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# DISCIPLINARY PROCESS, WRL

## 1. Incident Reporting

- **Step 1:** Incident occurs.
- **Step 2:** Incident is reported using the WRL Incident Referral Form within 48 hours.
- **Step 3:** The form is submitted to the Disciplinary Committee.

## 2. Preliminary Review

- **Step 1:** The Disciplinary Committee acknowledges receipt of the report within 24 hours.
- **Step 2:** A preliminary review is conducted to determine if the incident warrants further investigation.
  - If no further action is required, the reporting party is informed, and the case is closed.
  - If further investigation is needed, the process continues.

## 3. Investigation

- **Step 1:** The Disciplinary Committee gathers evidence, including:
  - Witness statements
  - Video footage (if available)
  - Any other relevant documentation
- **Step 2:** The accused is notified of the investigation and provided with details of the allegations.
- **Step 3:** The accused is given an opportunity to respond to the allegations and provide their own evidence.

## 4. Hearing

- **Step 1:** A hearing is scheduled, and all relevant parties are notified.
- **Step 2:** The hearing is conducted in a fair and impartial manner. During the hearing:
  - The Disciplinary Committee presents the evidence.
  - The accused presents their case and calls witnesses.
  - Both parties may question witnesses.



- **Step 3:** The Disciplinary Committee deliberates and makes a decision based on the evidence presented.

## 5. Decision and Sanctions

- **Step 1:** The Disciplinary Committee issues a written decision, including:
  - Findings of fact
  - Determination of whether a breach occurred
  - Sanctions (if applicable)
- **Step 2:** The decision is communicated to the accused and the reporting party.
- **Step 3:** Sanctions are enforced as per the decision.

## 6. Appeals

- **Step 1:** The accused has the right to appeal the decision within 3 days.
- **Step 2:** Appeal is escalated to the Governance NED who will form an Appeals Committee.
- **Step 3:** The Appeals Committee conducts a review, which may include:
  - Re-examining the evidence
  - Holding a new hearing (if necessary)
- **Step 4:** The Appeals Committee issues a final decision, which is communicated to all relevant parties.

## 7. Confidentiality

- All proceedings are conducted in strict confidence.
- Information is disclosed only to those directly involved in the process.

This process ensures that all disciplinary matters are handled fairly, consistently, and transparently.



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