



DISCIPLINE POLICY (Excerpt from the Rugby Ontario Operations Manual)

7.0 Discipline Policy & Procedures

7.1 Jurisdiction over Disciplinary Matters

Policy

7.1.1 Rugby Ontario and or its Branch Unions have the jurisdiction to discipline any Member, registrant or individual **in relation to a breach of any Rugby Ontario policy or procedure.**

7.1.2 All touring teams are subject to Rugby Ontario Discipline Policy and Procedures while in Ontario. Any breaches will be referred to their home union via Rugby Canada.

7.1.3 Rugby Ontario and each of its Branch Unions will appoint a Director who is responsible for administering the disciplinary procedures identified in sections 7.3-7.6.

7.1.4 Branch Unions will deal with player send-offs and player citings which occur in and as a consequence of matches that are played within their geographic boundaries as defined by Rugby Ontario but may request at any time that they be handled by Rugby Ontario.

7.1.5 The RO Discipline, Appeals & Investigations Committee will deal with all incidents of misconduct by match officials (e.g. abuse towards another match official or person) or directed to match officials (e.g. Match Official abuse).

7.1.6 Rugby Ontario will deal with all other complaints which involves a breach of Rugby Ontario policy including:

- (i) Incidents of misconduct involving players or other members of the Ontario rugby community that occur outside Ontario (unless dealt with by Rugby Canada or another Rugby Union);
- (ii) Incidents resulting in any other written complaints, including complaints relating to internal club matters, which a club fails to investigate, or which a party is not satisfied with the process or result of an internal club investigation.

7.1.7 When incidents take place at a match between educational establishments (schools, community colleges or universities) and are dealt with by their administrative jurisdictions, Rugby Ontario and its Members, if advised by the relevant jurisdiction, will support any sanctions that they impose.

7.1.8 When incidents involving Rugby Ontario registrants occur outside Ontario and are dealt with by other Unions in Canada or internationally, Rugby Ontario and its Members, if advised by the relevant jurisdiction, will support any sanctions imposed by those Unions.

7.1.9 Organizers of Tournaments and other special events under the jurisdiction of Rugby Ontario are permitted to establish an Event Discipline Committee. However, any sanctions applied by such a committee must be restricted to the event. Send-offs and other incidents must be reported by the match official to the appropriate governing body for handling in the same way as any other incident (refer to sections 7.3-7.6).

7.2 Non-compliance with Administrative Requirements for Matches

Policy:

7.2.1 All incidents of actual or alleged non-compliance by Members or Registrants with the administrative requirements governing their participation in Rugby Ontario matches will be followed up by the RO Office and sanctions applied where appropriate. These requirements cover the following areas:

- (i) Tour Sanctioning (section 2.5)
- (ii) Serious Injury Reporting (section 3.1)
- (iii) Emergency Action Plans (section 3.2)
- (iv) Concussion Management (section 3.3)
- (v) Availability of Medical Personnel and Equipment (section 3.6)
- (vi) Playing Surface Conditions (section 3.7)
- (vii) Junior Player Eligibility for Rugby in Different Age Categories (section 3:10)
- (viii) Player Eligibility to Participate in a Different Gender Category (section 3:11)
- (ix) Domestic and Imported Player Registration (section 5.1)
- (x) Game Sheet and Scoring Administration (section 5.1)
- (xi) Schedule Change Approvals (section 5.1)
- (xii) Player Eligibility (section 5.1)
- (xiii) Player Substitution and Replacement (section 5.1)
- (xiv) Match Defaults (section 5.1)

7.2.2 The sanctions listed in Appendix A – *Schedule of Sanctions* – will be determined annually by the CEO based on input from the relevant committees.

Procedures for Handling Match Default Claims and Rescheduling:

7.2.3 Where a team defaults a match or a match is rescheduled at a sufficiently early time (i.e. minimum 36 hours notice), so that neither team nor any match officials is required to attend the match venue, the defaulting team or team who requested the rescheduling through their Club President or Secretary must:



- (i) advise the Club President and Secretary of the other team and the RO Match Official Coordinator via e-mail of their default or the rescheduling;
- (ii) copy the RO Competitions and Events Coordinator on all such correspondence.

7.2.4 The captain of the team claiming a default must inform the match official and the captain of the opposing team before the kick-off that the alleged default took place. Unless there are clear safety reasons for not playing the match, failure to do so may invalidate the claim.

7.2.5 When a Member claims that an opposing team is in default or wishes to protest the result of a match for some other reason, it must submit to the RO Office with simultaneous copy to the opposing Member, a written explanation of the circumstances including all pertinent information. To be valid, this submission must be sent within three (3) days of the scheduled date of the match.

