



Disciplinary Policy & Procedure

1.0 Overview

The purpose of this Disciplinary Policy & Procedure document is to provide a uniform approach for the Balwyn Blazers Junior Basketball Club (*herein referred to as 'Club'*) to deal with any on or off court behaviour by any:

- 1.1 Player, Coach, Club Official, Parent or Supporter (*herein referred to as 'Balwyn Blazers Club Member'*) that receives a report to the EDJBA Tribunal or is evicted from a venue by a match official
- 1.2 In the absence of a report being made to the EDJBA Tribunal, the Club may enact the Disciplinary Policy if there is an alleged breach of the PCB&C if it is raised in writing with the Executive Committee by; an EDJBA Official – such as a Referee or Court Supervisor, Balwyn Blazers Coach or Team Manager, another Balwyn Blazers Player (or their legal Guardian) or by an equivalent member of a competing Club
- 1.3 Player that acts inappropriately in relation to expectations of his/her Coach
- 1.4 Coach that acts inappropriately in relation to their players in the expectations of the Club Executive Committee
- 1.5 Balwyn Blazers Club Member that causes gross offence to either any other stakeholder in Balwyn Blazers or an Official, Parent or Supporter from any other club.

The Disciplinary Policy & Procedure are to be considered in conjunction with; the Balwyn Blazers Players Code of Conduct & Behaviour (PCC&B) and the Eastern Districts Junior Basketball League (EDJBL) Code of Conduct.

2.0 Notification of an Alleged Discipline Breach

Should the Club believe a Balwyn Blazers Club Member is believed to be in breach of any of the instances as outlined in **1.0 Overview** they will be notified by in writing by a Member of the Executive Committee, or the relevant Age Group Co-ordinator (AGC) that a breach is alleged to have occurred.

The notification issued by the Club will be at a minimum up 1 level from the Balwyn Blazers Club Member. For example, a player alleged to have breached will be notified by at least an AGC or a Coach will be notified by a least an Executive Committee Member.

Upon receiving notification of the alleged breach, the Executive Committee may issue a written warning to the Balwyn Blazers Club Member involved or should the matter warrant request a response to the incident. Unless the notification to the Balwyn Blazers Club Member is only a written warning the Balwyn Blazers Club Member will be required to respond to the alleged breach – **see 3.0 Response to an Alleged Breach**.

Where the Balwyn Blazers Club Member is under the age of 18, the notification should advise that the Balwyn Blazers Club Member is to be accompanied by an adult for the meeting with the Sub-Committee.

3.0 Response to an Alleged Breach

The Balwyn Blazers Club Member will be required to respond to the Executive Committee to the alleged breach of the discipline policy.

The required response may take the form of a written response or via an in-person review with a Sub-Committee convened by the Executive Committee. The required response will be outlined to the Balwyn Blazers Club Member in the notification provided by the Club. Where practicable the matter will be heard within seven (7) days of the alleged breach being raised with the Executive Committee.



Where the Club believes - or has reason to believe - that a discipline matter is of a criminal nature, the Executive Committee may choose to refer the matter directly to the appropriate external authorities as soon as practicable.

4.0 Sub-Committee hearing a discipline matter

A Sub-Committee will be convened by the Executive Committee to hear the alleged breach and will include a selection of relevant members of the Club. Depending on the nature of the alleged breach the Sub-Committee may be made up of; Executive Committee Members, AGCs, other relevant Club Administrators.

The Club may choose to invite relevant external parties such as Committee Members from the EDJBA, other EDJBA Clubs where the Executive Committee believes there is a need for expertise not available from Club resources or where it is believed that additional transparency or oversight is required from outside of the Club.

5.0 Investigating the discipline matter

The Sub-Committee will meet within five (5) days of the notification being made to the Balwyn Blazers Club Member. The Sub-Committee will meet with the Balwyn Blazers Club Member who is alleged to have been in breach and will, to the best of their ability, make a judgement on the matter by taking the following into account/consideration:

- Verbal eyewitness accounts of the event
- Written statements from eyewitnesses
- Verbal or written statements from the Balwyn Blazers Club Member concerned and the party who has raised the matter with the Club
- Physical evidence

When investigating the discipline matter, the Sub-Committee will:

- Ensure that any Balwyn Blazers Club Member under the age of 18 is accompanied by an adult for the meeting with the Sub-Committee
- Treat complaints seriously
- Treat those involved fairly and listen to both accounts
- Seek to understand any mitigating circumstances
- Maintain confidentiality of those involved in the incident
- Protect against victimization
- Keep accurate records of the Sub-Committee hearing
- Make decisions based only on the available information gathered not personal views

6.0 Penalties

If upon responding to the alleged breach it is the decision of the Sub-Committee that the Balwyn Blazers Club Member is in breach, the Sub-Committee will make a recommendation of a penalty to the Executive Committee to impose upon the Balwyn Blazers Club Member. The penalty may range from but will not be limited too; a formal apology to an effected party, a time based banned from representing the Club, or in severe or repeat breaches expulsion from the Club.



When recommending the penalty, the Sub-Committee will consider; the severity of the breach, the remorse shown by the Balwyn Blazers Club Member, the impact of the breach to the effected party or reputational damage of the Club and the previous standing of the Balwyn Blazers Club Member prior to the breach occurring.

Where applicable the Club will use the Basketball Victoria Tribunal by-laws with reference to their penalty guide lines (18.2) as a guide for issuing penalties.

Should a penalty be applied that includes a club-imposed suspension the Club will advise the EDJBA and Basketball Victoria to ensure that the penalty imposed upon the Balwyn Blazers Club Member carries over to other venues. Further, the Club will honour any reasonable request from the EDJBA or Basketball Victoria to observe a penalty applied to other EDJBA club members.

7.0 Right of appeal

To ensure that that Club maintains a fair, balanced and reasonable position in all disciplinary matters; any disciplinary penalty imposed will be open to an appeal process.

A person may appeal in writing to the Executive Committee against a decision imposed, a penalty upon the Balwyn Blazers Club Member within five (5) calendar days after notice of the decision is served on the Balwyn Blazers Club Member, by lodging with the Club Secretary a notice to that effect.

The notice of appeal must be accompanied by a statement of the grounds on which the person intends to rely for the purposes of the appeal, including any new evidence.

On receipt of a notice seeking an appeal, the Secretary will notify the Executive Committee, which is to convene a meeting to be held within seven (7) days after the date on which the Club Secretary received the notice.

At an Executive Committee meeting convened:

- 7.1** Business other than the question of the appeal may not be transacted;
- 7.2** The Balwyn Blazers Club Member and the person making the original allegation shall be given the opportunity to state their case orally or in writing, or both and this must include reference to the grounds of the appeal; and
- 7.3** The committee members present are to vote by secret ballot on the question of whether the determination should be confirmed, substituted or revoked.

In instances where a penalty is applied that includes a club-imposed suspension, the Club will advise the EDJBA and Basketball Victoria to ensure that the penalty imposed upon the Balwyn Blazers Club Member carries over to other venues. If the appeal is dismissed by the Committee, or no appeal is made by the Balwyn Blazers Club Member.