



National Sanctioning Policy

Version 5

Effective: 26th September 2025

Ref: COMP-001

#	Review Date	Effective Date	Approved By	Changes
1	2019			The National Sanctioning Guidelines were first introduced for WPA events for the 2020 season. They were applied only to WPA events and State Associations had the option of using if they wished
2	Feb 2022			WPA conducted a review of the National Sanctioning Guidelines after the Summer Slam, improving the process and management of the Inappropriate Contact allegations.
3	Sep 2022	28 Oct 2022		Guidelines re-drafted and upgraded to be a Policy document
4	May 2023			Content updated to include changes made necessary by amendments to Sport Integrity Australia Complaints, Disputes and Discipline Policy and to address feedback on procedural matters.
5	July-Sep 2025	26 Sept 2025	Board	Substantive review of document. Move to new offences table, removal of point system and restructure of process / policy for easier application and to simplify process, provide more clarity and address feedback received from stakeholders

Review frequency: This Policy will be reviewed annually. The annual review will include key stakeholders and consider, but is not limited to the following:

1. Operation of the National Internal Tribunal Panel, central log of matters, consistency of application.
2. Application and management of Suspensions across multiple jurisdictions and the ability to manage these.
3. The effectiveness of the Revsport Competition Management system in tracking Suspensions.
4. Impact on Member behaviour relating to this Policy
5. Review case studies that did not fit this Policy.
6. Consider alternative sanctions for specific offences, such as mechanisms for Offenders to give back to the water polo community in an appropriate manner.

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1 Background

1.1 Purpose

1.1.1 This policy is made by Water Polo Australia Limited (“WPA”) under its constitution (“Constitution”) with the purpose of:

- (a) providing a consistent, nationwide framework for sanctioning Offences committed during or related to a game of water polo; and
- (b) ensuring the sport of water polo is played in a manner consistent with:
 - (i) the rules of water polo;
 - (ii) the Code of Conduct and other relevant Policies; and
 - (iii) the behaviours identified in the Think.Act.Play guidelines.

1.2 Scope

1.2.1 This Sanctioning Policy applies to all state and territory jurisdictions within Australia and governs behaviour in and around matches played at:

- (a) Formal Competitions (as defined in the WPA Membership and Registration Policy (available on the WPA website)); and
 - (b) other Competitions, Tournaments or Events where the Organisation running the event designates it as being governed by this Sanctioning Policy,
- (the “Matches”).

1.2.2 This Sanctioning Policy is designed to deal with incidents, complaints and referrals involving persons (including players, coaches, managers, spectators, Officials and Members) participating in or present at any Match that:

- (a) are directly related to a game of water polo, that fall under the authority and adjudication of the Officials; or
- (b) are incidents that occur in and around the Match at the venue, which may include but is not limited to any pre-game interactions, in-pool incidents, the warm-up, game time, breaks, or post game formalities (e.g., handshakes) and interactions or other behaviour at the venue before and after the Match.

1.3 Outside of application of policy

1.3.1 This Sanctioning Policy is not designed to deal with incidents, complaints and referrals that occur once the players, coaches, managers, Officials and Members have left the venue or occur at the venue but are clearly unrelated to the Matches. The Organisation may determine at its discretion whether this is the case as set out in section 1.4.4.

1.3.2 This Sanctioning Policy does not permit third parties to lodge complaints or protests on behalf of others when the third party was not directly involved in the conduct the subject of the complaint, except as described in section 5.

1.3.3 Any incident that occurs outside of the scope of the Sanctioning Policy shall be dealt with under the NIF or other Policy (as applicable). It is the responsibility of the parties involved in such incidents to refer them to the Organisation or [Sport Integrity Australia](#), as the circumstances dictate.

1.4 Overlap of Policies

- 1.4.1 WPA and the Organisations have other Policies that also apply to conduct by persons involved in a game of water polo. This Sanctioning Policy should be read in conjunction with these other Policies, which include the following WPA Policies available in the integrity section of the WPA website:
- (a) Conduct and Disciplinary Policy;
 - (b) Code of Conduct;
 - (c) Review and Appeals Policy;
 - (d) Personal Grievances Policy; and
 - (e) the NIF.
- 1.4.2 It should be noted that there may be some incidents that occur during a game or that fall within the scope of this Sanctioning Policy, that may be considered “Prohibited Conduct” as defined within the relevant Policies of the NIF or WPA. Subject to section 1.4.4, Members may report matters via the appropriate channels of another Policy if it is deemed by the Member to be more appropriate than being managed under this Sanctioning Policy.
- 1.4.3 Every effort should be made to ensure that conduct is dealt with singularly under one Policy, rather than under multiple policies.
- 1.4.4 WPA or the Organisation may, at its absolute discretion, determine that a matter:
- (a) reported under this Sanctioning Policy is more appropriately dealt with under another Policy, and refer the matter for handling under that Policy;
 - (b) reported under another Policy is more appropriately dealt with under this Sanctioning Policy, and refer the matter for handling under this Sanctioning Policy; and
 - (c) that has been dealt with under one Policy cannot be re-lodged or re-framed under another Policy (for example where the complainant was not happy with the outcome under the first mentioned Policy).

2 Definitions

2.1 Defined Terms

The following words have the corresponding meaning in this Sanctioning Policy:

Appellant refers to an Offender who Appeals or applies to appeal a decision and is a relevant term during the Appeals process.

Applicant has the meaning given in section 5.1.1.

CGRF means a Club Game Report Form that is utilized by Clubs to lodge a report in respect of Unwitnessed or Unreported Inappropriate Conduct.

Chair means the Internal Tribunal Chair or the Internal Appeals Tribunal Chair, as applicable.

Charge Notice means a notice (in the form set out in Annexure C, Annexure D, Annexure E or Annexure F) charging a Member with an Offence.

Club means any Affiliate Member that is a club or an AWL Member.

Club Official means one or more of the following roles - President, Secretary, Coach or Team

Manager of the Club/team (or, if such roles do not exist, the equivalent role at the Club/team).

Competition means a format of competition where teams play on non-consecutive days, as opposed to a Tournament, where teams may play games on two or more consecutive days.

Competition Manager means the person assigned by the Organisation to manage specific Competitions, Events or Tournaments.

Complaint Form refers to the online form related to breaches of WPA National Integrity Framework policies.

Event means any Match that is not part of a Competition or Tournament.

GRF means a Game Report Form that is utilized by Officials for reporting Incidents.

Incident refers to something that occurs that may or not breach a Policy of the Organisation and cannot yet be referred to as an Offence.

Internal Tribunal means the tribunal set up for an Internal Tribunal Hearing.

Internal Tribunal Chair means a person nominated to lead the Internal Tribunal.

Internal Tribunal Hearing means an internal hearing conducted to determine the guilt or innocence of a person who has been charged with an Offence under this Sanctioning Policy.

Internal Appeals Tribunal means the tribunal set up to address an appeal of a decision by the Internal Tribunal.

Internal Appeals Tribunal Chair means a person nominated to lead the Internal Appeals Tribunal.

Investigator means an approved person (from the National Internal Tribunal Panel or otherwise) to undertake an investigation into an incident or complaint as per this Sanctioning Policy.

Mandatory Reporting means the legislative requirement for specific people or groups of people to report suspected cases of child abuse, a summary of which is available [here](#).

Match means a match covered by this Sanctioning Policy, as defined in section 1.2.1.

Member means a person who is a member of an Organisation, or a person who was a member of an Organisation at the time that they perpetrated any conduct which could be dealt with under this Sanctioning Policy. Noting that the specific definition of a member may vary between Organisation constitutions, the term will take on its ordinary meaning as determined by the Tribunal taking into account factors including but not limited to registration, payment of fees and Organisation records of membership.

National Internal Tribunal Panel means a panel of appointed persons, who may be called upon to form an Internal Tribunal to hear matters across any jurisdiction in person and or via virtual communications.

NIF means the WPA National Integrity Framework, including:

- (a) Member Protection Policy;
- (b) Safeguarding Children and Young People Policy; and
- (c) Complaints, Disputes and Discipline Policy.

Nominee means a person within the Organization fulfilling or assisting the Competition

Manager complete their duties within this Policy. This could be the CEO, Integrity Manager or any other person as designated by the Organization.

Offence means an offence set out in the Table of Offences.

