



# Code of Ethics

This document is relevant for all club and school matches under Tasman Rugby Union jurisdiction in the 2016 season.

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## **INTRODUCTION**

The Tasman Rugby Union and its affiliated sub-unions have a proud history of fostering rugby talent and a commitment to grassroots rugby throughout the Tasman Region. The TRU has a strategic obligation in improving communities through rugby focused initiatives, and during the rugby season communities rally around local rugby clubs to support their local players in sport.

Rugby must be played within the spirit in which it was intended. Therefore it must be played both to the letter and within the spirit of the laws. The responsibility for ensuring that this happens lies not with one individual – it involves coaches, captains, players, clubs, schools, referees and spectators.

It is for this reason the TRU Code of Ethics is created to provide a framework for clubs and schools to ensure every person that decides to interact with rugby union has an enjoyable experience while doing so. This will ensure that rugby union continues to create better communities, through better rugby experiences.

## **HOST RESPONSIBILITY FOR CLUBS**

### **FIXTURE DEFINITION**

Host responsibility begins 1 hour before the first fixture at the venue/venues and concludes at the closing of the clubrooms.

### **AFTER MATCH SPEECHES**

After match speeches should be conducted in a personable and respectable manner. No derogatory or malicious comments should be spoken by all parties involved.

### **FIRST AID PROVISION**

A minimum requirement is that an Adult with a suitable first Aid Qualification, equipped with a first Aid Kit, and a cellphone should be at the ground and be easily identified as the First Aid Provider. (This person CANNOT have any other duties with a participating team and may cover a number of pitches at the SAME venue.)

## **MATCH DAY MANAGER**

Each club shall be responsible for appointing a Match Day Manager(s) for all rugby matches. Match Day Managers are usually the Club Captain or a committee person that holds respect within the club environment.

**For Senior Rugby: each team must have three (3) bibs:**

- “Runner ”
- “Runner”
- “Medical”

The **Match Day Manager(s)** will ensure:

- Visiting teams and match officials are met.
- Teams and referee changing rooms are open.
- Provision of locks and keys for changing rooms.
- All grounds have barriers/safety ropes/safety padding in place
- Ensure that the independent first aider is present and identifiable.
- Policing of all people to ensure they remain behind the safety ropes, other than those referred to in match day protocol – Authorised persons allowed inside the ropes.
- Ensure all coaches, assistant coaches, managers and players stay in the team allocated area (refer to attached field setup play) while game is in progress
- Any side-line abuse of referees, or unruly behaviour is immediately addressed and offenders appropriately dealt with or sanctioned in accordance to the processes as outlined under Referee Abuse and spectator behaviour.
- No alcohol is being consumed within the playing enclosure (within 5 metres of the field outer markings)

Each team/club nominate a suitable person who will assist the match day manager to deal with any crowd issues from their club supporters

## **FIELD PREPARATION**

Clubs will ensure that fields are adequately roped to ensure the safety of players, spectators and match officials. Ropes are to be a *minimum* of 3 metres from each touchline and run the length of the playing area, from dead ball line to dead ball line (refer to field setup options - appendix i)

Where a ground has two fields within 8 metres of each other and both fields are being used, the area between the two fields is to be roped off. The area is not to be used for spectator viewing of the matches. Club officials, selectors, medics or referee association officials may use such an area. (Applies to Jubilee Park, Awarua Park and Lord Rutherford Park)

Match Day Managers are to ensure that any stretching/pushing of the ropes does not lead to spectators encroaching into the 3 metre area. If this cannot be managed, the ropes are to be positioned further away from the touchline.

- Ensure post pads are fitted, field flags are in position and ground markings are adequate.
- The referee will not start the game until the above is completed and up to standard.

## **MATCH DAY PROTOCOL**

Authorised people that are permitted inside the ropes:

- Match Day Manager
- Referee
- Assistant Referee or Touch Judges
- Total of 3 team officials; (**not coaches**)
- Ball Boys
- St Johns or other medical professionals

All team management and players are to be positioned as per appendix 1: Club rugby field set up.

**Note:** It is the responsibility of team coaches and managers to ensure their team strictly complies with these requirements. Non Authorised persons may only enter the playing area:

- To attend to an injured player during stoppages – St John, other medical professionals or team officials only.
- To assist in the carriage of an injured player from the field – St John, other medical professionals or team officials, plus any nominated assistant(s).

