealand Cricket Inc (“**NZC**”) from time to time; and
 - the code of conduct as laid down by the Auckland Cricket Association (“**ACA**”) from time to time,
- (b) In addition, Members shall at all times while engaged in Club activities comply with the Spirit of Cricket, the Laws of Cricket (as relate to unfair play and player’s conduct), and, as applicable, the Club’s Guiding Principles. Club team captains shall endeavour to ensure that players in their teams conduct themselves in accordance with these requirements and shall be proactive in attempting to diffuse potential breaches of these.
- (c) Members shall not engage in disorderly or improper conduct or behaviour while engaged in Club activities, on Club premises or other activities (online or offline) that may affect or relate to the Club.

Where, “disorderly or improper conduct or behaviour” includes, but is not limited to:

- assaulting or attempting to assault, or abusing, either orally or physically, an umpire, player or spectator;
- using racist, sexist, demeaning, disparaging or threatening language to an umpire, player or spectator;
- using crude or abusive language, or hand signals or other gestures to an umpire, player or spectator;
- disputing, as distinct from questioning, an umpire’s decision, or reacting in an obviously provocative manner towards an umpire or umpire’s decision;
- breaching any provision of the Constitution, or any Policies or Procedures or any other regulations of the Club as may be published from time to time; and
- engaging in any form of conduct or behaviour detrimental to the Spirit of Cricket or likely to bring the game or the Club into disrepute.

- (d) All Members shall respect and care for Club facilities, assets and equipment and leave all Club facilities, assets and equipment, in a clean and tidy condition after use.
- (e) All Members and their guests shall comply with the conditions of the Club's liquor licence and the Club's Sale and Consumption of Alcohol Policy.
- (f) Members are further required to comply with expectations, requirements and rules as detailed in supplementary NZC and ACA codes, guides, handbooks and publications issued from time to time (e.g. Parents' and Coaches' Code, Tournament Regulations and Playing Conditions, Disciplinary Procedures).

3. JUDICIAL COMMITTEE:

The Judicial Committee of the Club ("**Judicial Committee**") will be constituted annually in the manner provided in clause 27 (Judicial Committee) of the Constitution. The Board shall appoint the Judicial Committee each year and shall appoint a chairperson to the Judicial Committee ("**JC Chair**") as provided in the Constitution.

The standing members of the Judicial Committee, as appointed by the Board shall be (1) either the Chairperson of the Board or the President; and (2) a Board Member with appropriate skills and experience. In addition, depending on the nature of a particular matter to be determined by the Judicial Committee, the relevant Playing Division affected by the matter or the requirements of the Appendices, an additional person or persons may be co-opted onto the Judicial Committee for determination of a particular matter. Such person or persons may be a representative from the relevant Playing Division and/or the Club Manager or such other person as determined by the Judicial Committee.

The Club Manager will attend all meetings of the Judicial Committee unless otherwise determined by the JC Chair.

The Judicial Committee shall hear and determine the following matters, in the manner provided in this Code of Conduct (and provided such matters have been raised in accordance with the requirements of this Code of Conduct):

- (a) any allegation of Misconduct involving a Member – as described in clause 4 or clause 5 below;
- (b) any Dispute between Members or between a Member and the Club – as described in clause 6;
- (c) any appeal - as described in clause 5 and clause 6; and
- (d) if delegated by the Board, shall undertake any other inquiry or investigation on behalf of the Club.

The Judicial Committee's decisions will be advised to the Board, at or prior to its next regular meeting in such format as determined by the Judicial Committee.

The Judicial Committee may discipline a Member with penalties varying from a verbal or written caution through to suspension/cancellation of membership, each as solely determined by the Judicial Committee including if it is deemed that he/she has brought cricket and/or the Club into disrepute.

The Club may keep and hold the Judicial Committee records in such format as determined by the Board or the Judicial Committee from time to time ("**Judicial Committee Record**") which, subject to manifest error, shall be conclusive as to the matters described in them.