Offender means the person who either accepts or is found guilty by the Internal Tribunal of a charge in a Charge Notice.

Official means a person appointed by the Organisation or their representative as a delegate, referee, goal judge or any other appointed official role at a water polo game.

Organisation means the governing body responsible for the delivery of the Matches in a Competition, Tournament or Event in respect of which this Sanctioning Policy is invoked.

Respondent refers to the person against whom a complaint has been lodged, either via the GRF or CGRF following the process outlined in this Sanctioning Policy.

RevSport refers to the competition management system that is used for all water polo Competitions and Tournaments that are endorsed by WPA and its State Members and Clubs.

Round means a game within a specific Tournament to which a suspension applies.

Sanction Charge Notice means a Charge Notice that contains a sanction (as opposed to a Charge Notice that refers the matter directly to the Internal Tribunal).

Sanctioning Policy means this policy, including the Annexures, as amended from time to time.

Season means the period commencing on 1 September each year to 31 August of the following year.

Suspension means the sanction imposed on an Offender either by the Offender accepting (or being deemed to accept) the Charge Notice or via an Internal Tribunal process.

Suspension Period means, where the suspension includes but is not limited to a Competition, the time from the commencement of the suspension, up until 11:59pm on the time zone in which the Offender is participating, on the specified end date at which point the period of suspension ends, or such earlier time in the day if the Offender is playing multiple games on that day and the suspension does not apply to all games. For the avoidance of doubt the Suspension Period may include multiple Rounds of a Tournament, multiple games within a Competition or a combination of both, if the duration and timing of the Suspension requires such.

Table of Offences means the table containing the Offences in Annexure A.

Tournament means a format of competition where teams play games over two or more consecutive days as opposed to a Competition which is played on non-consecutive days. For the purpose of this Sanctioning Policy, the Australian Water Polo League (AWL) will be deemed a Tournament, unless it is reasonable for it to be treated as a Competition, for the purpose of the timings of responses and hearings.

Unwitnessed or Unreported Inappropriate Conduct means the Offence of that name in the offence table in Annexure A.

Water Polo Activities means any activity connected to water polo including but not limited to playing, coaching, refereeing and officiating.

2.2 Terms defined in Constitution

Where a capitalised term is not defined in this Sanctioning Policy, but is defined in the Constitution, it has the meaning given in the Constitution.

2.3 Interpretation

2.3.1 In this Sanctioning Policy:

- (a) Headings are for convenience only and do not affect interpretation.
- (b) Any reference to a gender indicator is inclusive of all gender identities and sex characteristics.
- (c) The singular includes the plural and vice versa.
- (d) Where a word or phrase is defined, its other grammatical forms have corresponding meanings.
- (e) A reference to a section or sub-section is to a section or sub-section, as the case may be, of this Sanctioning Policy unless stated to the contrary.
- (f) A mention of anything after “include”, “includes” or “including” does not limit what else might be included.
- (g) A reference to a “person” includes a corporation, incorporated association, trust, partnership, unincorporated association or other entity, whether or not it comprises a separate legal entity.
- (h) Nothing in this Sanctioning Policy shall prevent the hearing of two or more matters jointly where the Chair forms the view that it is necessary or desirable to do so in the interests of fairness and/or efficiency in the due dispatch of the Policy’s functions.

3 Offences and Sanctions

3.1 Offences

The Table of Offences in Annexure A sets out:

- (a) the Offences applicable to Matches under this Policy;
- (b) the default sanctions to be imposed by a Competition Manager in a Charge Notice for those Offences; and
- (c) the default sanctions to be imposed by an Internal Tribunal for those Offences if a matter is challenged to them under this Sanctioning Policy.

3.2 Alternative or Additional Sanctions

The default sanctions provide guidance to a Competition Manager and an Internal Tribunal. Alternative or additional sanctions may be applied in accordance with section 10.

3.3 Young offenders

Alternative sanctions and processes should be considered when dealing with young individuals dependent on their age. Alternative sanctions may be used when dealing with young Offenders in lieu of a hearing being held.

3.4 Carry over points

A points system is no longer used in this Sanctioning Policy and carry over points from the previous application of this policy will not be carried forward. However, a person's history (red cards/sanctions) is still taken into account in respect of additional sanctions for repeat offences.

4 Reporting of Incidents by Officials

4.1 How to report

Where an Official has seen an Incident that falls within the scope of this Policy, the Official should report that Incident on a GRF, via the link in Annexure B.

4.2 Deadline to complete GRF

- 4.2.1 Officials must use their best endeavours to submit the GRF as soon as possible after the Match (especially for Tournaments) but no later than 24 hours after the completion of the Match.
- 4.2.2 If the GRF is not submitted within 24 hours after the completion of the Match, the matter is dismissed (subject to it being raised through the CGRF process).

4.3 Updates to GRF permitted

The GRF will be received by the Competition Manager (or their Nominee), who will either confirm it contains all required information or request additional information and if so, the GRF may be updated, provided it is agreed by both the Competition Manager and the relevant Official.

4.4 Investigation

- 4.4.1 Where the Competition Manager (or their Nominee) considers that further investigation is necessary prior to preparing a Charge Notice, the Organisation should reasonably follow the Investigation Process set out in the Sport Integrity Australia [Investigation of Complaints Guidelines](#) from clause 3 onwards to the maximum extent that they can be sensibly applied to the matter within the timeframe available.
- 4.4.2 Where time constraints mean it will not be possible or practicable to apply those guidelines prior to the preparation of a Charge Notice, the Organisation should apply such sections as can be applied within the relevant timeframe, so that sufficient evidence can be obtained to prepare the Charge Notice and for the Internal Tribunal to properly deal with the matter.

4.5 Evidence needed to overturn Official's report

- 4.5.1 With respect to Incidents that are reported by the Officials on the GRF, that subsequently result in the charge being heard by an Internal Tribunal, the facts reported in the GRF will stand as the facts of the alleged Incident and the onus will rest with the Respondent to establish to the required standard that the facts as recorded are inaccurate or otherwise misrepresent the Incident.
- 4.5.2 The process outlined in sections 4.4, 6.2 and 6.3 is designed to ensure that if an error has been made by the Official, that this is determined, and changes are made before the charge is laid and these Incidents do not reach the Internal Tribunal.

5 Reporting of Incidents not witnessed or reported by Officials

5.1 How to report

- 5.1.1 For Incidents that fall within the scope of this Sanctioning Policy, but are not witnessed or reported by the Officials, the alleged victim of the Incident (**Applicant**) must discuss the matter with their Club and a Club Official (not the alleged victim) can report the Incident through:
- (a) a CGRF, via the link in Annexure B, in which case it will be dealt with under this Policy (subject to section 1.4.4); or
 - (b) alternatively, if the matter relates to breaches of the NIF, a Complaint Form via the link in Annexure B, in which case it will be dealt with under the relevant NIF policy (subject to section 1.4.4).
- 5.1.2 The Applicant, or an official representative of the Applicant's Club or Association, should endeavour to, if appropriate and possible in the circumstances, also informally report the Incident to an Official at the earliest opportunity. This should either be at the first game interval after the incident occurs ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full time), or within 30 minutes of the completion of the Match.
- 5.1.3 If an Incident is informally reported to an Official as described in section 5.1.2, the Official should:
- (a) instruct the Club to complete a form in accordance with section 5.1.1; and
 - (b) note that the Club advised them of a potential complaint.

5.2 Deadline to complete CGRF

- 5.2.1 The CGRF must be submitted no later than 48 hours after the relevant game is completed.
- 5.2.2 A CGRF received outside of this timeframe will be rejected and rejections made on this basis are not appealable.
- 5.2.3 A Complaint Form received outside this timeframe, in circumstances where a CGRF should have been used and it was not appropriate for that Incident to be reported by way of a Complaint Form, will be rejected and rejections made on this basis are not appealable.

5.3 Onus on Applicant

The onus will be on the Applicant to prove the Offence to the required standard, so it is important for the Applicant to be thorough and include all relevant factual information in the initial report. There must be clear compelling evidence to support the allegation or it will be dismissed by the Competition Manager.