7.2.6 Upon notice of an allegation, the defending Member must submit to the RO Office a written explanation of the circumstances including all pertinent details. To be valid, this submission must be sent within seven (7) days of the scheduled date of the match.

7.2.7 Immediately upon receipt of the submission, the RO office will consider the allegations; collect such additional evidence as is considered necessary; and, if the allegations are found to be true, assess such penalties as are deemed appropriate in accordance with the sanctions listed in Appendix A – *Schedule of Sanctions Guidelines*.

7.2.8 If a team defaults or requests the rescheduling of a match, its Member will be liable for all reasonable costs incurred by the non-offending team and any match officials, together with any match payments to which any appointed match officials are entitled.

7.2.9 A team may be barred from further competition until its obligations and penalties have been actioned.

7.2.10 If time or other circumstances do not allow the above procedures to be followed, the RO office will take the steps necessary to resolve the dispute in the time available.

7.2.11 The RO Office decision will, as soon as practicable, be communicated via email to the Members involved.

7.2.12 Provided that both Members involved have had the opportunity to present information as noted above, the decision of the RO Office will be final.

Procedures for Handling Administrative Complaints other than Match Default Claims:



7.2.13 A complainant must provide a written report to the RO Office. To be actioned, it must be signed with contact details provided, and sent within three (3) days of the match to the RO Office.

7.2.14 If the non-compliance is identified in the RO Office, a report will be prepared.

7.2.15 The RO Office will, as soon as practicable, e-mail a copy of the report to the named Member requesting its response by a specified date.

7.2.16 The report, response and any clarifications will be referred to the Discipline, Appeals and Investigations Committee for its consideration.

7.2.17 The RO Office will notify the named Member and the complainant of the Committee's decision.

7.3 Disciplinary Actions

Policy:

7.3.1 The policy and procedures in this section govern Discipline Panels established at the Rugby Ontario, Branch Union, Club and Referees Society levels and cover all rugby activities and sanctioned events under the jurisdiction of Rugby Ontario.

7.3.2 Disciplinary actions will be based on breaches of the [Rugby Ontario Registrant's Code of Conduct](#) and/or any Specific Code of Conduct (e.g. player, coach, match official, parent/spectator). All non-registrants are bound by the Rugby Ontario [Parents/Guardians/Spectators Code of Conduct](#).

7.3.3 Members are responsible for the actions of their registrants, officials, administrators and spectators in relation to all matters that occur under the jurisdiction of Rugby Ontario. This includes, but is not limited to, taking all precautions necessary to prevent them from threatening or assaulting anyone present at matches, especially match officials and opposing team registrants and officials. In the event that an individual cannot be readily identified as being affiliated with a Member, then the home team shall be responsible for that individual.

7.3.4 Any individual reported for an alleged misconduct has the right to appear at a Hearing at their own expense.

7.3.5 The RO Office will provide a written copy of the discipline decision to all affected parties.

7.3.6 For discipline decisions rendered under the Discipline by Hearing process (refer to section 8 - *Hearings*), parties as outlined in section 9 - *Appeals* - have the right to appeal a decision. The discipline decision will remain in effect pending the results of the appeal.

7.3.7 Any party directly affected by a decision shall have the right to request and receive a copy of the findings of the case. However, the minutes of a Discipline Panel must be kept confidential.

7.3.8 All discipline cases must be handled in a timely fashion. The failure of one party to respond to communications will not delay proceedings.

Procedures:

7.3.9 Members are required to follow the [Rugby Ontario Unruly Individuals Procedure](#) in dealing with problematic situations.

7.3.10 Members should adopt procedures to monitor compliance by their registrants of the [Rugby Ontario Registrant's Code of Conduct](#) and impose sanctions for any non-compliance independently of any discipline actions that may be taken by Rugby Ontario.

7.3.11 The Discipline, Investigations and Appeals Committee will be responsible for administering all procedures governing:

- (i) Player Send-Offs
- (ii) Misconduct Before, During or After a Match other than a Send-Off
- (iii) Other Misconduct, excluding Harassment and Child Protection matters

7.3.12 Send-off proceedings will usually be completed in seven (7) days and within 14 days at the most; other proceedings will usually be completed within 14 days and within 30 days at the most.

7.4 Player Send-Offs

Policy:

7.4.1 When a player in a match, including a player on the bench, commits an offence that requires the individual to be sent off, the match official must:

- (i) Take the player's name, in consultation with the team captain;
- (ii) Inform the team captain and the player of the reason for the send-off;
- (iii) Order the player from the playing enclosure.

7.4.2 The match official must complete and submit the Rugby Ontario *Discipline Report through the Rugby Ontario online Competition Management system.*

7.4.3 If the send-off is the result of an intervention by an assistant referee, a written report must be submitted by that assistant referee.