4. MISCONDUCT: PROCESS UPON RECEIPT OF CODE OF CONDUCT REPORTS OR LEVEL 1 CODE OF CONDUCT WARNINGS ISSUED BY ACA, OR A FORMAL COMPLAINT FROM A THIRD PARTY:

A matter relating to alleged Misconduct to be considered and determined under this Code of Conduct may arise in the following ways:

- (a) the Club receives a duly completed Code of Conduct Report (or its replacement form however described), from ACA, reporting a Member's alleged behaviour and the actions of the Member in question have been reported to, or is under consideration by, the police. The process for actions by the Club and the Member in such event is as set out in Appendix A.
- (b) the Club receives a duly completed Code of Conduct Report (or its replacement form however described), from ACA, reporting a Member's alleged behaviour (and where clause 4(a) of this Code of Conduct does not apply). The process for actions by the Club and the Member in such event is as set out in Appendix B.
- (c) the Club receives a duly completed Code of Conduct Report submitted by one or both officiating ACA Umpires & Scorers

Association umpires (or its replacement form however described), from ACA, reporting a Member's alleged behaviour (and where clause 4(a) of this Code of Conduct does not apply). The process for actions by the Club and the Member in such event is also as set out in Appendix B.

- (d) the Club receives a duly completed Code of Conduct Report submitted on behalf of a cricket club affiliated to ACA (or its replacement form however described), from ACA, reporting a Member's alleged behaviour (and where clause 4(a) of this Code of Conduct does not apply). The process for actions by the Club and the Member in such event is also as set out in Appendix B.
- (e) the Club receives an informal Level 1 Code of Conduct Warning from ACA, about a Member's alleged behaviour. The process for actions by the Club and the Member in such event is as set out in Appendix C.
- (f) the Club receives a formal written complaint from any other person, about a Member's alleged behaviour. The process for actions by the Club and the Member in such event is as set out in Appendix D.
- (g) the Club receives a formal written complaint from a Member in regard to an incident, actions or behaviour by a team or member from another club, the process for actions by the Club and the Member in such event is as set out in Appendix E.

Unless otherwise required by applicable law or other Codes of Conduct, for a complaint to be acted upon under this Code of Conduct, it must be in writing, signed and delivered to the Club in the required form.

If the Club receives an oral or informal complaint from any person or from ACA about a Member and where such person or ACA indicates after discussions that he, she or it wishes to formally proceed with the complaint, the Club Manager, on behalf of the JC Chair, will inform the complainant that this Code of Conduct requires, for a complaint to be acted upon, it must be in writing, signed and delivered to the Club in the required form.

Unless and until such a document is received by the Club, then unless otherwise determined by the Board, or the Judicial Committee or the Club Manager, the matter will be dealt with by the Club Manager, including by having informal discussions with ACA and/or other clubs.

5. OTHER MISCONDUCT – OTHER BREACH OF THIS CODE OF CONDUCT BY A MEMBER:

Where a Member is alleged to have engaged in Misconduct not covered by clause 4, then clauses 4.14 to 4.17 of the Constitution may apply, as follows:

- (a) A Member shall be disqualified from the Club and his or her Membership revoked if by any action or statement he or she does or says anything which in the opinion of the Board is prejudicial to the welfare of the Club.
- (b) Before any decision is made under clause 5 (a) the Board (or the Judicial Committee on its behalf) shall:
 - give the Member seven (7) days' written notice of the Board's proposal to revoke his or her membership, and the reasons for such proposal, and
 - inform the Member of his or her right to be present, make submission and be heard at the meeting in which the proposal to revoke the Membership is to be considered.
- (c) Upon decision by the Board (or the Judicial Committee on its behalf) to revoke the membership under clause 5(a), the Club Manager shall inform the Member and ACA of the decision.
- (d) A Member whose membership is revoked under clause 5 (a) may appeal the decision to ACA in the manner permitted by ACA from time to time, and subject to the payment of any appeal fee as set by ACA from time to time.

(See Constitution – clauses 4.14 – 4.17)

In addition, where a Member breaches his or her obligations under this Code of Conduct (including under clause 2), and this is not Misconduct covered by clause 4, then the Board may in its sole discretion determine that this amounts to Misconduct and the process for actions by the Club and the Member in such event is as set out in Appendix D.