5.4 Review and Investigation Process

- 5.4.1 Upon receipt of a CGRF, after ensuring all relevant information has been provided (including assessing the claim based on other WPA Policies), will determine one of the following actions to be taken:
- (a) dismiss the complaint due to insufficient evidence and advise relevant parties;
 - (b) issue a Charge Notice in accordance with section 6.1.1(b) based on evidence provided (eg video evidence) and advise relevant parties; or

- (c) appoint an Investigator to obtain further information relating to the matter; or
- (d) refer the matter to the State or National Integrity Manager based on information provided and relevant to other WPA Policies.

5.4.2 If the matter is referred to an Investigator:

- (a) The selection of the Investigator should take into account the details of the alleged Offence as well as the age and gender of the parties to the alleged Offence.
- (b) The appointed Investigator will review the complaint and should undertake any additional inquiries by following the Investigation Process set out in section 4.4.1 to the maximum extent that they can be sensibly applied to the matter within the timeframe available.
- (c) Once this process is concluded the Investigator will make a recommendation to the Competition Manager who will then determine one of the appropriate actions as per section 5.4.1.
- (d) The Investigator may also recommend that the Offence meets the threshold for Mandatory Reporting, a summary of which is available [here](#), and the necessary appropriate action should be taken.

5.5 Involvement in process is critical

- 5.5.1 If the Applicant chooses to not partake in the investigation process the matter will be dismissed by the Investigator/Organisation.
- 5.5.2 If the Respondent chooses not to partake in the investigation process prior to any referral to the Tribunal, they will be deemed to accept the allegation to be accurate and the matter for the purposes of referral to the Tribunal may be determined by the Internal Tribunal on the basis of the information available.
- 5.5.3 Both the Applicant and the Respondent are encouraged to have a support person (who may not be a legal practitioner acting as advocate or similar) with them for any interview. If they are under the age of 18, they are required to have a support person with them for the investigation process.

6 Issue of Charge Notices

6.1 Decision of Competition Manager

- 6.1.1 Once the process in section 4 (for GRFs) or section 5 (for CGRFs) is completed, the Competition Manager will:
 - (a) dismiss the alleged charge and advise the parties involved; or
 - (b) subject to section 6.1.2, issue a Charge Notice to the Respondent and a Club Official of the Respondent's Club:
 - (i) which includes a sanction (see Annexure C or Annexure D); or
 - (ii) refers the matter directly to an Internal Tribunal (see Annexure E or Annexure F).
- 6.1.2 The Table of Offences sets out, for each Offence:
 - (a) the default sanctions to be included in a Charge Notice where the Competition Manager elects to include a sanction (subject to any discretion of the Competition Manager under

section 10 and any additional sanction for repeat offences under section 10.3); and

- (b) the circumstances in which the Competition Manager:
 - (i) may, if the Incident is deemed serious enough, refer the matter directly to the Internal Tribunal; or
 - (ii) must refer the matter directly to the Internal Tribunal.

6.2 Err on lower Offence

Competition Managers are advised that when in doubt between two Offences, to err on the lesser Offence and allow the Internal Tribunal to apply the more serious Offence at the Internal Tribunal Hearing if they see fit. A note to this effect should be included in the notice to the Internal Tribunal from the Competition Manager.

6.3 Lack of consensus

If there is not consensus between the Competition Manager and Official (where applicable) about the content of a Charge Notice, the Competition Manager may confer with one member of the National Internal Tribunal Panel's nominated Chairs about the appropriate charge. For the avoidance of doubt, the Internal Tribunal will not have been formed at this stage, so this does not refer to the Chair of any specific Internal Tribunal.

6.4 Member cannot participate once Charge Notice issued

- 6.4.1 Except in exceptional circumstances, all persons allegedly involved in an Incident will be able to continue to participate in water polo while the matter is being investigated and until a Charge Notice is issued (after which section 6.4.2 applies).
- 6.4.2 Once a Charge Notice is issued the Member cannot participate in any capacity in any Tournament, Competition or Event, until:
 - (a) the Member accepts (or is deemed to accept under this Policy) the penalty listed in the Charge Notice and the Member has served any relevant Suspension; or
 - (b) the charge in the Charge Notice is heard by the Internal Tribunal and a decision is handed down and the Member has served any Suspension imposed;
 - (c) the Charge Notice is withdrawn by the Organization (may occur if Organization receives additional information once the Charge Notice is provided to a Member); or
 - (d) following an application from the Member demonstrating special circumstances, the Competition Manager (or Internal Tribunal if it has been formed) determine that special circumstances justify that this interim suspension should not apply.

7 Response to Charge Notices

7.1 Response from Member to Charge Notice

Upon receipt of a Sanction Charge Notice, the Member must either:

- (a) accept the penalty listed in the Charge Notice; or
- (b) challenge the penalty and request the charge in the Charge Notice to be heard by the Internal Tribunal,

by giving notice to the Competition Manager (or their Nominee), within:

- (c) 24 hours of being sent the Charge Notice if related to:
 - (i) a Competition or Event; or
 - (ii) a Tournament where there are no further games to be played in that Tournament (final day); or
- (d) 1 hour of being sent the Charge Notice if related to Tournaments, where there are more games to be played.

7.2 Failure of Member to give notice

- 7.2.1 If the Member does not give notice to the Competition Manager (or their Nominee), requesting the charge in the Sanction Charge Notice to be heard by the Internal Tribunal within the time period in section 7.1, the Member will be deemed to have accepted the penalty and Suspension listed in the Sanction Charge Notice.
- 7.2.2 If a Member is deemed to accept a penalty and Suspension as per section 7.2.1, the Member cannot challenge the matter to an Internal Tribunal or otherwise appeal unless given express consent by the Organisation that has implemented the Charge Notice, in its sole and absolute discretion.

7.3 Commencement of Suspension if accepted

If the Member gives notice of acceptance to the Competition Manager (or their Nominee), within the time period in section 7.1 or is deemed to have accepted under section 7.2, the Member will be taken to have commenced their suspension from the giving of the Sanction Charge Notice. Noting however if the Offence occurred in the last game of the Season or Tournament the relevant Competition Managers may adjust the Suspension Period and advise the Member accordingly.

7.4 Expedited Hearing

A Member can request that a hearing is expedited due to their particular circumstances (such as fixturing) and the Competition Manager (or Internal Tribunal if it has been formed) will consider any request in determining the scheduling of the hearing.

8 Tribunal Hearings

8.1 Procedures

- 8.1.1 The Internal Tribunal will make a determination for any matter:
 - (a) challenged by the Respondent in accordance with section 7.1(b); or
 - (b) referred directly to the Internal Tribunal under section 6.1.1(b)(ii).
- 8.1.2 The procedural aspects of the Internal Tribunal and Internal Appeals Tribunal, and how to appeal a determination of the Internal Tribunal and Internal Appeals Tribunal, are set out in:
 - (a) Annexure I, for the Internal Tribunal procedures;
 - (b) Annexure J, for the Internal Appeals Tribunal procedures;
 - (c) Annexure K, for when a person can appeal a decision of the Internal Tribunal; and
 - (d) Annexure L, for the circumstances in which a person can appeal to the National Sports Tribunal.

8.2 Official's attendance at hearings

Officials who have completed a GRF, been named in a GRF or CGRF or been involved in an investigation in respect of an Incident, will need to make themselves available to attend the Internal Tribunal Hearing if required. This will be managed by the Competition Manager (or their Nominee).

8.3 Video Footage

- 8.3.1 If an Internal Tribunal Hearing is being convened, the Competition Manager (or their Nominee) will identify and secure any video footage available of the Incident and make this available to the Internal Tribunal if required.
- 8.3.2 Official footage taken by the Organization of the Match can be provided to the Internal Tribunal if available.
- 8.3.3 Video footage taken by any other party can be submitted with the CGRF (or other method agreed with the Competition Manager) with a declaration that the footage hasn't been edited in any capacity.
- 8.3.4 The Internal Tribunal at their discretion can choose to view video footage or not.

8.4 Outcomes of hearings

- 8.4.1 If the Respondent successfully defends a Charge at an Internal Tribunal Hearing, the Internal Tribunal can either dismiss the Charge or downgrade the Charge.
- 8.4.2 If the Respondent is unsuccessful at an Internal Tribunal Hearing:
 - (a) where a Sanction Charge Notice was challenged and referred to the Internal Tribunal by the Respondent, the higher default sanction in the Table of Offences will apply (if any) and/or such other sanction that the Internal Tribunal determines in accordance with this Sanctioning Policy; or
 - (b) for matters referred directly to the Internal Tribunal, the Internal Tribunal may apply such sanction as it determines in accordance with this Sanctioning Policy; and
 - (c) the Internal Tribunal will determine if the sanction includes time served (games already missed due to the delay in the matter being heard).
- 8.4.3 The Internal Tribunal must advise the Competition Manager of the outcome.
- 8.4.4 Following any Internal Tribunal Hearing the relevant Competition Manager will advise the Officials involved with the incident of the outcome of the Internal Tribunal.

