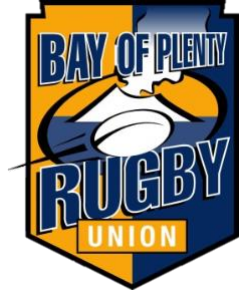


BAY OF PLENTY RUGBY UNION

CODE OF RESPONSIBILITY



Introduction

The Bay of Plenty Rugby Union (BOPRU) has a proud history of fostering rugby talent and a commitment to grassroots rugby throughout the entire region. The BOPRU 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, referees and spectators.

It is for this reason that the BOPRU Code of Responsibility was created to provide a framework for clubs 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.

As well as this document, the BOPRU has created a [“Positive Rugby Environment”](#) web page, which details the process by which a member of the public can be reported for bad behaviour.

Note, this document does not aim to detail the complete BOPRU Club Competition Rules.

1.0 CLUB HEALTH AND SAFETY

1.1 Health and safety obligations place responsibilities on all clubs, and this differs depending on if you employ people or not. In order for a club to enter into a Bay of Plenty Rugby Union Competition, clubs are now required to have a current operational Health and Safety Plan. To help ensure your club is up to date with this please visit our website for resources including templates. [CLICK HERE](#)

2.0 HOST RESPONSIBILITY FOR CLUBS

2.1 First Aid Responsibility

Clubs must have at least one first aid trained person at each game.

2.2 Fixture definition

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

2.3 After Match Speeches

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

2.4 Event Manager

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

The Event Manager(s) will ensure:

- The venue including grounds are checked and safe for play/hosting
- Visiting teams and match officials are met.
- Team and referee changing rooms are open.
- Provision of locks and keys for changing rooms.
- All grounds have barriers/safety ropes/safety padding in place.
- Policing of all people to ensure they remain behind the safety ropes, other than those referred to in **paragraph 4.2**
- Ensure all coaches, assistant coaches, managers and players stay in the team allocated areas (refer to attached field setup plan) while the game is in progress.
- Any side line abuse of referees or unruly behaviour is immediately addressed and offenders appropriately dealt with.
- No alcohol is being consumed within the playing enclosure (within 5 metres of the field outer markings).
- Liaise with: One visiting crowd control official who must be appointed to each game. They must wear identifiable clothing.

3.0 VISITING TEAM EVENT MANAGER

3.1 The responsibilities of the visiting event manager are:

- (a) Controlling the visiting team's supporter's behaviour, dealing swiftly and effectively with crowd/referee abuse and or encroachment onto field of play.

4.0 FIELD PREPARATION

4.1 Clubs will ensure that fields are adequately prepared as per the competitions rules **Ground Control**.

5.0 MATCH DAY PROTOCOL

5.1 Authorised persons that are permitted inside the ropes include:

- Referee
- Assistant Referee's
- One Medical Assistant
- Ball Boys
- St Johns

5.2 All team management and players are to be positioned within the Technical Zones as per competition rules.

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 and team officials only.
- To carry water to the players during stoppages – team officials only.
- At half time – team officials only.
- To assist in the carriage of an injured player from the field – St John, team officials, plus any nominated assistant.
- To provide a kicking tee – team official only or any nominated assistant.
- To supply ball to players – team official only or any nominated assistant.
- To perform touch judge duties in the absence of an Assistant Referee

5.3 The game is not to commence until:

- Completed team sheets are shown to the match referee.
- Barriers/ropes/safety pads are in place.
- Event manager(s) is/are present and have made themselves known to the referee and each other's counterpart.

5.4 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 appropriate Event Manager(s).
- Any abusive/disruptive spectator or team member does not abide by any requests made of them by the appropriate Event Manager(s)
- Any player ordered from the field who does not immediately leave the playing enclosure.

6.0 NON COMPLETION OF FIXTURE

- 6.1 If any fixture is called off prior to completion due to behavioural issues, the offending club/clubs will attend a BOPRU Disciplinary for possible sanction and the allocation of the competition points.

If the referee has to either **Stop** or **Call Off** a game, the referee is to complete a REFEREE REPORT ON MATCH CALLED OFF (Form E) and the Event Manager(s) is to complete a BOPRU Post Game Evaluation Form (Form C) and this is to be forwarded to the BOPRU office within 48 hours of the match ending.