The game is not to commence until:

- Barriers/ropes/safety pads are in place.
- Match Day Manager is present.

The Referee is required to stop the game if:

- Unauthorised persons remain inside the ropes
- Any referee abuse or general disorderly behaviour of spectators is not being addressed by the Match Day Manager
- Any abusive/disruptive spectator or team member does not abide by any requests made of them by the Match Day Manager.
- Any player ordered from the field does not immediately leave the playing enclosure.

### **NON COMPLETION OF FIXTURE**

If the referee has to either **Stop** or **Call off** a game the referee must complete relevant form and forward it to the TRU Office within 48 hours of the match ending. The Match Day Manager may also submit an Incident Report on the form in appendix ii.

### **TEAM SHEETS:**

At the conclusion of every match, the TRU official team sheet is to be signed by the referee and handed to the team's manager. In doing so he/she declares the information to be true and correct. He/she checks that the name of the Match manager are evident on the team sheet. The following forms can also be completed on the Tasman Rugby App:

1. Club Rugby Team Sheet ('official use tab)
2. Coaches Game Report on Referee ('official use tab)

### 3. Serious injury report form ( 'injury' tab)

#### **REFEREE ABUSE AND SPECTATOR BEHAVIOUR**

Any incident of referee abuse, disorderly behaviour or alcohol consumption by spectators or team members within the playing enclosure, is to be addressed in the first instance by the team appointed Crowd Controller (if applicable) and then the appointed Match Day Manager. If required, the Match Day Manager is to seek the assistance and gain support of other club officials and/or the match referee to ensure the enforcement of sanctions provided to any offending parties are complied with. If any of the above incidents occur during a match, including Referee Abuse or general disorderly behaviour of spectators, the Match Day Manager should adopt the following process:

- Approach the offending parties to identify them. Request the offending parties to cease the behaviour concerned. Indicate to them that if they do not comply they **WILL** be asked to leave the playing enclosure.
- If they fail to comply, call for assistance of other club officials and/or the match referee. Referee to support sanction provided. The offender is asked to leave the complex.
- If non-compliance continues, the referee is to call the match off.

#### **ABUSE DEFINITIONS**

Abuse is defined as to attack with coarse or insulting, rude, threatening or maligning language or behaviour.

##### ***Verbal Abuse is as follows:***

- Any form of foul language.
- Any form of threatening language.
- Racial & religion vilification.
- Continual complaining/sledging.
- Personal insults.
- Dissent by players.
- Any insults or personal attacks published in all forms of media including all social media in or on a club affiliated domain.

##### ***Physical Abuse is as follows:***

- Pushing.
- Bumping.
- Spitting.
- Kicking.
- Punching.
- Any form of attempt of the above.
- Any form of threatening behaviour.

##### **NOTE:**

***At no times shall the Match Day Manager, Crowd Controller, assistants or the match referee confront any offending parties physically.***

## **REPORTING OF REFEREE ABUSE OR SPECTATOR BEHAVIOUR**

On all occasions that for any of the reasons outlined:

- A spectator is ejected from the ground
- The match has to be stopped
- The match has to be called off

Both the Match Day Manager and the match referee (if called upon to assist) shall forward a Referee Abuse Form to Tasman Rugby Union within 48hrs of the match ending, detailing a summary of the incident(s) plus information leading to the identification of the offending party concerned.

## **COMPLAINTS**

*In the first instance resolutions for issues should be sought through club representatives. If a satisfactory resolution cannot be found through these channels then the following procedure may be applied.*

Any complaints or citing's regarding foul play by one player against another during a fixture **that has gone undetected by match officials** must be made in writing, **on an official TRU complaints form**, and submitted to the TRU office within 48 hours of completion of the fixture. The complaint shall be directed to the TRU Office who will in turn inform the Complaints Review Officer, who will establish if the complaint is to be upheld. If the Complaints Review Officer determines that there are grounds for the complaint, the matter will be passed to the chairman of the Judicial Committee for a hearing.

### **Referee Protocol**

Foul play that is sighted by match officials will be acted upon at the time of the offence and relevant paperwork completed by the match official if necessary.