9 Other procedural matters

Should any procedural aspect not be dealt with in this Sanctioning Policy, or should there be inconsistency in procedure unable to be resolved by the contents of this Sanctioning Policy, the procedure will be determined in the absolute discretion of the Organisation prior to the appointment of any Tribunal Members or in the absolute discretion of the Internal Tribunal Chair or Internal Appeals Tribunal Chair following their appointment.

10 Additional or Alternative Sanctions

10.1 Use of additional or alternative sanctions

- 10.1.1 The Competition Manager (or Nominee) may in a Charge Notice offer one or more of the sanctions in section 10.2 either in lieu of or in addition to the default sanctions in the Table of Offences.
- 10.1.2 Following a decision by the Internal Tribunal, the Internal Tribunal may also apply one or more of the sanctions in section 10.2 either in lieu of or in addition to the default sanctions in the Table of Offences.

10.2 Additional or alternative options

The additional or alternative sanctions options are:

- (a) order the person to give an undertaking to abstain from particular conduct;
- (b) order the person to give a verbal or written apology to a person for particular conduct;
- (c) requiring that the individual participate in a remedial program, education or counselling;
- (d) order the person to undertake such other education as the Internal Tribunal or Organisation considers appropriate;
- (e) suspend the person from membership of the Organisation for such period and on such terms or conditions as the Internal Tribunal or Organisation considers appropriate;
- (f) where the person is already serving a Suspension, continue that Suspension for such period and on such terms or conditions as the Internal Tribunal or Organisation considers appropriate;
- (g) require the person to take such steps as the Internal Tribunal or Organisation considers appropriate to correct the effect of the person's misconduct;
- (h) expel the person from membership of the Organisation for a length of time, which may include up to a life ban, including roles on committees, panels or other groups endorsed by the Organisation;
- (i) refer the matter to any relevant statutory investigative or law enforcement authority;
- (j) refer the matter to Sport Integrity Australia or the National Sports Tribunal, if appropriate;
- (k) impose a fine on a club or association;
- (l) imposing the loss of competition points upon a team/club;
- (m) issue a written warning; or
- (n) any other sanction deemed appropriate.

10.3 Repeat offences

- 10.3.1 If a Member receives three or more proven Charge Notices, across all Competitions, Events or Tournaments, within a 24 month period, the Member will receive an automatic additional sanction which increases by one week/game for each subsequent Charge Notice, as follows:
- (a) For the 3rd notice, a further automatic 1 additional week/game as well as the sanction for the conduct associated with that notice;

- (b) For the 4th notice, a further automatic 2 additional weeks/games as well as the sanction for the conduct associated with that notice;
- (c) For the 5th notice, a further automatic 3 additional weeks/games as well as the sanction for the conduct associated with that notice; and
- (d) so on.

10.3.2 This does not limit the discretion around additional sanctioning in section 10.2.

11 Application of Sanctions

11.1 Sanction applies to all water polo activities

An Offender is suspended from all Water Polo Activities (even if they play/coach other teams) until they have served their sanction, subject to any nuances in section 11.2.

11.2 Nuanced approach to determination of Sanction Period

11.2.1 As this Sanctioning Policy is applicable across multiple jurisdictions, Competitions, Tournaments and Events, a nuanced approach is required when prescribing sanctions for Offences committed.

11.2.2 Following the determination of a sanction, the Internal Tribunal Chair will consult with the relevant Competition Manager to finalise the Suspension Period to be imposed taking into account the relevant Tournament/Competition/Event, future Tournaments/ Competitions/ Events, the seasonal nature of the sport, the various roles undertaken by the Offender, various Tournaments/Competitions/Events the Offender participates in, in any capacity.

11.2.3 The following principles apply to the determination of a Sanction Period:

- (a) A Suspension Period will be determined so that for every 1 game suspension accrued by the Offender, a one (1) Round (Tournament) or seven (7) days Competition/Event Suspension will apply.
- (b) The Suspension Period will be determined so that:
 - (i) The Offender must serve their suspension within the competition/grade they received the charge before returning to any role.
 - (ii) In relation to a Tournament, a “bye” does not count towards the serving of a suspension;
 - (iii) For a Suspension Period for a Competition/Event the Offender must miss at least 1 game that they would have normally participated for every 7 days they are suspended and therefore the Suspension Period may be adjusted to accommodate this. For example:
 - (A) if the Offender is only involved in a single team and that team has a bye during the prescribed Suspension Period, the Suspension Period will be extended to ensure the Offender is sanctioned in line with the finding; and
 - (B) if the Offence occurred during the last game of the Season and the Offender was not due to play again for several months, the commencement date of the suspension will be delayed.
 - (iv) Any sanctions received during any Competitions/Tournaments are to be served in

the Competition/Tournament they were received. If any sanctions are not able to be completed in the Competition/Tournament they are received, they are to be served in the next Competition/Tournament that the Member is registered to participate in, unless section (v) applies.

- (A) For clarification this needs to be confirmed by both the Organisation that has sanctioned the Member and the Organisation that is managing the next Competition/Tournament.
- (B) Eg Player from VIC receives a 2 match sanction from AYC in the last game. AYC Competition Manager notifies VIC that there are still 2 games to serve and receive feedback on when the next Competition/Tournament is being held.
- (v) Sanctions in relation to Offences committed in the AWL that are not able to be completed within that season of the AWL, must be served at the next season of the AWL (and cannot be served in another Competition / Tournament that the Member may play in in-between). However, in the period between the end of the AWL season and the first game of the next AWL season, the Member is permitted to participate in Water Polo Activities in any other Tournament, Competition or Event, unless the Internal Tribunal determines otherwise.

11.3 Penalties entered into RevSport

All suspensions are to be entered into the RevSport database by the Competition Manager (or their Nominee) that is managing the Competition, Event or Tournament.

12 Confidentiality

12.1.1 All matters (and all information disclosed in relation to them), including the outcomes of any facilitated resolution process or hearing process will be kept confidential by WPA and the Organisation, and will not be disclosed to any third parties, except as provided in this clause.

12.1.2 WPA and other Organisations may make the following disclosures:

- (a) To the parties to the matter in relation to the facilitated resolution process or hearing/appeal process to ensure a fair process;
- (b) To any person to facilitate the resolution of the matter under this Policy or to manage or administer the matter under this Policy;
- (c) To external agencies so they can deal with relevant conduct (e.g., Sport Integrity Australia, law enforcement or regulatory authorities, a child protection agency, State/Territory fair trading authority, the Australian Securities & Investments Commission);
- (d) To Members or other Organisations to inform them of the resolution of the matter;
- (e) To Members or other Organisations to inform them of implications of committing Offences in Matches;
- (f) To any third party for the primary purpose of:
 - (i) Preventing or lessening a risk to the safety, health or wellbeing of a person; or
 - (ii) Protecting children participating in a sport; or

- (iii) Protecting the safety of participants in a sport; and
- (g) As required by law, any court or the NST.