7.4.4 The player who is sent-off, the team captain and their Member are responsible for following the procedures set out below.

Procedures:

7.4.5 The **player** who is sent-off must:

- (i) Leave the playing enclosure immediately and without argument or protest;
- (ii) Advise a representative of the Club Executive of the send-off and reason as soon as possible. When playing for a representative team, the “Club” is the Member with which the player is registered; and
- (iii) Not play in another match until the appropriate Discipline Director has granted written permission.

7.4.6 The **team captain** must provide details of the incident to a representative of the Club Executive as soon as possible.

7.4.7 The **Member**, within 48 hours of the conclusion of the match, must:

- (i) Appoint an Official, normally the Secretary, to be the Official to whom all communications will be sent;
- (ii) E-mail the RO Office at discipline@rugbyontario.com and provide the name, phone and e-mail address of the Official.
- (iii) Notify the RO Office and the Branch Discipline Director if the player has been incorrectly identified as a result of a *Game Sheet* error or other irregularity and provide the correct name. Failure to do this will be considered a Game Sheet infraction; and
- (iv) Not allow the Player to take part in another match until the appropriate Discipline Director or Judicial Officer has granted written permission.

7.4.8 The **Official** is responsible for:

- (i) Identifying the Branch Discipline Director;
- (ii) Keeping the player informed of all proceedings; and
- (iii) Presenting any defence on behalf of the player in a written submission and/or at a Hearing.

7.4.9 If the Match Official’s report is not received within the prescribed timeframe after the known send-off, the Discipline Director will:

- (i) Be entitled to proceed with investigation into the known or reported misconduct and to dispose of the matter as if a report had been received;

- (ii) Provide the RO Office with the name of the Match Official who failed to submit a report.

7.5 Misconduct or Incidents Before, During or After a Match other than a Send-Off

Policy:

7.5.1 If a Match Official before, during or after a match, deems the conduct of a player, team official, club member or spectator to be abusive, threatening or harassing to any person present; or in breach of the World Rugby Laws of the Game and/or its Regulations; or in any way otherwise detrimental to the reputation or decorum of the Game, the **Match Official** must;

- (i) Obtain the alleged offender's name and club affiliation;
- (ii) Inform the Relevant Team Captain or other Club Official of the alleged misconduct and that a report will be submitted to the RO Office; and
- (iii) Complete and submit the [RO Misconduct Report Form](#)

7.5.2 Each club must appoint a Ground Manager for each match, with whom the Match Officials may communicate with in regard to 7.5.1. The Ground Manager:

- (i) shall identify themselves to the match official prior to the start of the match
- (ii) shall not be a player or coach participating in the match

7.5.3 If a Match official is unable, following reasonable effort with the assistance of both Ground Managers, to identify the offender(s) and/or their Member affiliation, then the home Member shall be considered to be responsible for the behaviour.

7.5.4 If a Match Official submits a complaint about encroachment into the playing enclosure; or abuse from outside the playing enclosure or by non-participants within the playing enclosure, including persistent criticism, insulting conduct or remarks, or threats of violence, the Relevant Member will be required to answer the complaint following the procedures set out below.

7.5.5 A Member may lodge an incident report for an event that occurs on the field of play during a match which is not witnessed by any of the appointed Match Officials. An incident report may not be lodged for an event that is witnessed by any of the appointed Match Officials.

Procedures:

7.5.5 The **Member** of the individual and/or the Member who has been named on the *RO Incident Report Form* must upon being advised of the report:

- (i) Appoint an Official, normally the Secretary, to be the Official to whom all communications will be sent;

- (ii) e-mail the RO Office at discipline@rugbyontario.com and provide the name, phone and e-mail address of the offender;
- (iii) Notify the RO Office at discipline@rugbyontario.com if, in the case of a player or official, the offender has been incorrectly identified as a result of a *Game Sheet* error or other irregularity and provide the correct name. Failure to do this will be considered a Game Sheet infraction; and

7.5.6 The **Official** is responsible for:

- (i) Keeping the named individual informed of all proceedings;
- (ii) Presenting any defence on behalf of the individual in a written submission and/or at a Hearing.

7.5.7 When a Match Official registers a verbal complaint with the Relevant Team Captain, Ground Manager or Member Official at the time of the alleged abuse, the Member must take prompt action following the [Rugby Ontario Unruly Individuals Procedure](#).

7.5.8 When a *RO Misconduct Report Form* is submitted by an assistant referee, the appointed Match Official must be informed.

7.5.9 If the Match Official incorrectly identifies the person responsible for the reported misconduct and if the Member correctly identifies the offending party, then the Discipline Panel may require both parties together with the Match Official to attend the hearing in order for the Match Official to identify the correct person.