6. DISPUTES:

- (a) In accordance with clause 26 of the Constitution, the following shall each constitute a "Dispute" for the purposes of this Code of Conduct:
 - i. a dispute arising out of the interpretation of the Constitution, or a Policy and Procedure (including this Code of Conduct) or any matter arising which is not provided for in the Constitution, or an applicable Policy and Procedure (including this Code of Conduct); or

- ii. a dispute arising out of the application of the Constitution, or a Policy and Procedure (including this Code of Conduct) including where a Member disputes the outcome, as determined by the Judicial Committee, of a process set out in this Code of Conduct as relates to alleged Misconduct by such Member; or
 - iii. where a Member has a dispute with another Member or with the Club itself, believing there has been a breach of the Constitution or an applicable Policy and Procedure (including this Code of Conduct) and the Member further believes the Board should take an action as a result of the alleged breach; or
 - iv. where a Member otherwise has a dispute with another Member or with the Club itself as relates to the activities of the Club, believing the Board should take an action as a result of such dispute.
- (b) Subject to clause 6(c), if a Member considers that he or she has a Dispute and wishes to proceed to resolve the Dispute, then:
- i. he or she may lodge notice of the Dispute (which must be in writing and which must be issued within 7 days of the event to which the Dispute relates) with the Club Manager, who receives this on behalf of the Club ("**Dispute Notice**"). The Dispute Notice must set out in detail all relevant matters as regards the Dispute;
 - ii. the Dispute Notice will be sent to the Board and the Judicial Committee by the Club Manager;
 - iii. upon receipt of a Dispute Notice the Chairperson of the Board shall determine if the Dispute is a matter for the Board or the Judicial Committee to consider;
 - iv. the Board or the Judicial Committee shall call for statements from both parties to be received by the Club Manager within seven (7) days;
 - v. the Board or Judicial Committee may act upon the papers so received or shall convene a hearing inviting the Member to be present and to make a submission;
 - vi. the Board or Judicial Committee may take such action as it finds appropriate, informing the Member of its decision in writing within seven (7) days of the decision being made;
 - vii. the Member may appeal a decision of the Judicial Committee by sending notice of appeal to the Secretary within seven (7) days of the decision being notified to him. The Board will hear the appeal within fourteen (14) days of receipt of the notice of the appeal, and may rescind, alter or amend the decision (including any disciplinary action, as applicable) informing the Member of its decision in writing within seven (7) days of the decision being made;
 - viii. A decision of the Board, either in determining a matter or on appeal following a decision of a Judicial Committee, will normally be considered binding on all parties. In exceptional circumstances the Board in its sole discretion may give further leave to appeal to the Association, by including such leave in its findings.
- (c) If the Dispute referred to in clause 6(a) is between the Board and a Member (other than as relates to a Judicial Committee decision), or between any one or more members of the Board, ("**the parties**") then that Dispute shall be finally resolved pursuant to the following process:
- i. the parties shall negotiate in good faith and attempt to resolve the Dispute in question.
 - ii. failing agreement within seven (7) days of the date on which any party or parties have been notified in writing of the Dispute by another party the Dispute shall be referred to mediation
 - iii. mediation shall be initiated by either party giving written notice to the other party identifying the Dispute which it requires to be referred to mediation and nominating a mediator. If the parties are unable to agree upon and appoint a mediator within seven (7) days after the date of receipt of that written notice, then either or both parties shall forthwith ask the Arbitrators' and Mediators' Institute of New Zealand Inc. to appoint a mediator. The mediation shall be terminated by:
 - the signing of a settlement agreement by the parties; or
 - notice to the parties by the mediator, after consultation with the parties, to the effect that further efforts at mediation are no longer justified; or notice by one or more of the parties to the mediator to the effect that further efforts at mediation are no longer justified; or
 - the expiry of thirty (30) working days from the mediator's appointment, unless the parties expressly consent to an extension of this period.

- iv. If the mediation should be terminated other than by the signing of the settlement agreement in the manner provided above, then the dispute or matter shall be referred to the Sports Tribunal of New Zealand in accordance with its rules and/or as directed by such Tribunal, and shall be finally determined in accordance with the rules of that Tribunal.

- (d) Notwithstanding any other provisions in this Code of Conduct, subject only to the right of appeal to the Board as a Dispute, all decisions of the Judicial Committee under this Code of Conduct shall be final and binding on Members, and failure to adhere to a decision of the Judicial Committee may result in the Member having membership revoked. Pending determination of an appeal against a decision of the Judicial Committee, the Board may at its sole discretion grant a stay of execution on the decision which is being appealed.

- (e) Notwithstanding any other provisions in this Code of Conduct, the outcome of a decision issued by ACA following a Judicial Hearing relating the alleged Misconduct of a Member, shall not be a Dispute under this Code of Conduct and must be settled in accordance with the applicable constitution and/or rules of ACA, not the Club.