Annexure A Offences

#	Offence	Offence Description	Offence Guide (not limited to)	Suspension if charge heard and upheld at tribunal	Suspension if charge accepted:
1.	Misconduct	Unacceptable Language or Actions / Disrespect	Abusive, insulting or obscene language or actions directed at anyone and includes foreign language. Continuous/ongoing disrespect to anyone. Refusal to comply with the reasonable directions of an Official.	Two Game/Two Week Suspension*	One Game/One Week Suspension*
		Aggravated Foul Play	Aggressive foul play, which is defined in the World Aquatics Water Polo Rules as <i>"Behaviour that can lead to injuries of opponents. The intention of these kind of fouls is to destroy and completely stop the advantage or progress of the game or a player, or to provoke the opponent. It is dangerous play, without a clear intention to injure the opponent player, but typically is caused by emotions"</i> . Persistent foul play, which is defined in the World Aquatics Water Polo Rules as <i>"Unallowed fouls of defending players, which are stopping the attack. The intention of these fouls is not to injure an opponent, but to destroy the flow of the game, advantage and speed, as well as to intimidate the opponent"</i> . To perform actions which would normally be single personal fouls as described in the World Aquatics Water Polo Rules, but are performed unreasonably aggressively or recklessly and/or continue longer than is reasonable. The World Aquatics Water Polo Rules that may be considered under this behaviour include but are not limited to: • To hold, sink or pull back an opponent who is not holding the ball • Anywhere in the field of play, to use two hands to hold an opponent not holding the ball. • To make disproportionate movements including kicking and striking.		
		Other Offences	Any other occurrences of misconduct, which may, depending on the circumstances, include behaviour against the Think.Act.Play guidelines.		
2.	Violent Action	Violent Action inside the field of play	Including without limitation, to play in a violent manner, kicking, striking or attempting to kick or strike with malicious intent, against a person. The World Aquatics Water Polo Rules that <i>may</i> be considered under this behaviour are identified as per the following definition taken from the World Aquatics Competition Regulations: <i>"Violent action: An action by a player intended to cause harm or to injure another player or official, regardless of whether contact is made or not"</i>	Three Game/Three Week suspension*	Two Game/Two Week suspension* or N/A if deemed serious enough to refer directly to Internal Tribunal

#	Offence	Offence Description	Offence Guide (not limited to)	Suspension if charge heard and upheld at tribunal	Suspension if charge accepted:
3.	Assault	Assault (actual or threatened) outside the field of play	Actual or threatened unwanted physical force against a player, coach, Official, Member or other person including pushing, striking, standing unreasonably close to the other person in a manner which is perceived by the other person to be physically threatening or where the other person has asked for some physical separation or attempted to provide some physical separation and the offender persists in limiting the distance between the two, verbal threats, or inviting the other person to engage in fighting.	Sanction at sole discretion of Internal Tribunal	N/A - must be referred to Internal Tribunal
4.	Verbal abuse or Intimidation	Verbal Abuse and/or Intimidation of a Player, Coach, Official, Member or other person	Verbal abuse includes, but is not limited to, abuse based on religion, colour, national or ethnic origin, sexual orientation. Conduct that could be interpreted as threatening and/or intimidatory.	Sanction at sole discretion of Internal Tribunal	N/A - must be referred to Internal Tribunal
5.	Disrepute	Damaging the image of water polo or bringing it into disrepute	Behaviour that occurs in and around the field of play, by persons connected to a game (including players, coaches, officials, Organisation leaders, committee members, delegates, representatives and spectators) that damage the image of water polo or bring it into disrepute. Such behaviours may include but are not limited to physical violence, intimidation, emotional abuse, sexual harassment and abuse of position, power or age. It is recognised that some of the behaviours and conduct described here may constitute an offence under law.	Sanction at sole discretion of Internal Tribunal	N/A - must be referred to Internal Tribunal
For matters not witnessed or sanctioned by the Officials					
6.	Unwitnessed or Unreported Inappropriate Conduct	Inappropriate conduct that was not witnessed or sanctioned by the Officials	Any conduct not witnessed or sanctioned by the Official, but which could reasonably be considered: (a) an offence within the offence list above; (b) non-accidental, reckless or careless; (c) engaged in by the perpetrating player for no proper purpose; and (d) not conduct of the type or kind that would under any reasonable circumstances be conduct that would be expected to occur in a game of water polo. Eg inappropriate contact.	As per the relevant offence above that the conduct is linked to	As per the relevant offence above that the conduct is linked to

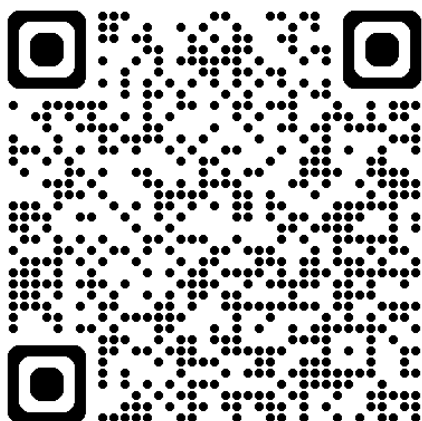
* Subject to the right of Competition Manager or Tribunal to apply alternative or additional sanctions under section 10.

Annexure B Forms

GAME REPORT FORM (GRF)

This form is completed by Officials who have provided a red card during the game or seen an Incident that should be reported under this Policy

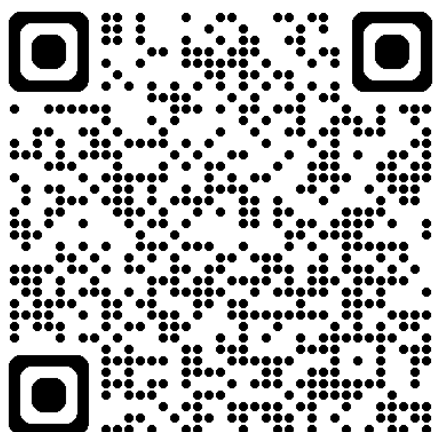
1. Printed copy available through Competition Manager
2. [link](#)
3. QR Code (Updated July 2025)



CLUB GAME REPORT FORM (CGRF)

This form is completed by Club Officials regarding Unwitnessed or Unreported Inappropriate Conduct

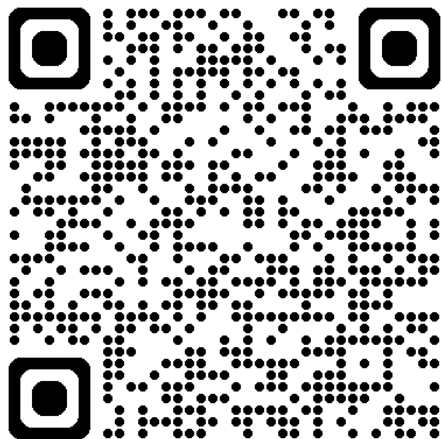
1. [link](#)
2. QR Code (Updated July 2025)



REPORT A CONCERN/COMPLAINT FORM

This form is completed by any member regarding breaches or concerns relating to any other policy within Water Polo Australia or its affiliated State Bodies.

1. [link](#)
2. QR Code (Updated July 2025)



Annexure C GRF CHARGE NOTICE TEMPLATE (SANCTION)

To: **insert name of Member that is charged with an Offence**

I am cc'ing this email to **Name of Club Delegate** as **Name of Club** Club Delegate to ensure you receive this information as soon as possible.

I refer to the Game Report Form and game card (**attached to email**). As you will see, you have been charged with the Offence listed below.

Offence: **Offence Description**

Suspension if charge accepted: **As per sanction table (or such alternative or additional charge determined under section 10)**

Suspension if charge heard and upheld at tribunal: **As per sanction table** (or such alternative or additional charge determined by the tribunal under section 10)

Additional suspension based on 3 or more proven charge notices: **keep only if applicable (as per section 10.3).**

You are suspended from participating in any capacity in either a Tournament, Competition or Event from the giving of this Charge Notice until:

1. you accept (or are deemed to accept) the penalty listed in this Charge Notice and have served any relevant Suspension; or
2. you challenge the charge in this Charge Notice and it is heard by the Internal Tribunal and a decision is handed down and you have served any Suspension imposed; or
3. this Charge Notice is withdrawn (may occur if the Organization receives additional information).

You will be deemed to accept the penalty listed in this Charge Notice if you fail to give notice to the Competition Manager (requesting the charge in this Charge Notice to be heard by the Internal Tribunal) within:

1. 24 hours of being sent the Charge Notice if related to:
 - a. a Competition or Event; or
 - b. a Tournament where there are no further games to be played in that Tournament (final day); or
2. 1 hour of being sent the Charge Notice if related to Tournaments, where there are more games to be played.

This deemed acceptance following a failure to meet the deadline cannot be appealed.

If you wish to accept the charge notice and subsequent suspension (no Internal Tribunal hearing) listed, please notify me as soon as possible.

Based on the suspension for accepting the charge in this Charge Notice, you will be suspended for **## games** and not eligible to participate in any water polo activity until **insert date (all) and time (tournament if applicable)**. This suspension needs to be served within the competition/tournament that it was received before you are able to participate in any further Water Polo competition.