Referees are to adhere to the match day protocol and report any breaches to the TRU either via the App or on a paper form within 36 hours of the fixture. The referee is not permitted to waive the procedures contained in this policy. If they do so they accept responsibility as the match official for the consequences that occur and realise they could have taken measures to rectify the situation.

## **INITIAL COMPLAINTS PROCEDURE**

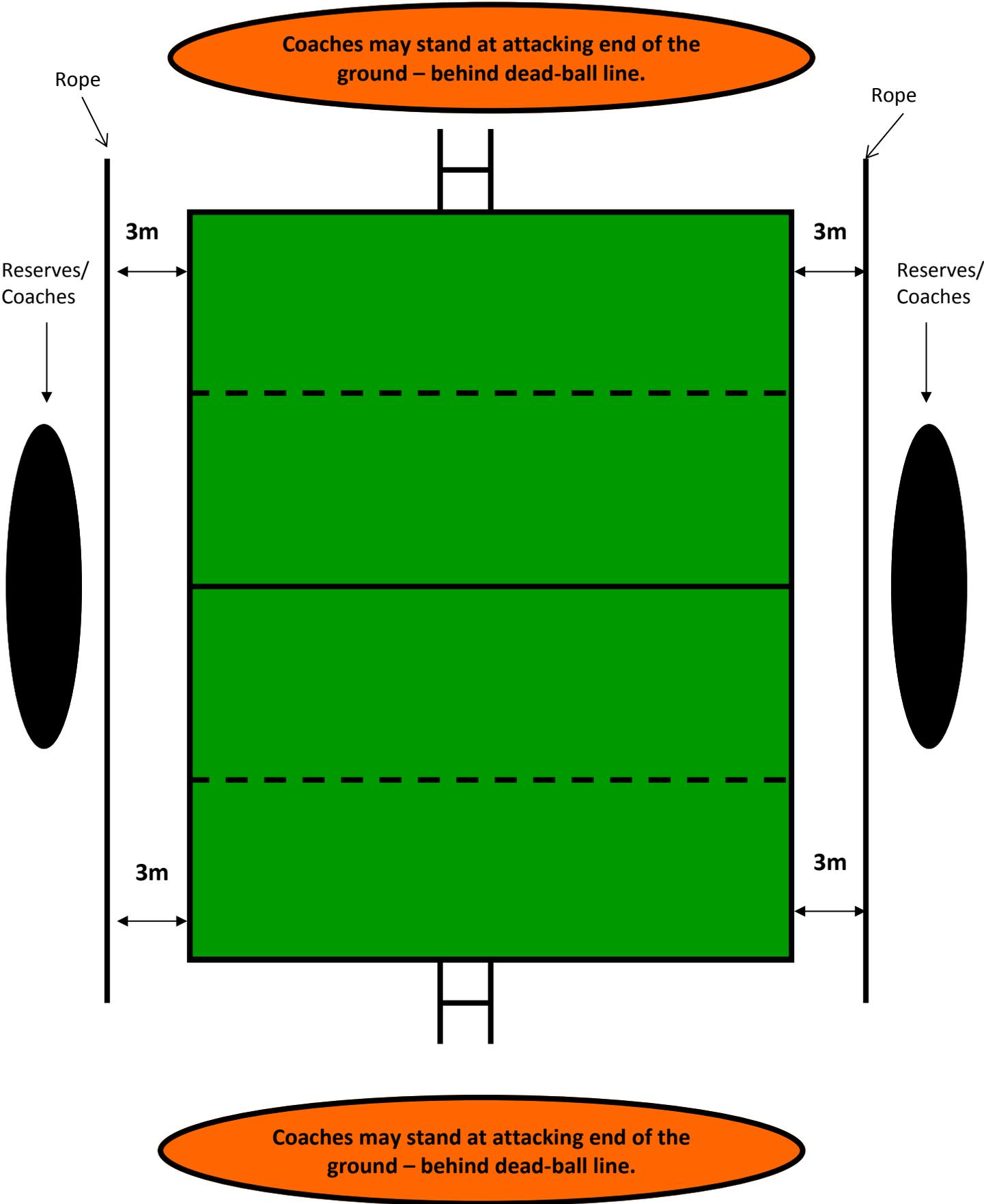
A Judicial Officer or Judicial Committee shall have jurisdiction to hear and determine a complaint of illegal and /or Foul Play against a Player (“a Complaint”) in respect of any act of illegal and/or Foul Play which has not been detected by the Match Officials in a Match for which the Union has jurisdiction.