APPENDIX A - (COC REPORT ISSUED BY ACA – POLICE MATTER)

If the Club receives a duly completed Code of Conduct Report (or its replacement form however described), from ACA, reporting a Member's alleged behaviour and the Member **has** also been reported to, or is under consideration by, the police –

The Club Manager will advise the JC Chair and, on behalf of the JC Chair, will:

- contact and inform the Member:
 - that the alleged behaviour has been reported to the police;
 - that a Code of Conduct Report, has been issued by ACA;
 - that the Club Policy requires that Members reported to the police (including, for serious disorderly or improper conduct), are stood down from all cricket, and remain stood down from all cricket, at least until after the police have completed their investigation and made a ruling, and that such standdown shall immediately apply; and
 - of the Club's procedures for managing a Code of Conduct Report about a Member;
- provide the Member, with a copy of the Code of Conduct Report and a copy of the Club Policies & Procedures: Playing.
- offer the Member the opportunity to provide a written response to the information recorded in the Report, to the Board.
- canvas the team captain, other Members involved in the game, club officials and employees (as relevant) and other Members present at the game, in each case as applicable, about the information provided by the police (if any) or recorded in the Code of Conduct Report.
- Inform the Member, that the Club will take no further action until the police have completed their investigation and made a ruling.
- When the police have completed their investigation and made a ruling, in accordance with that ruling, the Board will decide what actions if any, it will take, which may include following a process as set out in Appendix B.

APPENDIX B – (COC REPORT ISSUED BY ACA – NON POLICE MATTER)

If the Club receives a duly completed Code of Conduct Report (or its replacement form however described), from ACA, reporting a Member's alleged behaviour and the Member **has not** been reported to the police and the Member is not then under consideration by, the police –

- The Club Manager will advise the JC Chair and, on behalf of the JC Chair, will:
 - contact and inform the Member in question of the receipt of the Code of Conduct Report and the Club's procedures for managing a Code of Conduct Hearing;
 - provide the Member in question, with a copy of the Code of Conduct Report and a copy of the Club's Policies & Procedures: Playing;
 - canvas the team captain, other Members involved in the game, club officials and employees (as relevant) and other Members present at the game, in each case as applicable, about the information recorded in the Code of Conduct Report.
- The Club Manager will:
 - within the timeframe advised by ACA, convene a meeting of the Judicial Committee;
 - invite the Member in question, any support people or others either involved or present at the game to attend the meeting.
 - at the conclusion of the Judicial Committee meeting or as soon as practicable after it is prepared, provide the Member in question, with a copy of the Club Statement (or its replacement form however described), to ACA;
 - Submit the Club Statement to ACA as required and within the timeframe advised by ACA.
- The Judicial Committee will meet and:
 - conduct all business in-committee;
 - consider the Code of Conduct Report and the information recorded in it;
 - receive the information obtained from the Member in question, including written response/s;
 - consider the information received from, as applicable, the team captain, other players involved in the game, club officials and Members present at the game;
 - prepare the Club Statement (or its replacement form however described), to the ACA Judicial Hearing
- ACA will advise the Club if the matter is being referred to the ACA Judicial Panel.

- If the matter is not referred to the ACA Judicial Panel, the Judicial Committee will consider and determine if any further action should be taken as determined by the Code of Conduct.
- If the matter is referred to the ACA Judicial Panel, the Club Manager will advise the JC Chair, and complete any further reporting requirements as advised by ACA including the Code of Conduct Template.
- The Member in question will attend any ACA Judicial Hearing as required, together with either the Chairperson of the Board or the JC Chair; the Club Manager or one other Board Member – or as requested by ACA. Other Members may be required to attend depending on statements provided to the Judicial Panel and included in the Club Statement.
- The Club and the Member in question, will comply with all directions of the ACA Judicial Panel during the ACA Judicial Hearing, and any actions required by ACA resulting from the ACA Judicial Hearing.
- The Club Manager will summarise the Code of Conduct event, procedure and outcome, in the Club Manager's next written Report to the Board.
- The Judicial Committee will consider and determine if the outcome of the ACA Judicial Hearing and the sanctions imposed on the Member constitute an appropriate and final outcome to the matter and may take further action as applicable.