Please note as per the national sanctioning policy section 11 if any sanctions are not able to be completed in the competition/tournament they are received, they are to be served in the next competition/tournament that the member is registered to participate in. This is to be confirmed by the organisations involved to ensure compliance.

Hearing by Internal Tribunal

If you require the charge in this Charge Notice to be heard by the Internal Tribunal, you must give notice in writing (email is acceptable) to the Competition Manager (details below) within the time period set out above. For more information, please refer to the National Sanctioning Policy Annexure I – Internal Tribunal Procedure.

Please note, if you require the charge in this Charge Notice to be heard by the Internal Tribunal, (in addition to any other sanction the Internal Tribunal may impose), a higher sanction could apply (per the suspensions listed above).

Regards,

Name

Competition Manager (or their Nominee)

Email:

Annexure D CGRF CHARGE NOTICE TEMPLATE (SANCTION)

To: **insert name of Member that is charged with an Offence**

I am cc'ing this email to **Name of Club Delegate** as **Name of Club** Club Delegate to ensure you receive this information as soon as possible.

After completion of an investigation into a matter referred to **name of your organization** you have been charged with the Offence listed below.

Offence: **Offence Description**

Suspension if charge accepted: **As per sanction table (or such alternative or additional charge determined under section 10)**

Suspension if charge heard and upheld at tribunal: **As per sanction table** (or such alternative or additional charge determined by the tribunal under section 10)

Additional suspension based on 3 or more proven charge notices: **keep only if applicable (as per section 10.3)).**

You are suspended from participating in any capacity in either a Tournament, Competition or Event from the giving of this Charge Notice until:

1. you accept (or are deemed to accept) the penalty listed in this Charge Notice and have served any relevant Suspension; or
2. you challenge the charge in this Charge Notice and it is heard by the Internal Tribunal and a decision is handed down and you have served any Suspension imposed; or
3. this Charge Notice is withdrawn (may occur if the Organization receives additional information).

You will be deemed to accept the penalty listed in this Charge Notice if you fail to give notice to the Competition Manager (requesting the charge in this Charge Notice to be heard by the Internal Tribunal) within:

1. 24 hours of being sent the Charge Notice if related to:
 - a. a Competition or Event; or
 - b. a Tournament where there are no further games to be played in that Tournament (final day); or
2. 1 hour of being sent the Charge Notice if related to Tournaments, where there are more games to be played.

This deemed acceptance following a failure to meet the deadline cannot be appealed.

If you wish to accept the charge notice and subsequent suspension (no Internal Tribunal hearing) listed, please notify me as soon as possible.

Based on the suspension for accepting the charge in this Charge Notice, you will be suspended for **## games** and not eligible to participate in any water polo activity until **insert date (all) and time (tournament if applicable)**. This suspension needs to be served within the competition/tournament that it was received before you are able to participate in any further Water Polo competition.

Please note as per the national sanctioning policy section 11 if any sanctions are not able to be completed in the competition/tournament they are received, they are to be served in the next competition/tournament that the member is registered to participate in. This is to be confirmed by the organisations involved to ensure compliance.

Hearing by Internal Tribunal

If you require the charge in this Charge Notice to be heard by the Internal Tribunal, you must give notice in writing (email is acceptable) to the Competition Manager (details below) within the time period set out above. For more information, please refer to the National Sanctioning Policy Annexure I – Internal Tribunal Procedure.

Please note, if you require the charge in this Charge Notice to be heard by the Internal Tribunal, (in addition to any other sanction the Internal Tribunal may impose), a higher sanction could apply (per the suspensions listed above).

Regards,

Name

Competition Manager (or their Nominee)

Email:

Annexure E GRF CHARGE NOTICE TEMPLATE (TRIBUNAL)

To: **insert name of Member that is charged with an Offence**

I am cc'ing this email to **Name of Club Delegate** as the **Name of Club** Delegate to ensure you receive this information as soon as possible.

I refer to the Game Report Form and game card (**attached**). As you will see, you have been charged with the Offence listed below.

Offence: **Offence Description**

Suspension: To be determined by Internal Tribunal

Additional suspension based on 3 or more proven charge notices: **keep only if applicable (as per section 10.3).**

You cannot participate in any capacity in either a sanctioned Tournament, Competition or Event from the giving of this Charge Notice until:

1. the charge in the Charge Notice is heard by the Internal Tribunal and a decision handed down (see below);
and
2. you have served any required suspension.

Hearing by Disciplinary Internal Tribunal

Due to the level of the Offence, this charge will require you to attend an automatic Internal Tribunal hearing.

You and your Club will receive a separate Notice of Internal Tribunal from the Organisation which will outline the timing and process for the Internal Tribunal.

For more information, please refer to the National Sanctioning Policy Annexure I – Internal Tribunal Procedure.

Regards,

Name

Competition Manager (or their Nominee)

Email

Annexure F CGRF CHARGE NOTICE TEMPLATE (TRIBUNAL)

To: **insert name of Member that is charged with an Offence**

I am cc'ing this email to **Name of Club Delegate** as the **Name of Club** Delegate to ensure you receive this information as soon as possible.

After completion of an investigation into a matter referred to **name of your organization** you have been charged with the Offence listed below.

Offence: **Offence Description**

Suspension: To be determined by Internal Tribunal

Additional suspension based on 3 or more proven charge notices: **keep only if applicable (as per section 10.3).**

You cannot participate in any capacity in either a sanctioned Tournament, Competition or Event from the giving of this Charge Notice until:

1. the charge in the Charge Notice is heard by the Internal Tribunal and a decision handed down (see below);
and
2. you have served any required suspension.

Hearing by Disciplinary Internal Tribunal

Due to the level of the Offence, this charge will require you to attend an automatic Internal Tribunal hearing.

You and your Club will receive a separate Notice of Internal Tribunal from the Organisation which will outline the timing and process for the Internal Tribunal.

For more information, please refer to the National Sanctioning Policy Annexure I – Internal Tribunal Procedure.