7.5.10 Further to 7.5.1, the Match Official must submit the *RO Misconduct Report Form* to the RO Office in accordance with the process indicated on the form.

7.6 Other Misconduct (Excluding Harassment or Child Protection matters)

Policy:

7.6.1 Any person may submit a complaint about the conduct of any Member, individual, or team which involves a breach of Rugby Ontario policy. Where a complaint is lodged it must be initially submitted in its entirety, including any supporting documentation such as witness statements or video evidence. Once lodged, further documentation may not be added to a complaint.

7.6.2 Where all the parties to a complaint are individuals or teams affiliated with one Member, the complaint must first be lodged in writing to the Board of that Member. Any such complaint must be lodged within 7 days of the alleged incident. The Board shall convene a Panel to hear the complaint. The Panel must not involve anyone who is part of the complaint. Where



appropriate, the Member may issue sanctions in accordance with Appendix A – Schedule of Sanctions Guidelines. Rugby Ontario must be advised of any such sanctions issued. The Member, at their discretion, may refer the complaint directly to Rugby Ontario.

7.6.3 Where a Member fails to investigate within 14 days a written complaint submitted in accordance with 7.6.2, the complainant may refer the matter to Rugby Ontario. This must be done in writing within 7 days after the expiration of this 14 day period.

7.6.4 Any party to a complaint heard by a Member, may appeal the result of that complaint to Rugby Ontario. Any such appeal must be lodged in writing within 7 days of the Member handing down its decision.

7.6.5 Where the parties to a complaint are individuals or teams affiliated with multiple Members, the complaint is to be lodged with Rugby Ontario. To be considered, the complaint must be submitted in writing to the RO Office within 30 days of the incident and give full details of the incident and the parties involved.

Procedures:

7.6.6 Any complaint shall be lodged using the *Rugby Ontario Misconduct Report Form*.

7.6.7 Any referral to Rugby Ontario in accordance with 7.6.3 or Appeal in accordance with 7.6.4 shall be lodged at discipline@rugbyontario.com

7.7 Handling Player Send-Offs, Misconduct and Incident Reports

Policy:

7.7.1 Upon receiving a *Discipline Report* or [Misconduct Report Form](#) the RO office will:

- (i) arrange for the investigation of the reported incident or misconduct;
- (ii) provide an opportunity for all parties to present evidence; and
- (iii) if appropriate, apply sanctions against the person(s) involved.

Procedures:

7.7.2 A player who is sent-off or reported for Match Official abuse has the right to request a hearing provided that it is submitted in writing to discipline@rugbyontario.com within two (2)

days of the match. Upon receiving the request, the Discipline Director will follow the Discipline by Hearing process.

7.7.3 If a player who is sent-off or reported for Match Official abuse does not request a hearing, the case will be handled through the Discipline by Review process.

7.7.4 For all incident or misconduct reports not involving a player send off, including citings, the appointed Judicial Officer through the RO office will within three (3) days of receiving the report:

- determine if each alleged offender is:
 - a. a registrant of Rugby Ontario; or
 - b. identifiable as being in habitual attendance at matches in the company of registrants and/or representatives of that Member.
- decide whether the report has merit and if the disciplinary process should proceed.
- contact the *Complainant* in writing, acknowledging receipt of report and if the disciplinary process is proceeding:
 - a. advise proceedings will be in accordance with the approved Rugby Ontario policies and procedures governing disciplinary matters;
 - b. indicate all future communications must be directed to the Judicial Officer.
 - c. Copy the Club President of the Complainant. Where the complaint is against the President, the Club Secretary or a representative of the Club Executive shall be advised.
- if the discipline process is proceeding, decide whether or not to keep proceedings confidential until an outcome has been determined. Therefore, all parties who are contacted about the alleged misconduct will be advised to respect the requirement for confidentiality. In addition, the Judicial Officer will want to determine if the proceedings should involve the Club or Referee's Society to which the subject of the complaint belongs.
- if the discipline process is proceeding, contact the alleged offender and the relevant Club representative in writing and advise that:
 - a. a complaint has been received (attach a copy of the complaint) and is being investigated;
 - b. proceedings will be governed by Rugby Ontario's approved policies and procedures;
 - c. all future communications should be directed to the Judicial Officer;
 - d. the following three options are available to the alleged offender(s) and ask for notification in writing within five (5) days on how each alleged offender wishes to proceed:
 - I. Submit a written defence against the alleged misconduct and have the case handled using the Discipline by Review process; or

- II. Submit a written defence against the alleged misconduct and request the case to be handled using the Discipline by Hearing process; or
- III. Plead guilty.

If option I. or II. is chosen the alleged offender must submit their written defence in full at the time of reply, including any supporting documentation such as witness statements, video evidence and/or character references. Further information may not be submitted after this time.

