Interhall Sports Organisation

Tribunal and Appeals process

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Contents

1. Introduction  Page 2
2. Definitions  Page 2
3. Process after incident  Page 3
4. Structure of the Council  Page 3
5. Appeal process  Page 5

Annex A - Incident report form

Annex B - Form for reporting the outcome of the Misconduct Review Council/ Appeal Council

Annex C - Appeal application form
Introduction

The Interhall Sports Organisation (ISO) at the Australian National University has a zero tolerance policy on misconduct during a sporting game. The tribunal and appeal process outlined in this document plays an integral role in disciplining accused members of misconduct that is deemed inappropriate. ISO takes pride in running a safe and friendly competition between the residences at ANU, and thus takes the integrity both of the organisation and the sports provided very seriously. The point of this document is to:

- Improve efficiency in accusations of misconduct
- Provide consistency between outcomes
- Avoid ambiguity for the consequences of peoples actions
- Ensure fairness and justness in all of ISO’s proceedings
- Promote transparency in the processes and outcomes of ISO’s proceedings

This document and the processes outlined do not act retrospectively.

Definitions

Abuse - Verbal or physically threatening acts towards another

Committee Member - A sports representative who sits on the Interhall Sports Organisation

Conduct - Acts/actions performed by an individual

Council Member - A representative who sits on the Conduct Review Council

Executive - President, Vice President, Treasurer, Secretary and Publicity Officer of the ISO

Match official - Umpire or referee of the game.

Individual - player, coach, spectator or official

Intention - A player intentionally commits an offence if the player engages in the misconduct with the intention of committing the offence. It is a state of mind and may be formed on the spur of the moment.

ISO - Interhall Sports Organisation at the Australian National University

Organising residence - the residence that is in charge of said sport

Statement - Maximum one page, written version of events. Can also be verbal if in the appeal process.

Suspended sentence - An outcome where there is no immediate penalty but if there is another incident the penalty will be [whatever the Council sees fit].
Process after incident

Once the incident occurs, the misconduct of the individual must be bought to the committees attention by either

- A member of the ISO committee
- A game official
- The Interhall Sports Intern

The misconduct must be reported to the President of the ISO by email (interhall.sports@anu.edu.au) within 24 hours of the incident occurring, the President will then notify the relevant Sports Representatives that the incident has been reported.

The sports representative filing the misconduct must then fill out the Incident Report Form (Annex A) within 48 hours of the incident occurring.

The Conduct Review Council will then meet within 24 hours after receiving the Incident Report Form and any relevant documentation. A notice of the outcome will be sent to all involved parties by close of business that same day.

Each residence should provide a maximum one page written statement from person(s) involved and one witness statement per residence. The witness statement can only be provided by either a Sports Representative or a Coach. The statements will form the basis of the Councils decision.

The appeal process is outlined in page 5.

Structure and process of Council

Structure

President of the Interhall Sports Organisation (Chair)‡

One representative from each college. The representatives from the college(s) involved are not to be present during discussions and are only there to clarify events and answer questions. If it is a Sports Representative that is being reviewed, they are not entitled to attend as a representative of their residence.

Every residence (excluding those from the college(s) involved) has equal voting/discussion representation in the council and the President only acts as a chair, and is thus impartial.

A scribe to record the minutes and outcome. The scribe can be any member of the council.

Process

Subject to Council members availability

If the sports representative has provided a witness statement, they are unable to attend the Council meeting as a representative of their residence.

If the President is from the residence in question, then another member of the executive will chair the meeting, the order being Vice President, Treasurer, Secretary, Publicity Officer.

It is recommended that the representative stay the same for each tribunal for consistency, however it cannot be a member of the executive unless they are acting as chair.
The chair of the meeting will control the timing of the meeting.

The process is as follows:

1. Chair to introduce meeting and describe the incident impartially.
2. Statement of witnesses from both sides.
3. Statement from match officials and/or organising residence (if applicable).†
5. Statement of individual in question.
6. Council to ask questions to the Sports Representatives from the involved colleges on clarification of points (if applicable). After which time these Sports Representatives will be asked to leave.
7. Discussion of outcome. A majority decision must be reached. The reasons for the decision must be recorded.
8. Involved parties notified of outcome by Close of Business that day.
9. Report written by Chair and presented to the ISO at their next meeting. The secretary is to then file all documents involved for future use. (Annex B)

**Possible Outcomes**

Below is a list of possible outcomes for misconduct. The final decision is up to the Council’s discretion.††