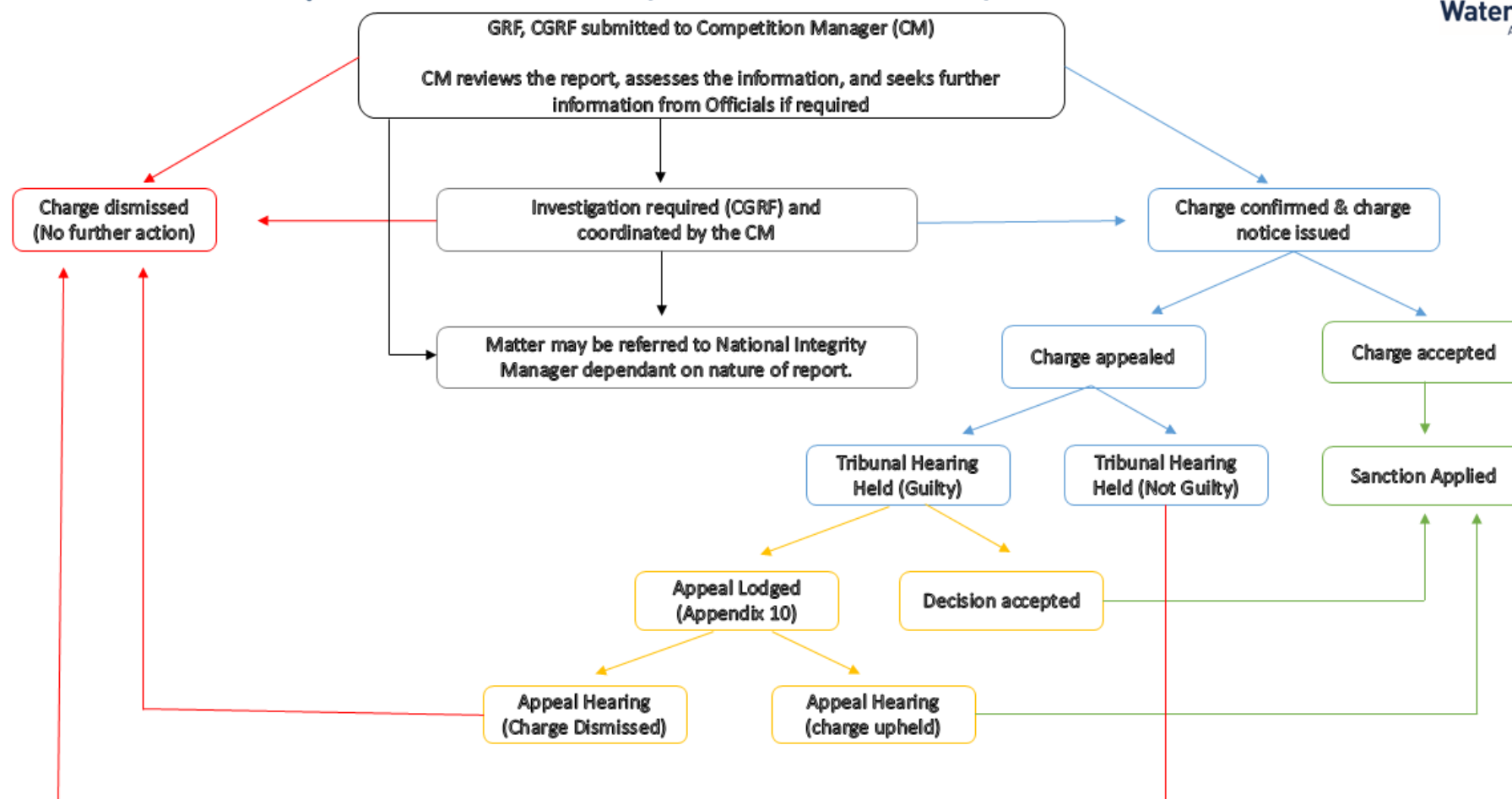
Regards,

Name

Competition Manager (or their Nominee)

Email

Report Form (GRF, CGRF) Process



Annexure H COMPETITION MANAGER CHECKLIST

Prior to the Competition Commencing

1. Competition Manager to have access to submitted GRF and CGRF. These forms will be automatically triaged to the organization managing the competition/tournament.
2. Proactively schedule Internal Tribunal hearing time slots to suit the competition schedule.
3. Identify a group of National Internal Tribunal members who are available at the scheduled time on a regular basis.
4. Ensure all teams participating in the Competition are sent a copy/link of the National Sanctioning Policy by email.
5. Ensure all the officials are sent a copy/link of the National Sanctioning Policy by email.
6. Ensure all the officials are sent a link to the electronic GRF, or the QR code and that the QR code is available at all Competition Venues played at.

During the Competition

1. Monitor the Competition Manager's email inbox for GRFs and CGRF, also monitor other messaging services as utilized by competition managers for respective competitions (eg whatsapp).
2. Upon receipt of a GRF take the following steps:
 - a. Review the GRF for completeness of information.
 - b. Seek any additional information or clarification from the Officials involved.
 - c. Determine if there is video footage available (if permitted) and secure as required for a potential hearing.
 - d. After consultation with the officials, confirm the charge and level.
 - e. If a Charge Notice is issued, advise the National Internal Tribunal Panel members that there may be an Internal Tribunal hearing.
3. Upon receipt of a CGRF take the steps outlined in section 5.
4. Upon notice of challenge from the charged member or direct referral of a matter to the Internal Tribunal, confirm Internal Tribunal (if required) with National Internal Tribunal Panel members and prepare information for Internal Tribunal including:
 - a. GRF/CGRF;
 - b. Game scorecard
 - c. Video Evidence; and
 - d. statements that any party wishes to submit (witnesses etc).
 - e. Competition Manager to advise the officials of internal tribunal information (date, time) and their requirements to attend.
 - f. Competition Manager to advise the charged member/respondent, any witnesses/complainant provided of internal tribunal information (date, time) and their requirements to attend or provide submissions for the internal tribunal.
5. Submit information to the National Internal Tribunal Panel members.
6. Following Internal Tribunal hearing finding, or acceptance of the charge by the respondent, apply time period to suspended games based on the Events, Competitions and / or Tournaments the Member is involved with at the time. This may involve consultation with another Competition Manager.
7. Notify the Member, their Club Officials, officials, and internal tribunal members of the outcome and the sanction period where required.
8. Update RevSport with the outcome of the Internal Tribunal and ensure all suspensions/outcomes are recorded in RevSport
9. Share the Internal Tribunal summary with the National Internal Tribunal Panel.

Annexure I INTERNAL TRIBUNAL PROCEDURE

Interpretation

Additional definitions for this Appendix:

Chair means the chair of this Internal Tribunal as appointed by WPA

Legal Practitioner is a person holding a current practising certificate as a lawyer or barrister in any Australian jurisdiction.

Tribunal Member means a National Internal Tribunal Panel member who is on the Internal Tribunal.

Convening Internal Tribunal

1. Where required under the Policy, the Organisation will arrange for an Internal Tribunal.
2. The Internal Tribunal shall occur as soon as reasonably practicable after a referral under this Policy and by no later than two weeks after notification by the Organisation.
3. The Internal Tribunal may be convened in the most logical manner, which may be via video conference or face to face. The Competition Manager will determine this based on the parties to the matter.

Composition of Internal Tribunal

1. Each Internal Tribunal must be heard by a minimum of two persons including a Chair who is a Legal Practitioner who is also a person of experience and skills suitable to the function of chairing an Internal Tribunal. In exceptional circumstances where expediency requires the matter to be heard prior to sufficient Tribunal Members being available, the Tribunal may operate with a Chair alone with the approval of WPA (if WPA is unavailable or unable to act in time, the Competition Manager (or their Nominee) can approve).
2. The Organisation must use reasonable endeavours to ensure that the Tribunal Members selected for each Internal Tribunal:
 - (a) do not have an actual or perceived conflict of interest in relation to the matter that might reasonably call into question the impartiality of the Internal Tribunal; and
 - (b) do not have a close personal connection to any of the Members involved in the matter.
3. The Organisation may appoint a replacement Tribunal Member if a Tribunal Member becomes unable to sit on an Internal Tribunal for whatever reason.
4. Should a Respondent challenge the impartiality of any one or more Tribunal Member, the challenge will be determined by the Chair sitting alone, unless that challenge relates to the Chair in which case it will be determined by:
 - (a) the CEO of WPA; or
 - (b) if the CEO of WPA is unavailable or unable to act, the other Tribunal Members for the Internal Tribunal.
5. There is no right of appeal from a decision made under clause 4.
6. No Internal Tribunal decision shall be invalidated by any irregularity in the appointment of a Tribunal Member.

Responsibilities of Chair

1. Without limiting any other duties of the Chair, the person appointed as Chair of the Internal Tribunal shall have the following responsibilities:
 - (a) to chair hearings of the Internal Tribunal;
 - (b) to ensure accurate records are kept of all of the Internal Tribunal's proceedings and decisions, including at a minimum:
 - (i) particulars of the hearing, including date, time and location;
 - (ii) the names of each Tribunal Member, party to the hearing, witnesses called, and any other parties permitted to attend by the Internal Tribunal; and
 - (iii) the decision of the Internal Tribunal, whether given to the parties orally, in writing or a combination of both, and the date(s) of communication.

Attendance at Internal Tribunal

1. Each party to a matter must participate in the hearing either face to face or via electronic means.
2. The following persons are entitled to attend the Internal Tribunal:
 - (a) witnesses called to give evidence by a party; and
 - (b) any person that the Chair in their absolute discretion believes will assist the Internal Tribunal and invites to attend the Internal Tribunal for that purpose.
3. Where a party to the matter or a witness is under the age of 18 years, they must be accompanied by an adult support person, who should, in the absence of unavailability or other extraordinary circumstance, be the person's parent or guardian.
4. Legal Practitioners are not permitted to appear before or represent a party at the Internal Tribunal unless in their personal capacity as a party to the matter. This clause does not prohibit a party seeking legal advice in relation to a matter or engaging a Legal Practitioner to prepare materials to be used by that party at the Internal Tribunal.
5. Each party to the Internal Tribunal shall bear their own costs.

Non-attendance by a party

1. If a party to the matter (or representative of a party) fails to participate in the Internal Tribunal hearing without reasonable cause, the hearing may proceed, and a determination may be made in the absence of the party.
2. A party to the hearing may apply to the Chair to have an Internal Tribunal adjourned, if there are compelling circumstances that warrant such steps being taken to avoid costs, hardship or significant inconvenience to one or more parties. The Tribunal Members have sole discretion on whether or not to grant the application.