7.0 TEAM SHEETS

- 7.1 At the conclusion of every match, the BOPRU official team sheet is to be signed by the referee and handed to the Home Team Manager. In doing so he/she declares the information to be true and correct.
- 7.2 There shall be no discussion between club representatives and referees over any information provided on the team sheet.
- 7.3 Code of Responsibility fixture Compliance

On every team sheet, the referee is to indicate whether the club has met its obligations in terms of fixture management. The following questions appear on the team sheets:

(a)	Was the field setup complete?	Yes	No
(b)	Was the side-line manager present/effective?		
	• Home team	Yes	No
	• Visiting team	Yes	No
(c)	Was the spirit of the fixture acceptable	Yes	No

8.0 CODE OF RESPONSIBILITY BREACHES

- 8.1 Breaches of the Code of Responsibility will result in an BOPRU enquiry. The BOPRU reserves the right to carry out the following actions once the enquiry is complete: If 6.3 (a) and or (b) is breached - Send of letter of Code of Responsibility non-compliance, and spoken to by the BOPRU to ensure compliance which will serve as a club warning.

If further non-compliance incidences are reported to the BOPRU, the offending club may have their next scheduled home game re allocated to the opposition club.

- 8.2 Any incident The BOPRU reserves the right to re allocate any fixture, if after the enquiry it is believed that the club involved is not capable of hosting such fixtures.

9.0 REFEREE ABUSE AND SPECTATOR BEHAVIOUR

- 9.1 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 appointed Event Manager(s). If required, the Event Manager(s) are 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 Event Manager should adopt the following process:

- Approach the offending parties to identify them. Request the offending parties to cease from 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 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.

9.3 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.
- **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 either the Event Manager(s), assistants or the match referee confront any offending parties physically.

- 9.4** If a referee is physically or verbally abused, the BOPRU will automatically withdraw referee services for all teams of the offending club. It will then be the clubs responsibility to meet with the BOPRU to satisfy them (and the BOP Referees) that the issues have been resolved. Competition points will be allocated to the opposition until such time as referee services are reinstated.

10.0 REPORTING OF REFEREE ABUSE OR SPECTATOR BEHAVIOUR

- 10.1** 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 Event Manager and the match referee (if called upon to assist) shall forward a BOPRU Referee Abuse Form to BOPRU Rugby Operations Manager within 48hrs of the match ending, detailing a summary of the incident(s) plus information leading to the identification of the offending party concerned.

11.0 COMPLAINTS

- 11.1** 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 to the BOPRU office within 48 hours of completion of the fixture. The complaint shall be directed to the BOPRU Operations Manager 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 is grounds for the complaint, the matter will be passed to the Disciplinary Committee for a hearing.

11.2 Referees Protocol

Referees are to adhere to the match day protocol and report any breaches to the BOPRU, via the BOPRU Match Report. 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.

12.0 CLUB ADMINISTRATION

12.1 Player Registrations

All club teams must have registered their players online via Sporty **Prior to the commencement of their competition.**

Any club/school found to be playing unregistered players will have its points deducted or be fined for any game that the unregistered player(s) have been involved in.

12.2 Coach Registrations – Rugby Smart

No team will be allowed to play in any competition within the Bay of Plenty if the head coach and his/her assistants have not attended a current compulsory Rugby Smart Seminar (includes acting coach of the day and assistants)

Teams that do not comply re Coach/assistants will default games until those Coach/Assistants are accredited.

12.3 Affiliation Fees

Affiliation fees of \$100 + GST per club and \$100 + GST per team after that applies to every club within Bay of Plenty.

Affiliation fees are to be paid prior to the start of the competition.

Clubs failing to pay these will result in those clubs teams not being awarded any points IN ANY GRADE until they are paid in full.

INCIDENTS COMPLAINT PROCEDURE

INITIAL COMPLAINTS PROCEDURE

A Disciplinary Officer or Disciplinary 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 20 may be made by:
 - a. The CEO of the NZRU or his nominee;
2. The CEO of the Union or his nominee or Citing Commissioner (where appointed by the Union);
3. The Secretary of a Club involved in the Match;
4. The Union's Referee Association; and
5. All other persons.

6. A Complaint under Rule 20 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.

7. (1) On receipt of a Complaint (other than a Complaint brought with leave under Rule 22(2), the CEO of the Union shall immediately refer the Complaint to the Union Complaints Review Officer.

8. (2) On receipt of a Complaint brought with leave under Rule 22(2), the CEO of the Union shall proceed as required by Rule 25(4) as if notification had been received from the Union Complaints Review Officer that the Complaint should proceed to a hearing before the Disciplinary Officer or Disciplinary Committee.