If option I. or III. is taken, then the alleged offender loses the right to appeal the decision.

7.7.6 If the alleged offender fails to respond within the requested five (5) days, the Judicial Officer will be entitled to assume that no defence is being submitted and the case will be handled using the Discipline by Review process.

Modified Procedures for Foul Play in Sevens

7.7.7 For all Sevens matches played under the jurisdiction of Rugby Ontario, [World Rugby Regulations 17. 29 to 17. 36](#) shall apply.

7.8 Handling Harassment Complaints (Please also refer to Sections 3.13, 8.6 and 9.2)

Policy:

7.8.1 After receiving a complaint, the Provincial Harassment Officer (PHO) will, as soon as practicable, contact both the complainant and the alleged harasser to indicate who will be handling the complaint and that follow-up action is underway.

Application

7.8.2 Members are responsible for the actions of their registrants, officials, administrators and spectators in relation to all matters that occur under the jurisdiction of Rugby Ontario. If, at a match, an alleged harasser cannot be readily identified as being affiliated with a Member, then the Member which is the home team shall be responsible for that individual.

Procedures:

7.8.3 The PHO will inform the complainant of:

- (i) the options for pursuing an informal resolution of the complaint;
- (ii) the right to lay a formal written complaint under Rugby Ontario's Harassment Policy (refer to section 3.13) when an informal resolution is inappropriate or not feasible;

- (iii) the availability of a network of referrals and other support provided by Rugby Ontario;
- (iv) the confidentiality provisions of the Harassment Policy;
- (v) the right to be represented by a person of choice (including legal counsel) at any stage in the complaint handling process;
- (vi) the external mediation/arbitration mechanisms that may be available;
- (vii) the right to withdraw from any further action in connection with the complaint at any stage (even though Rugby Ontario may continue to investigate);
- (viii) other avenues of recourse, including the right to file a complaint with a Human Rights Commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code; and
- (ix) the responsibility of the PHO, having reasonable grounds to suspect that a child is in need of protection, to report the suspicion and the information on which it is based to a Child Welfare agency.

7.8.4 There are four possible outcomes to this initial contact between the complainant and PHO:

- a) They agree that the conduct does not constitute harassment. If this occurs, the PHO will take no further action and make no written record other than providing the CEO with a record of such complaint.
- b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint. If this occurs:
 - The PHO will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and, if appropriate, the PHO may also seek the assistance of a neutral mediator.
 - If informal resolution yields a result which is acceptable to both parties, the PHO will make a written record that a complaint was made and resolved informally to the satisfaction of both parties; and will take no further action.
 - If informal resolution fails to satisfy the complaint, the complainant may reserve the option of laying a formal written complaint.
- c) The complainant brings evidence of harassment and decides to lay a formal written complaint. If this occurs:
 - The PHO will assist the complainant in drafting a formal written complaint, to be signed by the complainant and a copy given to the respondent without delay.
 - The written complaint must set out the details of the incident and the names of any witnesses to the incident; and be dated and signed.

- The respondent will be given an opportunity to provide a written response to the complaint. The PHO may assist in preparing this response which must be received within 15 days.

d) The complainant brings evidence of harassment but does not wish to lay a formal complaint. If this occurs:

- The PHO will decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
- When the PHO decides that the evidence and surrounding circumstances require a formal written complaint, it will be issued without delay to the complainant and respondent.

7.8.5 As soon as possible after receiving the written complaint, but within 30 days, the PHO will submit a report to the CEO containing the documentation filed by both parties along with a recommendation that:

- (i) No further action be taken because the complaint is unfounded, or the conduct cannot reasonably be said to fall within Rugby Ontario's definition of harassment; or
- (ii) The complaint should proceed because the alleged conduct reasonably fits within the definition of harassment;
- (iii) The report be provided without delay to the complainant and respondent.

If the CEO is involved in the complaint, the PHO's report must be submitted to the Secretary of Rugby Ontario or any other Officer not involved in the complaint.

7.8.6 If the PHO's recommendation is to proceed, the CEO (or Officer of Rugby Ontario to whom the report was submitted) will within 15 days appoint three (3) registrants of Rugby Ontario to serve as a Case Review Panel. Panel membership must include both genders and, to ensure freedom from bias, they must have no significant personal or professional relationship with either the complainant or respondent.

7.8.7 Where the PHO requires any further written documentation or evidence from either party this must be submitted within 7 days. If the complainant fails to provide this information, the PHO may dismiss the complaint. If the alleged harasser fails to provide this information, the PHO may proceed.

