**Pre-amble**

The below procedure aims to detail Football Wagga Wagga’s process in dealing with disciplinary or grievance matters.

The procedure is based on the Grievance and Disciplinary Regulations. In the event of any inconsistency between these Regulations and this procedure, the Regulations will prevail.

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| PHASE 1Allegation Phase | FWW receives an allegation of an offense. This may come in several forms, including but not limited to:1. A Referee’s or Assistant Referee’s Report
2. A written allegation from a FWW Member Club
3. A written allegation from a FWW Individual member (eg player, coach, spectator)

Football Wagga Wagga may seek further written statements to support the allegation.Football Wagga Wagga will generally rely upon statements provided to it.Football Wagga Wagga may seek advice from FNSW or from members of its Judicial Panel.DECISION: FWW will determine whether the allegations could lead to a Charge being laid. If in its opinion it could, FWW will move to Phase 2a or Phase 2b at its absolute discretion.If at this stage FWW decides that no further action will be taken, the matter will be dismissed. |
| PHASE 2aOpportunity to respond | FWW may give the defendant the opportunity to provide written statements. Football Wagga Wagga will:1. Provide the defendant with a copy of the original statement containing the allegation.
2. Give the defendant a time period in which to provide a statement.

If the defendant chooses not to supply a statement, this in no way would be considered an admission of guilt.DECISION: Based on the statements collected, FWW will decide whether to proceed with the charge |
| PHASE 2bDirect charge | FWW may, at its sole discretion, proceed directly from Phase 1 to Phase 3 without seeking statements from the defendant. |
| PHASE 3Notice of Charge | FWW will issue a Notice of Charge to the defendant (via their member club). This will include a date and time at which the GPT hearing is to be held.The defendant has the opportunity to supply further statements and submit a Notice of Response in which they may choose to plead.The Notice of Response and any further statements must be supplied to FWW by the time and date stipulated in the Notice of Charge. No further statements will be accepted by the GPT after the date and time stipulated on the Notice of Charge. |
| PHASE 4Pre-GPT Hearing | Prior to the GPT hearing, FWW will provide the defendant with a copy of all statements collected. |
| PHASE 5GPT Hearing | The GPT will hear the charge. The following general procedures will apply:1. Both parties may be present at the GPT. Note that this is not compulsory.
2. Witnesses may be called by either party so long as they either:
	1. Provided a Witness Statement; or
	2. Were identified on the Notice of Response
3. The GPT will make a decision at the hearing and notify FWW in writing of this. A full report by the GPT will be provided to FWW within 14 days of the hearing.
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| PHASE 6Appealing a GPT Decision | Following the decision from the GPT in Phase 5, the club may submit a further appeal to the Appeals Tribunal. A Notice of Appeal must be supplied.Full details of further appeal pathways are provided in the Regulations. |