

From: President, PNRFU

To: Distribution

Subj.: SUSPENSION OF PLAYERS, COACHES AND CLUBS POLICY

Encl.: Delegated Authority of the Disciplinary Committee Chairman

1. The purpose of this memorandum is to establish policy in the Pacific Northwest Rugby Football Union (PNRFU) for the Suspension of players, coaches, and teams.
2. The President of the Union has the responsibility for disciplinary actions imposed in the Union. Therefore, any disciplinary action for clubs, teams, coaches and players may only be through the President of the Union with the guidance and recommendation of the Disciplinary Committee.
 - a. The President of the Union has delegated to the Vice President of the Union the authority to convene and chair a disciplinary committee that will include members of the executive committee.
 - b. A simple majority vote of the Committee members shall be required for a recommendation to impose a suspension.
 - c. The President of the Union has also delegated the authority to impose disciplinary actions in the name of the President based on the findings of the Disciplinary Committee to the Vice President of the Union. The President will automatically review any action based on the findings of the Disciplinary Committee.
3. Requests for suspension shall be written and addressed to the Vice President of the Union who will make the determination to convene a disciplinary committee. The request must be detailed and provide supporting information for the request. The initial request may be made by electronic mail. An original signed request shall be in possession of the disciplinary committee before the committee renders a final decision. Any person can present a case for suspension consideration. The Vice President reserves the privilege of suspending either coaches or players ejected from any game under the auspices of either USARFU or the BCRU without the need to convene a Disciplinary Committee
4. The committee shall consider the following when making a determination to impose a suspension:

- a. General merit (whether or not the request is frivolous)
- b. Purpose and function of the suspension (whether or not the purpose is punitive or corrective in nature)
- c. Severity of the purported incident

5. Parties shall be notified by the Vice President of the request for suspension and the basis of the request prior the convening and deliberation of the Disciplinary Committee. When the Club does not have valid contact information (club address, telephone number, and e-mail) listed with the Secretary of the Union, it forfeits the privilege of prior notification. Individual Coaches and Players shall be notified through their club. For the purposes of this memorandum, the following differentiation will be used: A team is an active single entity that plays within a unique organization as separate unit (Senior Men's 1st Division B-side, Youth, Collegiate women's A-side, etc.). A club is an administrative body that is made up of one or more teams that maintains control of them (insurance, CIPP, etc.). It is therefore possible for a team to be a club, such as many of the youth teams.

6. Parties involved (individuals, teams or clubs) are encouraged to participate in the deliberation process, but they have no vote.

7. Once a decision has been made, the Vice President shall immediately announce the findings and the disciplinary actions, if applicable, via electronic mail to the primary club contacts. As the higher authority in the Union, the President will automatically review the Disciplinary Committee's findings and penalties. Anybody in the process may appeal the decision. Facts, extenuating circumstances, and mitigating conditions shall be in writing and sent to the President of the Union. Based on the information provided, the President shall make the determination to review the appeal. The President may decline to review the appeal, and the actions imposed by the Vice President will stand. If the President decides to review the appeal, three choices exist:

- a. Accept the Vice President's decision
- b. Require the Disciplinary Committee to reevaluate the decision
- c. Unilaterally change the decision

From the President of the Union, the appeal route is through the Disciplinary Committee of the Pacific Coast RFU and from there to the Disciplinary Committee of USARFU.

8. Appeal Actions:

- a. A party's intent to appeal must be made within 48 hours of the imposition of the disciplinary action by the Disciplinary Committee. E-mail is acceptable for this notification.
 - b. Appeals must be in writing and received within 5 working days of the imposition of disciplinary action. Initial notification may be made via Email, but a hard copy with original signature is required to initiate the appeal review.
 - c. Disciplinary Actions imposed by the Chairman of the Disciplinary Committee shall be implemented immediately, unless indicated in the Disciplinary Action Letter, or by the President upon receipt of the intent of appeal.
9. When an individual is suspended, the player's Club shall be notified. It is the responsibility of the Clubs to notify the individual and implement the suspension.
10. Clubs with subordinate Teams shall be notified of Team suspensions. It is the responsibility of the Club to notify the team officers, and oversee the implementation of the suspension.
11. Clubs shall be formally notified by the President of imposition of a suspension the President may delegate this authority to the Vice President.
12. Circumstances leading to suspension are generally in the areas of player misconduct and club failure to meet Union Obligations and Policies. Suspension action can include Game Forfeitures, Loss of League and USA Rugby Standings, and in extreme cases, lifetime bans in any capacity with USARFU.
13. Automatic Suspensions: Once a suspension has been imposed, clubs shall abide by the following table of offenses. The club shall report action taken to the Vice President to preclude PNRFU intervention. Clubs failing to take appropriate action are subject to suspension.
14. PNRFU uses the IRB Sanctions for foul play from Regulation #17 - Appendix #1 as a guideline in all disciplinary matters.

15. Point of Contact is Mike Ferris, PNRFU Secretary,
E-mail pnrfusecretary@yahoo.com

16. Revisions:

A. Revision A: Changes the signature to the new President. In addition:

(1) The requirement for immediate notification of the clubs was added

(2) The scope of the Policy memorandum was expanded to include coaches.

B. Revision B: Update the President's signature, the union webpage, and the point of contact E-mail.

C. Revision C: The use of Appendix 1 of regulation 17 from the IRB's Sanctions for foul play.

J. Shelton
PNRFU President
Copy to: Union Website & Executive Committee

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Enclosure (1)

Delegated Authority of the Disciplinary Committee Chairman

The following list specifies the authority and responsibilities the President delegates to the Chairman of the Disciplinary Committee:

1. Review and disposition of all disciplinary reports
2. Imposition of punishment in accordance with guidance provided in this Policy Memorandum
3. Investigation of all cases involving reported disciplinary issues
4. Forwarding with recommendations and justification of all disciplinary actions and cases to the President in all matters involving whole clubs, specific teams, or any action formally reviewed by the Disciplinary Committee prior to the imposition of disciplinary action.
5. Reporting to the Executive Committee at Executive Committee Meetings, and the general Union Membership at the AGM on all disciplinary matters and actions taken by the Disciplinary Committee.
6. Establishment of a discipline and misconduct database to identify multiple offenders.
7. To bring to the attention of the Disciplinary Committee, matters that concern the good order and discipline of the Union.
8. Notification, in writing, if all actions taken to both the Union at large, and the Club(s) affected.