7.9 Handling Child Protection Incidents (Please also refer to Section 3.14)

Policy:

7.9.1 After a concern has been reported, the Provincial Child Protection Officer (PCPO) will conduct an Initial Assessment to determine whether there is reasonable cause to suspect or believe that a child has been abused or harmed or is at risk of abuse or harm. In conducting this assessment, the PCPO may consult external agencies such as the police and social work services for advice as they may hold other important information relevant to the reported concern.

Procedures:

7.9.2 If it is not clear at this stage whether or not a criminal offence has been committed, the subject of the complaint may be approached as part of the information gathering process. Where the nature and seriousness of the information gathered suggests that a criminal offence may have been committed, or that to assess the facts may jeopardize evidence, advice will be sought from the police before the named individual is approached and the parents/guardian of the child are informed.

7.9.3 If the Initial Assessment requires a child to be asked some questions, they must be asked **solely with a view to clarifying the basic facts**. As such, the questions should be basic, open-ended and non-leading. If possible, they should be asked with the consent of a parent or guardian. It is important that the interviewing (i.e. formal questioning) of children about possible abuse and criminal offences is the sole jurisdiction of specially trained police officers and social workers.

7.9.4 The potential outcomes of an Initial Assessment are:

- (i) No further action (facts do not substantiate complaint);
- (ii) Matter dealt with under procedures to manage poor practice (refer to *Guide to Protect Children Playing Rugby in Ontario*);
- (iii) Matter dealt with under Rugby Ontario disciplinary procedures (refer to Section 7.3);
- (iv) Child protection investigation (jointly by police and social work services);
- (v) Criminal investigation (by police). It should be noted that the results may influence any ongoing or subsequent disciplinary investigation; or
- (vi) Civil proceedings (by the child/family who reported the alleged abuse).

7.9.5 If the Initial Assessment identifies poor practices and/or misconduct by the named individual but **not** child abuse, the PCPO will deal with the matter in accordance with Rugby Ontario's disciplinary procedures. Pending the outcome of any investigation conducted by a Discipline Panel, precautionary suspension will be considered if there is significant concern about the conduct of the individual towards children.

7.9.6 If the Initial Assessment gives reasonable cause to suspect or believe possible child abuse, the PCPO will immediately refer the concerns to the Police and/or Social Services. The PCPO will



make a written record of the name and position/rank of the social worker or the police officer to whom the concerns were passed, together with the time and date of the call in case any follow-up is required. Referrals to the Police and/or Social Services will be confirmed in writing by the PCPO within one (1) day. A copy of the document reporting the incident will be provided to the Police and/or Social Services on request.

7.9.7 The PCPO will obtain advice from the Police and/or Social Services on whether or not to inform the named individual that a report has been received which may suggest an allegation of abuse. The action taken will ensure that evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the named individual.

7.9.8 Precautionary suspension in the initial assessment phase **is not a form of disciplinary action**. Any formal suspension will be carried out by Rugby Ontario in accordance with its disciplinary procedures. At the suspension interview, the named individual will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement. Notification of the suspension and the reasons will be conveyed in writing to the named individual in accordance with the disciplinary procedures.

7.9.9 Following advice from the police, cases involving a criminal investigation will not preclude disciplinary action being taken provided that (a) sufficient information is available to enable the PCPO to make a decision; and (b) it does not jeopardize any criminal investigation.

7.9.10 In the exceptional circumstance that an investigation establishes an allegation is false, unfounded or malicious:

- (i) The named individual will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter.
- (ii) The PCPO will take all reasonable steps to support the individual in this situation.
- (iii) Rugby Ontario will review the child's participation in rugby.

7.9.11 All media enquiries relating to the conduct of a club member or volunteer with regard to children will be referred to the CEO.

Appendix A

Schedule of Sanctions Guidelines

Table 1 – Standard Penalties for Non-Compliance with Administrative Requirements by Members

Type	Description	First seasonal infraction	Second seasonal infraction	Third and subsequent seasonal infraction
1.1	Late submission of Tour Approval Form	\$100	\$250	\$500
1.2	Late submission of Serious Injury Notification Report	written warning	\$100	\$500
1.3	Unavailable or incomplete Emergency Action Plan	written warning	\$100	\$500
1.4	Non-compliance with World Rugby Concussion Management Guidelines	written warning	\$100	\$500
1.5	Non-compliance with mandatory medical personnel and equipment requirements	written warning	\$100	\$500
1.6	Failure to meet Playing Surface requirements	written warning	\$100	\$500
1.7	Failure to meet Jersey, Game Sheet or Score Reporting Administration requirements	written warning	\$100	\$500
1.8	Failure to provide a Club match official when required by Rugby Ontario	written warning	\$100	\$500
1.9	Failure to provide Police Record Checks when requested	\$100	\$250	\$500
1.10	Club with three or more players sent off in one match	\$100	\$250	\$500
1.11	Club with players who are repeatedly reported for misconduct in one season	\$100	\$250	\$500
1.12	Incidents of Match Official Abuse as listed in Table 4 by its registrants or spectators	Up to \$500	\$100 - \$1000	\$500 - \$2000
1.13	Failure by a home club to take appropriate action to eliminate Match Official abuse as listed in Table 4 from the sidelines	Up to \$750	Up to \$1500 + one match suspension for the offending team	\$500 - \$2000 + \$3000 bond for 2 seasons plus expulsion