The Council can pick any combination from the three columns, but the Council does have to pick one from each. 
This list is inclusive not exhaustive.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Team</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>No penalty</td>
<td>No penalty</td>
<td>No penalty</td>
</tr>
<tr>
<td>Warning</td>
<td>Warning</td>
<td>Warning</td>
</tr>
<tr>
<td>Suspended Sentence</td>
<td>Suspended Sentence</td>
<td>Suspended Sentence</td>
</tr>
<tr>
<td>Ban - Certain sport (Can extend to next season)</td>
<td>Relegation*</td>
<td>Loss of sport shield points</td>
</tr>
<tr>
<td>Ban - Time</td>
<td>Disqualification</td>
<td>Ban - sport and/or time</td>
</tr>
<tr>
<td>Ban - All sports</td>
<td>Lose all points from teams pooled matches</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forfeited points and result from game of incident</td>
<td></td>
</tr>
</tbody>
</table>

The council decides on the outcome, the ISO does not vote on it. They are given a report by the Chair of the incident and outcome at the next meeting. The Council's decision is final, unless an appeal is lodged.

† If it is the organising residence that is under review, then they are unable to provide a statement as the organising residence

* Teams do not swap, the team in question simply drops spot.

†† Accepting responsibility and in doing so, understanding that it is deemed inappropriate sportsmanlike conduct by the ISO, could result in a lesser punishment
Appeal process

The appeal must be lodged within 24 hours of being notified of the outcome. This is so the whole process is dealt with before the next game. This must be done by filling in the Appeal Application Form (Annex C) and emailed to the chair of the original Council meeting.

Once the Appeal Council has made a decision, the outcome is final and the issue is laid to rest.

Note: by choosing to appeal, the individual(s) are at risk of gaining a harsher penalty if the Appeal Council sees fit.

Structure of the Appeal Council

The appeal council consists of

- President of the ISO
- Vice President of the ISO
- Interhall Sports Intern

If for conflicts of interest, the President or Vice President cannot attend, then the executive hierarchy applies, as listed before.

Whosoever chaired the first meeting, will chair the second for consistency.

The individual(s) and a Sports Representative from the involved residence(s) may appear at the appeal but may not be present during discussions.

Process of the Appeal

1. Chair to introduce meeting, and describe incident impartially.
2. Appeal Council to consult original report on reasoning of original review.
3. Appeal Council to consult statements from original review.
4. Verbal statement of non-accused (if applicable).
5. Verbal statement of individual in question (if applicable).
6. Questions to both parties. All parties asked to leave.
7. Discussion and final outcome reached
8. Chair to write report and notify parties by Close of Business that day.
9. ISO notified of final outcome.

The decision of the Appeal Council is up to their discretion and is final.
Interhall Sports Organisation

Incident report form

Name: ____________________________________________________________
Residence: ________________________________________________________

Date & time of incident: ____________________________________________
Sport: _____________________________________________________________
Place: _____________________________________________________________

Summary of incident: ______________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

What injury, if any, was caused? __________________________________________________________________________
__________________________________________________________________________________________________________
If yes, did they require medical attention? _____________________________________________________________________
__________________________________________________________________________________________________________
What property damage, if any, was caused? _____________________________________________________________________
__________________________________________________________________________________________________________
Involved persons: _______________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
Have all participants involved signed an indemnity form? ______________________________________________________________________
__________________________________________________________________________________________________________

Date and time reported: ___________________________________________________________________________________

Signature: ___________________________ Date: ___________________________
Interhall Sports Organisation

Misconduct Review Council report to ISO.

Date of incident: _____________________________________________

Sport: _______________________________________________________

Who was present: ____________________________________________

________________________________________________________________

Accused parties: ____________________________________________

________________________________________________________________

Non-accused parties: __________________________________________

________________________________________________________________

Summary of incident: __________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________
Proposed punishment for individual:


Reasoning:


Proposed punishment for team:


Reasoning:


Proposed punishment for college:


Reasoning:
Interhall Sports Organisation

Application for Appeal

Only Presidents, Sports Representatives, Coaches or the player/s involved can lodge an appeal. You can attach any relevant documentation to support your appeal.

This is the only appeal that your college can submit.

Name: ____________________________________________

College: __________________________________________

Date of original incident: ____________________________

Date of appeal: _________________________________

Original decision:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What are you appealing? _________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What is the basis of your appeal? ________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signed:
President: ____________________________ Date: _________________________________

Sports Representative: ______________________ Date: ______________________________

Coach: _________________________________ Date: ________________________________