Procedure of Internal Tribunal

1. The Internal Tribunal will be conducted in such manner as the Tribunal Members see fit and may in their absolute discretion:
 - (a) consider any evidence, and in any form that it considers relevant;
 - (b) question any person giving evidence;
 - (c) limit the number of witnesses presented to those who provide any new evidence; and
 - (d) act in an inquisitorial manner in order to establish the truth of the matter before it.
2. Without limiting the Internal Tribunal's power to regulate its own procedure as it sees fit, the Internal Tribunal shall ordinarily proceed in accordance with the following steps:
 - (a) If an Organisation is a party to a hearing, one member of that Organisation shall be appointed by the Organisation to act as spokesperson for such body at the Internal Tribunal.
 - (b) At the commencement of a hearing, the Chair will identify the Internal Tribunal Members and determine whether each party is present.
 - (c) Each party will be notified of their right to remain in the hearing until all evidence is presented but not to be present while the Internal Tribunal considers its findings.
 - (d) The Chair shall advise all those persons present of the method of recording the hearing (if any).
 - (e) The hearing should proceed with as little formality and technicality, and as expeditiously, as proper consideration of the matter permits and Members appearing before the Internal Tribunal will be afforded a fair and reasonable opportunity to present their case before unbiased Tribunal Members;
 - (f) Each party shall proceed to give evidence and the witnesses (if any) shall be called upon to give their evidence in turn, subject to the approval of the number of witnesses to be called by the Internal Tribunal in its discretion. Each party (or, if they are a minor his/her adviser) may ask questions of the other party or any witness called.
 - (g) Each witness is entitled to leave the hearing after giving evidence unless otherwise directed by the Tribunal Members. Witnesses shall be entitled to remain in the hearing room after giving evidence with the permission of the Tribunal Members.
 - (h) A person under the age of 18 will be given a reasonable opportunity to consult with their support person if considered necessary by the Tribunal Members.
 - (i) The Internal Tribunal may allow evidence to be given by telephone or videoconference.

3. At the conclusion of all of the evidence and submissions the Chair will ask the parties and all other persons present to leave the hearing room while the Tribunal Members consider their findings.
4. The standard of proof that applies to all decisions made under this Policy (including by a Hearing Tribunal) is “balance of probabilities”.
5. The decision of the Internal Tribunal can be given by the Chair in the presence of the parties to the matter, unless a party chooses not to remain. If:
 - (a) one of the parties is not present, the Chair may give the decision orally, and must communicate the decision to the non-attending party in writing as soon as practicable; or
 - (b) none of the parties are present, the Chair must communicate the decision to each of the parties and the relevant Organisation in writing as soon as practicable.
6. The Internal Tribunal may reserve its decision and will provide its decision within a reasonable time.
7. The Internal Tribunal may provide a written report about the matter to the relevant Organisation.
8. The Internal Tribunal is not obliged to give oral or written reasons for any decision made by it under this Policy but may do so if it wishes.

Annexure J INTERNAL APPEALS TRIBUNAL PROCEDURE

Interpretation

In this Document:

Appeal Chair means the Internal Appeals Tribunal Chair of this Internal Appeals Tribunal as defined in Section 1 this document.

Tribunal Member means an individual person sitting on an Internal Appeals Tribunal.

1. Defined terms not otherwise defined in this Document have their ordinary meaning.
2. All clause references refer to this Document unless otherwise provided.

Convening Internal Appeals Tribunal

1. The Internal Appeals Tribunal shall be convened as soon as reasonably practicable after a referral.
2. An Appeal Chair will be appointed first to determine alone and in their sole opinion whether there are proper grounds for appeal sufficient to require further consideration of the grounds of Appeal by the Internal Appeals Tribunal before any other Tribunal Members are appointed. The grounds for appeal are set out in Annexure K.
3. The Appeal Chair at this stage has the sole power to summarily dismiss the Appeal on the basis that there are insufficient grounds, and without giving reasons, or to confirm that Tribunal Members should be appointed for full consideration of the grounds of Appeal.

Composition of Internal Appeals Tribunal

1. Each Internal Appeals Tribunal, formed after the Chair has determined there are proper grounds for appeal, shall:
 - (a) Comprise at least two Tribunal Members selected by the Organisation (inclusive of the Chair);
 - (b) Comprise at least one Legal Practitioner; and
 - (c) Be chaired by the Appeal Chair who shall be appointed by the Organisation and shall be:
 - (i) A Legal Practitioner; and
 - (ii) A person of experience and skills suitable to the function of chairing an Internal Appeals Tribunal,
 - (d) none of whom sat on or was involved in the original Hearings Tribunal for the matter subject of the appeal.
 - (e) In exceptional circumstances where expediency requires the matter to be heard prior to sufficient Tribunal Members being available, the Tribunal may operate with a Chair alone with the approval of WPA CEO only.

Procedure of Internal Appeals Tribunal

1. Subject to this Document, the Internal Appeals Tribunal and persons appearing before it are bound by the same procedures under this Policy as if the Internal Appeals Tribunal was the Internal Tribunal hearing a matter at first instance.
2. The Organisation shall forward records of the Internal Tribunal hearing in which the matter the subject of the appeal was heard at first instance to the Appeal Chair.
3. The Internal Appeals Tribunal must limit its hearing to consideration of the Ground(s) of Appeal relied upon by the Appellant under the Annexure K.
4. The standard of proof that applies to all decisions made under this Policy (including by a Hearing Tribunal) is “balance of probabilities”.
5. An Internal Appeals Tribunal has the power to:
 - (a) Dismiss the appeal;
 - (b) Uphold the appeal;
 - (c) Vary any determination imposed by the Internal Tribunal under the Policy,

in accordance with clauses 7 and 8 but otherwise in such manner as it thinks fit.

6. At the conclusion of the appeal, the Appeal Chair shall ensure that the parties are informed of the determinations of the Internal Appeals Tribunal. The Appeal Chair shall also notify the Organisation of the decision of the Internal Appeals Tribunal.
7. The Internal Appeals Tribunal must provide a written report about the matter to the relevant Organisation and the report must include a summary of the decision.
8. The Internal Appeals Tribunal is not obliged to give oral or written reasons to other parties involved in the hearing for its decision.
9. The Internal Appeals Tribunal has discretion to order the refund of the appeal fee and must order a refund if the appeal is upheld.

Annexure K APPEALS FROM INTERNAL TRIBUNAL

Parties entitled to appeal

Each party to a matter is entitled to appeal the decision of the Internal Tribunal under this Policy (each an **Appellant**) solely on the following Grounds of Appeal:

- (a) The Internal Tribunal failed to abide by this policy and such failure resulted in a denial of natural justice; and/or
- (b) No reasonable decision maker in the position of the Hearing Tribunal, based on the material before them, could reasonably make such a decision.

Notice of appeal

- (a) To submit a valid notice of appeal, an Appellant must, within 14 days of the date of receipt of the decision made by the Tribunal:
 - (i) An Appellant who wishes to appeal to the Internal Appeals Tribunal against, or in respect of, a decision of the Internal Tribunal must first obtain leave to do so from the Internal Appeals Tribunal Chair via the following process;
 1. Lodge with WPA the Notice of Appeal stating they wish to appeal, which states in full their Grounds of Appeal, including any relevant documents as annexures;
 2. Pay the appeal fee of AUD\$1,000 to WPA; and
 3. Serve, by email, by post, or physically, on the other parties to the appeal a copy of the Notice of Appeal.

Annexure L APPEALS TO NATIONAL SPORTS TRIBUNAL (NST)

For an appeal to be heard by the NST, WPA will confirm with the NST if the matter is to proceed as per WPA National Integrity Framework. If outside the scope of the National Integrity Framework WPA has sole discretion whether to refer a matter to the NST or not.

The NST will hear matters relating to;

- Anti-doping rule violations
- Disciplinary
- Selection and eligibility
- Bullying, harassment and discrimination
- Other (CEO approved) disputes

Please note the NST will not hear matters relating to:

- where one party wants the NST to order another party to pay damages in arbitration (money to compensate for a breach of contract or loss)
- disputes occurring 'in the field of play' or the equivalent context in a particular sport.

If the matter is approved by WPA to be heard at the NST all costs associated with lodging the appeal will be incurred by the appellant. Any further discussions around cost will need to be discussed and approved by WPA CEO.

For more information relating to the NST process please go to the [NST Website](#)