
TERMS OF REFERENCE AND PROCEDURES

Terms of Reference

The Saracens Amateur Disciplinary exists to deal with issues arising from:

- Incidents occurring on the field of play reported through the RFU process (such as red cards)
- Incidents that have occurred where Club Members have been in breach of the Club's Codes of Conduct, the Club's Equity Policy or the Club's Child Safeguarding policy
- Any other matters referred to it by the General Committee of the Club

Composition of Panel and Powers

The Club's Disciplinary Panel will consist of the Honorary Secretary and two other members of the Club's General Committee, or any other member of the Club asked to serve.

The Club's Disciplinary Panel will be guided by the procedures and guidance on disciplinary matters, including the suggested sanctions, contained in the RFU Handbook (which is available on the RFU web-site).

The Panel will be the sole arbiters of evidence heard, mitigating circumstances and sanctions to be applied.

The Panel's decision will be recorded and summarised in a memorandum of the disciplinary hearing – see attached proforma. This memorandum will be used to record the hearing and will be used to communicate the facts to MCRFU, where applicable.

Should the player and / or club member subject to the hearing be dissatisfied with the hearing and / or its verdict he has the right of appeal to the President of the Club.

Procedures in respect of dismissals / sending offs

1. Any dismissal / sending-off from the field of play in a competitive match of rugby played against another club must be reported to the Honorary Secretary within 48 hours to enable the Honorary Secretary meet the Club's obligations to the Rugby Football Union ("RFU") or Middlesex County RFU ("MCRFU").
2. Brief details of the nature of the offence causing the dismissal must be passed to the Honorary Secretary, including name of player, opponents, name of referee and reason for dismissal from field of play.

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3. The Honorary Secretary will report to MCRFU within 72 hours of the dismissal the above details, where necessary.
 4. The player dismissed should be encouraged to produce a written statement of the circumstances surrounding the dismissal as soon after the offence as possible – as should the team coach and / or any other witnesses such as spectators.
 5. The player should be immediately suspended from playing for the Club until an internal disciplinary hearing by the Club's Disciplinary Panel.
 6. The Club's Disciplinary Panel will meet as soon as possible to consider the circumstances of the dismissal and will take into account the following as part of its process:
 - The referee's written report
 - Written and oral evidence from the player dismissed
 - Written and oral evidence from the team coach and other witnesses
 7. The player will be personally responsible for all costs associated with the dismissal including any fees levied by MCRFU or the RFU.

DISCIPLINARY HEARING MEMORANDUM

Held at:

Date:

Panel Members:

Player / Member:

To consider:

Evidence as to fact

Decision

Mitigation

Sanction

Signed:

Date:

Panel Chairman