1. A Complaint under Rule 19 – NZ Rugby Black Book may be made by:
  - a. The CEO of the NZRU or his nominee;
  - b. The CEO of the Union or his nominee or Citing Commissioner (where appointed by the Union);
  - c. The Secretary of a Club involved in the Match;
  - d. The Union’s Referee Association; and
  - e. All other persons
2. A complaint under Rule 19 shall contain the following information:
  - a. The date and place of the alleged illegal and/or Foul Play;
  - b. The name of the Player in respect of whom the Complaint is made (and his jersey number) and the team he was playing for at the time of the alleged illegal and/or Foul Play;
  - c. The name of the opposing team; and
  - d. Full details of the alleged illegal and/or Foul Play.
3. (1) On receipt of a Complaint (other than a Complaint brought with leave under Rule 21 92), the CEO of the Union shall immediately refer the Complaint to the Union Complaints Review Officer.
4. (2) On receipt of a Complaint brought with leave under Rule 21 (2), the CEO of the Union shall proceed as required by Rule 24(4) as if notification has been received from the Union Complaints Review Officer that the Complaint should proceed to a hearing before the Judicial Officer or Judicial Committee.

See the NZ Rugby Black Book Document for further information on the disciplinary and judicial process set-out by NZ Rugby.

[http://files.allblacks.com/Legal\\_and\\_Judicial/NZR-Black-Book-2013.pdf](http://files.allblacks.com/Legal_and_Judicial/NZR-Black-Book-2013.pdf)

**Acceptable Field Set Up**



# TASMAN RUGBY UNION

## COMPLAINT/INCIDENT REPORT

- Complaints should be directed in the first instance to your club's delegate or President/Chairman to action.
- Clubs should take all efforts to resolve issues without the need to make an official complaint.
- All complaints to the TRU must be made in writing on this form.
- The decision of the TRU will be final and binding on all parties, subject to the Appeals process set forth in the NZ Rugby Black Book (section 5).
- The TRU reserves the right to suspend any player, coach, manager or administrator from being involved in matches under TRU jurisdiction until such time as an official outcome has been reached.

### Details of the incident

Date \_\_\_\_\_ Time \_\_\_\_\_

Grade \_\_\_\_\_ Venue \_\_\_\_\_

### Teams involved

Club/School	Team Name	Coach (if known)

### Is this complaint regarding the behaviour or actions of:

Player/s    
  Coach/Manager    
  Spectator/Parent    
  Club/ School Official    
  Other

### Please list the name, club and role of any person/s you feel had a part in this incident

Name	Role e.g. <i>player, coach</i>	Club/School	Jersey number

### Is this complaint regarding any of the following (please tick if appropriate):

Facilities    
  Equipment    
  Organisation

**Details of the person making this complaint:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Club/School \_\_\_\_\_  
\_\_\_\_\_ Role \_\_\_\_\_

**Please give a brief description of what happened, as you saw it. State only the facts and do not include anyone else's opinion.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What actions were taken to resolve the issue at the time and by whom?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Persons/clubs/committees who have previously heard or dealt with this complaint**

*(Please supply copies of all records and documentation relevant to your dealings of this complaint).*

Name or Organisation	Contact Person	Phone

**Declaration**

I \_\_\_\_\_ *(person lodging this complaint)*,  
confirm that the details given are accurate to the best of my knowledge and agree to abide by the  
decisions of the TRU

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed by authorised\* member of the club/school:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_

\*Authorised member defined as JAB Delegate (JAB grades only), club delegate, club chairman/president, school principal or master/teacher in charge of rugby at school.



## Code of Ethics Declaration

..... Club/School agrees to enforce the Tasman Rugby Union Code of Ethics.

On behalf of **ALL OUR CLUB OR SCHOOL TEAMS** entered into the 2016 Tasman club and school rugby competitions.

Club/School: .....

Signature:.....

Name: .....

Position: .....

Date this .....day of .....  
2016