



Judiciary Panel Process



HURRICANES SOFTBALL CLUB

Club Judiciary Panel Process

Judiciary Panel Process



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1. PURPOSE

The purpose of this document is to outline the step by step process to address behaviour breaches with the club by players, officials, parents/carers or umpires within the Hurricanes Community.

This document will also outline:

- the role of the club Member Protection Information Officer;
- a process at the club level to ensure that players, officials and umpires and members of the Hurricanes Community are adhering to the club guidelines and policies;
- to operate a simple system which is fair and reasonable and can be understood readily by players, officials, umpires and members of the Hurricanes Community;
- to promote appropriate outcomes by streamlining the process for imposing penalties where applicable;
- to promote the transparency and certainty of the process;
- to promote efficiency of the process by imposing prescribed or fair penalties;
- to provide offenders with the opportunity to contest a penalty with prescribed avenues of appeal; and
- to support and adhere to Softball ACT (SACT) or Softball Australia (SA) Disciplinary Regulations.

2. MEMBER PROTECTION INFORMATION OFFICER

A Member Protection Information Officer (MPIO) provides information about the rights, responsibilities and options available to an individual making a complaint in sport. They can also assist sport administrators and complaint handlers on Member Protection Policy. MPIOs are impartial and don't mediate or investigate complaints.

The MPIO contact details are listed on the club website www.hurricanessoftball.com.au or you can request them via hurricanessoftball@outlook.com.

3. WHY DO WE HAVE A JUDICIARY PROCESS?

These principles only apply to infractions or behaviours that aren't addressed by SACT or Softball Umpires Association ACT (SUA) disciplinary regulations. Any ejections or reportable behavior issues reported by SUA will be handled by existing SACT Disciplinary processes. Any complaints should be assessed by the club Executive Committee (otherwise known as Board of Directors) and if required they will stand up a club judiciary panel.

While bad behaviour is not tolerated by the club, bad behaviours do happen. **As a club we stand by the Zero tolerance protocols that SACT have in place.** However, sometimes behaviours don't fit within the existing frameworks.



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This can include but not limited to:

- Overly aggressive play / non-rotation of fielding players / reasonable game time (grade level dependent);
- Inappropriate comments, including swearing in front of children;
- Bullying or behaviour or unsavoury behaviour in club colours; and
- Any behaviour that brings the club or wider softball community into disrepute.;

Note – vexatious or unsubstantiated complaints will not be accepted or addressed.

4. HANDLING OF COMPLAINTS

Any complaint regarding poor behaviours should be placed in writing (via email or letter) to the club President (otherwise known as Managing Director) or club Competition Coordinators (lead official). Once received, they will review the complaint and see if a club judiciary panel is required to be stood up or a simple warning is sufficient.

The lead panelist should review the complaint against SACTs disciplinary regulations or if not covered within that document the SA disciplinary regulations. In addition, the club adheres to the SA Illicit Drugs in Sports Policy [p7hoewfcdv7ecemg.pdf \(revolutionise.com.au\)](https://www.revolutionise.com.au/p7hoewfcdv7ecemg.pdf).

Should an infraction occur, and the lead official decides to stand up a panel, they will need to notify the club President and commence the processes outlined in section 5 of this document.

If the complaint doesn't require suspension, termination, or the lead official deems a warning will suffice then the lead official should flag this with the President and written notification drafted. An example of written notification is included in the attachments section of this document.

The President should ensure for record keeping purposes a spreadsheet of complaints and offending behaviour is maintained.

5. GROUNDS FOR APPEAL

If an appeal is required, new evidence will need to be provided to the President. If the President was the lead official on the panel, this will be delegated to Vice President.

Any appeal must be received within 48 hours of the outcome notification of panel decision being received and should include all new evidence and any associated witness statements.

6. STANDING UP THE JUDICIARY PANEL

Once the lead official has decided to establish the judiciary panel, they will need to contact three (3) people from the panel volunteers list kept by the club Secretary to be on the panel.



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It is important that when selecting suitable people for the panel for there to be a gender balance, but also ensure that there is coverage from across the club and that the people on the panel are impartial. If the infraction occurs within the Junior teams, then the Seniors will be required to review this and vice versa. For transparency it should be that whatever team the issue occurs in, that team is removed from the judicial process.

To ensure that we have the capacity to stand up a panel quickly, Hurricanes will need at least three (3) members from the Mens, Womens and Juniors to be on the list. These people do not have to be committee members (ideally shouldn't be) and should ideally cover a cross section of grades. Nominations are to be presented to the club Executive Committee for acceptance. The club Secretary will keep the list of panel members and contact details.