APPENDIX C - (LEVEL 1 CODE OF CONDUCT WARNING ISSUED BY ACA)

If the Club receives a Level 1 Code of Conduct warning from ACA:

- The Club Manager will advise the JC Chair and, on behalf of the JC Chair, will:
 - contact and inform the Member in question of the receipt of the Level 1 Code of Conduct warning and the Club's procedures for managing the matter;
 - provide the Member in question, with a copy of the Code of Conduct Report and a copy of the Policies & Procedures: Playing;
 - discuss the matter with the Member in question and if necessary canvas the team captain, other Members involved in the game, club officials and employees (as relevant) and other Members present at the game.
 - Provide the member in question with an opportunity to respond in writing to ACA if deemed applicable or necessary
 - Collate all information and provide all information to the JC Chair and together they will determine if a meeting of the Judicial Committee is required.
 - Summarise the Code of Conduct Warning in the Club Manager's next written Report to the Board.

APPENDIX D (NO COC FORM ISSUED – COMPLAINT RECEIVED, OR CLAUSE 5 MISCONDUCT)

If the Club receives a formal written complaint from any other person about a Member's alleged behaviour or where required as provided in clause 5 –

- The Club Manager will advise the JC Chair and on behalf of the JC Chair will –
 - contact and inform the Member in question of the complaint and the Club's procedures for managing a complaint about a Member;
 - provide the Member in question with a copy of the complaint and a copy of the Club Policies & Procedures: Playing;
 - offer the Member in question, the opportunity to provide a written response to the information recorded in the complaint, to the Judicial Committee;
 - canvas the Member in question, the team captain, other players involved in the game/activity, club officials and employees (as relevant) and Members present at the game/activity, about the information recorded in complaint;
 - From the information in the original formal complaint and information gathered above, and in consultation with the JC Chair, decide if the complaint warrants the deliberations of the full Judicial Committee or a management response.
- In the event a management response is appropriate, discuss the issue with the Member in question; Report to the complainant in writing and summarise the Code of Conduct event, procedure and outcome, in the Club Manager's next written Report to the Board.

In the event a meeting of the Judicial Committee is appropriate, the Club Manager, on behalf of the JC Chair will at the earliest possible time, convene a meeting of the Judicial Committee;

- The Judicial Committee will meet and –
 - conduct all business in-committee;
 - receive and consider the information recorded in the written complaint;
 - receive and consider the information contained in the Member in question's written response/s,
 - consider the information received from other member's, club officials and employees (as relevant) and/or those present at the alleged incident;
 - make a judgement as to, if any, the appropriate actions, if any, required of the Member in question.
- At the conclusion of the meeting, the Club Manager will, in writing, inform the Member in question, of the Judicial Committee decision.
- At the conclusion of the meeting, the Club Manager will, in writing, inform the complainant, of the Judicial Committee decision.
- The Club Manager will summarise the Code of Conduct event, procedure and outcome, in the Club Manager's next written Report to the Board.

APPENDIX E - (COC REPORT ISSUED BY THE CLUB)

If an incident occurs during a game involving a Club team and a team from any other club, or during an event involving a Member and a member of any other club, which is alleged to have breached the ACA Code of Conduct policies, then a Code of Conduct Report may be submitted by the Club to ACA.

Any complaint by a Member relating to a matter described in the preceding paragraph must be submitted by the Member in writing (in sufficient detail as determined by the Club Manager or the JC Chair) to the Club Manager within 24 hours of the incident occurring in order for the matter to be eligible for consideration as to whether any action will be taken as provided in this Code of Conduct in relation to such complaint.

The Club Manager will advise the JC Chair, and together they will determine if a Code of Conduct Report should be submitted to ACA in relation to the matter.

If a Code of Conduct Report is to be submitted to ACA, by the Club Manager, this will be done within the timeframes determined by the ACA Code of Conduct policy.

ACA will advise if the matter is being referred to the ACA Judicial panel.

If the matter is referred to the ACA Judicial Panel, the Club Manager will advise the JC Chair, and complete any further reporting requirements as advised by ACA including the Code of Conduct Template.

- The Member in question will attend any ACA Judicial Hearing as required, together with either the Chairperson of the Board or the JC Chair; the Club Manager or one other Board Member – or as requested by ACA. Other Members may be required to attend depending on statements provided to the Judicial Panel and included in any club Statements.
- The Club and the Member in question, will comply with all directions of the ACA Judicial Panel during the ACA Judicial Hearing, and any actions required by ACA resulting from the Judicial Hearing.
- The Club Manager will summarise the Code of Conduct event, procedure and outcome, in the Club Manager's next written Report to the Board.