				of the offending team from the league for remainder of season
1.14	Participation by a player or coach who is unregistered or without transfer approval in a sanctioned match	Forfeiture of match and the club is fined \$500 for each unregistered/unapproved participant		
1.15	Participation by a player who does not meet established eligibility requirements in a sanctioned match	Forfeiture of match and the club is fined \$100 for each ineligible player		
1.16	Match default by a 1 st team in the Marshall and Ontario Women's Leagues	\$500 for each default and both the 1 st and 2 nd teams will be automatically relegated at the end of the season		
1.17	Match default by a 2 nd team in the Marshall and Ontario Women's Leagues. (Refer to 5.1.22(iii) for exemptions)	\$300 for each default and, for 2 or more defaults, both the 1 st and 2 nd teams will be automatically relegated at the end of the season		
1.18	Match defaults in McCormick Cup, Fall Cup, OWL Cup and Intermediate Cup matches	Up to \$1000 and suspension from the following year's competition		

Table 2 – Standard Penalties for Non-Compliance with Administrative Requirements by Registrants
In all instances, the longer of the two options of days or matches is applicable.

Type	Description	First seasonal infraction	Second seasonal infraction	Third and subsequent seasonal infractions
2.1	Coaching, officiating or playing while unregistered or without transfer approval in a sanctioned match	30 days or 4 matches	60 days or 8 matches	240 days or 32 matches
2.2	Coaching, officiating or playing while suspended or ineligible	30 days or 4 matches	60 days or 8 matches	120 days or 16 matches
2.3	Team Coach or Manager allowing participation in a sanctioned match by a player who is suspended	30 days or 4 matches	60 days or 8 matches	120 days or 16 matches

2.4	Participating in a rugby activity under a false name	30 days or 4 matches	60 days or 8 matches	120 days or 16 matches
2.5	Match Official failing to fulfil a confirmed appointment without giving 24 hours notice	Written warning	\$100-\$250	\$250-\$500
2.6	Match Official failing to submit an <i>Incident Report</i> or <i>Send Off Report</i> as per the prescribed process	written warning	\$100-\$250	\$250-\$500
2.7	Failure to attend a discipline hearing requested by the registrant.	Suspension from all rugby-related activities until the case review has been completed by review or hearing + \$100		

Table 3 – Standard Penalties for Player Send-Offs or Player Citings other than for Abuse of Match Officials

In all instances, the longer of the two options of days or matches is applicable.

For possible exceptions to length of suspension - see Note 1

Type	Description of Send-Off	First offence (life time)	Second offence (life time)	Third or subsequent offence (life time)
3.1	Unfair play with no risk of personal injury including obstruction, interference, holding, delay of game, deliberately throwing the ball into touch, throwing or kicking the ball away after the whistle, repeated infringements, conduct contrary to the spirit of the Game.	9 days or 1 match	16 days or 2 matches	30 days or 4 matches
3.2	Potentially dangerous play including collapsing a scrum, ruck, or maul; early, late or “sling” tackles; and illegal contact with another player with a low risk of personal injury (e.g. tripping, treading on the body of a player, fighting, elbowing, wrestling, hair grabbing).	16 days or 2 matches	30 days or 4 matches	60 days or 8 matches
3.3	Dangerous play with a high risk of personal injury including high tackles, forceful use of the boot or knee, prolonged fighting,	30 days or 4	60 days or 8 matches	120 days or 16 matches

	premeditated punching, charging, trampling an opponent on the body).	matches		
3.4	Violent play with a great risk of personal injury including stamping on an opponent near or on the head, trampling, kicking an opponent on the ground, head butting, eye gouging, biting, “sucker” punching, stiff arm or spear tackle).	60 days or 8 matches	120 days or 16 matches	240 days or 32 matches
3.5	Verbal abuse, including, but not limited to abuse based on religion, colour, national or ethnic origin, sexual orientation.	30 days or 4 matches	60 days or 8 matches	120 days or 16 matches
3.6	Third suspension for send-offs in the same season	30 - 330 days	n/a	n/a
3.7	Returning to the field after being cited or sent off (in addition to any other sanction imposed)	9 days or 1 match	16 days or 2 matches	30 days or 4 matches

Table 4– Standard Penalties for Abuse of Match Officials by Registrants or Spectators