Once decided that there is a case to review, the panel will meet and review the complaint, comparing this against SACTs disciplinary regulations or if not covered within that document the SA disciplinary regulations. Once they have agreed that there is a case to review, the panel should seek to contact the person who the complaint has been made against. This can be in person followed by written notification (wording example in attachments). They should be advised of the issue/complaint, when it occurred, what was breached and that statement is required, also what the ramifications are should they not comply with providing the statement.

Witnesses should also be contacted and statements sought (wording example in attachments). Once statements have been sought, the panel will meet either face to face or via zoom (or appropriate method) to discuss the finding within the statements.

The panel will need to review the infraction against the SACT disciplinary regulations and apply appropriately. Once they have reached a decision, they will need to advise the perpetrator in writing that a decision has been reached and the grounds for appeal as outlined in Section 5 above. The written notification should clearly outline the offence, the evidence and the outcome of the review panel (wording example in attachments).

All documentation should be forwarded to the club President for record keeping purposes, and any lessons learned from the process should be escalated for discussion at a Hurricanes Executive Committee meeting.

7. ATTACHMENTS

7.1 ADVISING OF COMPLAINT – NO FURTHER ACTION REQUIRED

The words are not standard and may be edited to suit:

Dear <NAME>

I am writing to advise you that Hurricanes Softball Club has received a formal complaint against you. The complaint outlines that you allegedly (insert behaviour here) on diamond [x], at [x:xx am/pm].

At this time the lead official has decided to provide you with an official warning. As a club Hurricanes, does not accept [swearing/other] as acceptable behaviour. Please remember that as part of registering to Hurricanes Softball Club that



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you agreed to adhere, follow and apply the Softball ACT Code of Conduct. I have attached a copy of the Softball ACT [player/official/coach] Code of Conduct for your reference.

If you have any questions, please contact xxxx on XXX XXX XXX should you have any questions.

7.2 REQUESTING INFORMATION AND ADVISING OF AN INFRACTION

The words are not standard and may be edited to suit:

Dear [Name]

I am writing to advise you that Hurricanes Softball Club has received a formal complaint against you. The complaint outlines that you allegedly [insert behaviour here] on diamond [x], at [x:xx am/pm].

A panel of three people with oversight by the club President/Mens Coordinator/Womens Coordinator/Junior coordinator has been stood up to review the incident. To ensure impartiality as you are a (Coach/Parents) in the {team name] team no one from your team will be part of the panel nor will anyone who was witness to the alleged incident.

The committee would like to investigate this matter further and would like for you to provide a statement outlining your version of events.

Please provide this response by {DD MM 20XX} so that the panel can review this in a timely manner. Failure to respond appropriately will mean that the panel will review based on the initial complaint and any witness statements as provided.

7.3 REQUEST TO WITNESSES

Again, these are examples of emails that you can use.

Dear XXXXX

The club has received a formal complaint against [name] regarding an alleged incident that occurred at diamond [x], at 9pm. We have been notified that you [if u18s your child <name>] were a witness to this incident and as such are requesting that you provide a statement as to what [you/your child] witnessed.

The club has established a Judiciary Panel to investigate the alleged incident. This is a sensitive situation and I ask that you do not discuss this investigation with others.

We would like to finalise this investigation quickly. Can you please ensure that you provide the witness statement within 48 hours of receiving this request.

Please ensure that if you have any questions that you contact anyone on the panel – contact [insert lead official and three panelists names].

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7.4 REQUEST TO COMPLAINANT WITH OUTCOMES

This is a suggested wording but should cover at the minimum: the incident, the penalty and any other information.

Dear [name]

I refer to the incident on [DD MM 202X], [outline incident].

Hurricanes Softball Club follows under Softball ACT Zero Tolerance behaviour policy and Officials Code of Conduct policies. These policies can be found here: <https://act.softball.org.au/resources/>

The club was notified of this alleged incident and it was forwarded to club official who reviewed this information and it was decided to set up a review panel to review. The panel was made up off: [NAME, NAME, NAME, NAME].

The panel has convened and ascertained that you have breached the following sections of the disciplinary regulations: (insert sections)

The panel has convened and ascertained that you will not face further penalty due to this incident, however we would like to take the opportunity to remind you that we do have a zero tolerance policy in relation to behavior.

If you would like to appeal this decision, please provide further information to the lead official: [NAME] by [DD MM 20xx].