



North Beach JFC Reportable Offences Procedure

Background

The North Beach Junior Football Club (*the Club*) recognises that there may be circumstances where a player or official is issued a yellow or red card during a match, or where an umpire, umpire coach, competition official or WAFC staff member reports an incident to the Junior Match Committee for review.

This procedure will apply in situations where:

1. A team, player or official is charged with a **Reportable Offence** (as defined in the Rules) and the team, player, official or the Club wishes to contest the charge at the Community Football Tribunal (*the Tribunal*); and/or
2. A penalty (including but not limited to a yellow or red card) is imposed on a team, player or official in respect of a Reportable Offence, and the team, player, official or the Club wishes to appeal the penalty to the Community Football Appeal Board (*the Appeal Board*).

This procedure is binding on the Club, its members, players and officials.

Supporting Documents

Any reference in this procedure to *the Rules* is a reference to the *WA Football Commission's Junior Football Competition Policies, Rules & Regulations* as updated and amended from time to time.

A reference in this procedure to the *Club Executive* means the Club President, Vice President, Treasurer, Secretary and Registrar.

Notification of Reportable Offences

1. If the Club Executive receives notification of a Reportable Offence from the MN Competitions Team, the Secretary shall forward the notification to the relevant playing group coordinator (Mods/Youth/Girls), who shall contact the coach and team manager by **5pm Monday** and request that an incident report be provided as soon as possible.
2. Incident reports regarding Reportable Offences must:
 - a. be in writing in the form attached to this procedure,
 - b. provide all details of the alleged incident, including names, playing numbers and roles of all persons involved and any witnesses, and
 - c. where possible, provide an account of events from each of the persons involved and any witnesses.

Contesting a Reportable Offence

1. If the Club receives notification that a team, player or official is charged with a *classifiable offence* or a *direct to tribunal offence*, the incident report must be provided to the relevant coordinator by no later than **10am Tuesday**.
2. Upon receipt, the coordinator shall forward the Incident Report and all associated documentation by email to the Club Executive.
3. If the team, player or official charged with the Reportable Offence wishes to contest the charge, the coordinator will also provide an opinion as to whether contesting the charge is in the best interests of the Club.
4. If the Club Executive determines that contesting the charge is not in the best interests of the Club, the charge will not be contested.
5. The Secretary must notify the Tribunal whether the team, player or official will submit an early guilty plea or contest the charge by no later than **12pm Tuesday**.



Appealing a Penalty

1. If the Club receives notification that a penalty is to be, or has been, imposed on a team, player or official as a result of a low-level offence, the incident report must be provided to the relevant coordinator by no later than:
 - a. **5pm Tuesday** if the team, player or official wishes to appeal the penalty; or
 - b. **5pm Wednesday** if the penalty is to be accepted.
2. If the team, player or official wishes to appeal an imposed penalty:
 - a. the relevant coordinator shall forward the Incident Report and all associated documentation by email to the two independent coordinators for review and consideration.
 - b. The three coordinators shall meet (either in person, via teams meeting or telephone) to discuss the incident and decide whether lodging an appeal against the penalty is in the best interests of the Club.
 - c. In making this decision, the coordinators shall:
 - i. excuse themselves from the decision-making process if the incident involved either his/her own child or if the coordinator feels unable to be impartial for any other reason,
 - ii. only decide that the appeal should proceed if it meets one or more of the criteria set out in the Rules (Rule 18.1) ¹
 - d. If the coordinators decide that an appeal should be made, the initiating coordinator shall forward the incident report and all associated documentation, including the reason for the coordinators' decision to the Club Executive and Treasurer requesting approval of the appeal and payment of the \$500 fee.
 - e. The Club Executive must consider and determine whether the grounds for appeal meet one or more of the criteria set out in the Rules (Rule 18.1). If the Club Executive approves the appeal, the Club President must lodge the appeal in writing.
 - f. The decision made by the coordinators, and if relevant, the decision of the Club Executive shall be communicated to the team, player or official wishing to appeal the penalty.
3. If the team, player or official wishes to *accept the penalty*, the coordinator shall forward the Incident Report and all associated documentation by email to the Club Executive noting that the penalty is accepted.
4. This procedure also applies if any team, player or official wishes to appeal a penalty imposed by the Tribunal for a contested offence.

¹ Rule 18.1 provides that an appeal may be made based on one of the following criteria:

- an error of law has occurred,
- the decision of the Tribunal is so unreasonable that no reasonable Tribunal acting reasonably could have come to that decision having regard to the evidence before it,
- the classification of the offence by the Tribunal was manifestly excessive or inadequate, and/or
- the sanction imposed by the Tribunal was manifestly excessive or inadequate.



Who to reach out to if you have any queries, questions, changes, or concerns.

Position	Club Admin
Email	admin@nbjfc.com.au

If you have a suggestion for improving this document, please contact the person listed above.

Issue number	Issue date	Details on the change
V0	13/06/2023	First Draft
V1	28/02/2024	Update after initial feedback
V2		Approved at Committee Meeting