Type	Description	First offence (life time)	Second offence (life time)	Third or subsequent offence (life time)
4.1	Persistent criticism of a match official, including repeatedly disputing decisions, insulting conduct or remarks on and off the field.	30 - 90 days + \$100	90 – 180 days + \$200	180 days- 1 year + \$500
4.2	Prolonged and/or aggressive verbal abuse of a match official	60 – 120 days + \$200	120 days – 1 year + \$300	1- 3 years + \$500
4.3	Threatening actions or words including spitting or intentional non-violent contact with a match official	180 days – 1 year + \$500	2 years minimum	5 years minimum
4.4	Intentional violent contact with a match official	Life time	n/a	n/a

Table 5 – Standard Penalties for Members, Registrants and Individuals for Other Misconduct (Excluding Harassment Case Review Panel Decisions)

Type	Description	First offence (life time)	Second offence (life time)	Third or subsequent offence (life time)
Registrants and Individuals				
5.1	Acted in a manner deemed detrimental to the game	Up to 180 days	180 days – 2 years	3 years minimum
5.2	Acted in contravention of, or failed to act in accordance with Rugby Ontario policies and procedures	Up to 180 days	180 days – 2 years	3 years minimum
5.3	Public criticism of a Match Official, Member or Rugby Ontario including comments to the media	30 – 90 days	90 – 180 days	1 year minimum
Members				
5.4	If any registrants or individuals associated with the Member is sanctioned under Table 5. Refer also to By-Laws 2.9 & 2.10	Fine and/or 1 year bond of up to \$1000	Fine and/or 2 year bond of up to \$2000	Fine and/or 5 year bond of up to \$5000

Table 6– Standard Penalties for Abuse by a Registrant or Spectators towards other Registrants or Spectators (Excluding Harassment Case Review Panel Decisions)

Type	Description	First offence (life time)	Second offence (life time)	Third or subsequent offence (life time)
6.1	Prolonged and/or aggressive verbal abuse.	60 – 120 days + \$200	120 days – 1 year + \$300	1- 3 years + \$500
6.2	Threatening actions or words including spitting or intentional non-violent contact	180 days – 1 year + \$500	2 years minimum	5 years minimum
6.3	Intentional violent contact	3 years minimum	Lifetime	n/a

Table 7 – Standard Penalties for Members, Registrants and Individuals relating to Harassment Case Review Panel Decisions

Type	Level of Sanction	Application Considerations
7.1	Verbal apology by the offender	To be undertaken within 7 days of notification of the sanction. Confirmation to be provided in writing to the RO office that the apology has been offered.
7.2	Written apology by the offender with a copy to RO	To be provided within 7 days of notification of the sanction.
7.3	Written apology by the offender’s Club with a copy to RO	To be provided within 7 days of notification of the sanction.
7.4	Letter of reprimand from RO to the offender	To be provided within 7 days of notification of the sanction.
7.5	Letter of reprimand from RO to the Member with whom the offender is registered	To be provided within 7 days of notification of the sanction.
7.6	Offender required to complete either the Respect in Sport for Activity Leaders or Respect in Sport for Parents online training program.	The Certificate of Completion to be provided to the RO office within 30 days of notification of the sanction.
7.7	Offender required to undergo community service in an identified rugby development program(s)	Minimum 5 hours Maximum 50 hours
7.8(a)	Fine or levy to offender	1 st offence - Fine and/or 1 year bond of up to \$1,000
		2 nd offence - Fine and/or 2 year bond of up to \$2,000
		3 rd or subsequent offence - Fine and/or 5 year bond of up to \$5,000
7.8(b)	Fine or levy to the Member with whom the offender is registered/associated	1 st offence - Fine and/or 1 year bond of up to \$1,000
		2 nd offence - Fine and/or 2 year bond of up to \$2,000
		3 rd or subsequent offence - Fine and/or 5 year bond of up to \$5,000
7.9	Referral of the offender to professional counselling	Offender to confirm to the RO office within 30 days of notification of the sanction that counselling has been organized.
7.10	Removal of registrant privileges including expulsion from all rugby-related activities	1 st offence – 30 days to 1 year
		2 nd offence – 2 years minimum
		3 rd or subsequent offence - 5 years minimum

For Harassment Case Review Panel Decisions, one or more sanctions may be applied for any proven offence.

Note 1 - For junior players, these standard entry point sanctions will typically be reduced by 50% due to the shorter playing season, but may be modified as deemed appropriate by the relevant Discipline Director or Judicial Officer.



Note 2 – Where any doubt exists as to the classification or length of a sanctioning, the relevant Discipline Director or Judicial Officer may refer to World Rugby Regulation 17 in making their determination.

Approved by the Rugby Ontario Board of Directors February 9, 2020