



BASEBALL WA

Reported Person & Tribunal Procedures

Version 3.2 – 28 July 2023

Contents

BASEBALL WA REPORTED PLAYER & TRIBUNAL PROCEDURES	2
1. REPORTING PROCEDURES	2
2. RECOMMENDED PENALTIES.....	3
3. INITIAL CHARGE OR DISMISSAL	4
4. PRE-TRIBUNAL HEARING PROCEDURES.....	5
5. TRIBUNAL HEARING PROCEDURES	7
6. NOTICE & REPORTING PROCEDURES.....	9
7. APPEAL – TRIBUNAL PROCEDURE.....	10
APPENDIX 1	12
APPENDIX 2	14

BASEBALL WA REPORTED PERSON & TRIBUNAL PROCEDURES

1. REPORTING PROCEDURES

Only League Officials, Umpire Officials or Club President's are permitted to lodge a Report on any player, club or club official who commits or engages in conduct which may result in a Reportable Offence as per the Rules of Baseball, Baseball WA By-Laws, Regulations or Policies.

Reports must be submitted to Baseball WA's Competitions Manager by 12 Noon Monday.

Clubs: Reports submitted by a Club President must include the payment of a \$250 bond that will be refunded if the matter is upheld.

WABUA: Provide Competitions Manager with an assessment of Ejection to determine a suitable Penalty Offer. Refer to the Table of Penalties to determine Offense and Severity in respect of Ejection.

The Competitions Manager

Monday

1. Shall assess the Reports in respect of Table of Penalties to determine suitable Penalty Offer.
2. Provide Reported Person and Reported Person's Club notice of Penalty Offer.
 - a. Downgraded 'Penalty Offers' may be made.
3. Advise Tribunal Chairperson of any potential cases ensuring to flag any direct to judiciary hearing or serious cases.

Tuesday

1. Early Guilty Pleas (Penalty Offer Acceptances) must be received by 5pm.
2. Confirm with Tribunal Chairperson, any cases that are progressing to Judiciary Hearing and include:
 - a. Copy of Report by Reporting Person's
 - b. Copy of Report by Reported Individual
 - c. Any Penalty Offer that was prescribed
 - d. Any relevant Rules, Regulations, By-Laws or Policies.

Wednesday

1. Advise all parties that the tribunal will proceed and include:
 - a. Date and Time of the hearing
 - b. A copy of the Tribunal Procedures
 - c. A copy of all Reports

Thursday

1. Advise of any parties unable to attend and discuss alternative options to provide relevant information required.

Friday

1. Confirm Tribunal Outcome with Reported Person and their Club.
2. Provide a copy of Appeal Procedure and deadline.

2. RECOMMENDED PENALTIES

1. The following Recommended Table of Penalties sets forth recommended penalties which may be offered to reported person
 - a. Reports are not restricted to reporting a person for an offence from the Table.
 - b. These recommended penalties should not be considered in conjunction with the Reported Person's prior report history.
2. An offer may be made to a Reported Person/s that they may accept prior to a Tribunal Hearing.

Table A1 – Recommended Table of Penalties

Offence	Low	Medium	High	Extreme
Class A Offences	Penalty (Games)			
Dissent / Arguing Balls and Strikes <i>(Note: Mandatory suspensions for confronting a Community 'Green Shirt' Umpire)</i>	Reprimand	1	2	3
Equipment Abuse	Reprimand	1	2	3
Abusive or offensive language	Reprimand	1	2	3
Disobeying an umpires direction / Failing to leave the field after an ejection	1	2	3	Judiciary
Unsportsmanlike conduct	2	3	Judiciary	Judiciary
Bringing the game into disrepute	3	Judiciary	Judiciary	Judiciary
Class B Offences	Penalty (Games)			
Participating in a melee or wrestling	1	2	3	Judiciary
Melee – '3rd Person In'	2	3	Judiciary	Judiciary
Rough and/or dangerous play / Intentional Hit by Pitch	1	2	3	Judiciary
Charging the mound / Attempting to strike	2	3	Judiciary	Judiciary
Striking	3	Judiciary	Judiciary	Judiciary
Class C Offences	Penalty (Games)			
The Baseball WA Competitions Manager will Immediately escalate the Report to be handled as a 'Matter of Concern' under the National Integrity Framework (NIF) and follow the appropriate procedures and policies as outlined under the NIF.				

3. INITIAL CHARGE OR DISMISSAL

3.1 Consideration of Charges

The Competitions Manager (or Tribunal Chairperson) shall consider the Report as prima facie evidence and:

1. DISMISSAL – Dismiss the charge(s) when there is insufficient evidence in the Report to sustain a charge or any further action.
2. OFFER – Determine the severity of the charge(s) set forth by the Report and offer a penalty on the Reported Person based on:
 - a. The Recommended Table of Penalties
 - b. Reported Person's previous report record. (A copy of this record is maintained by Baseball WA)
3. JUDICIARY – In the event that the Competitions Manager categorizes an offence for which the Recommended Table of Penalties list 'Judiciary' as the recommended penalty – or the charge is not listed on the Recommended Table of Penalties – the Competitions Manager (or Tribunal Chairperson) may refer such offences to the Tribunal for a hearing.
NOTE: A Penalty 'Offer' can still be made by the Competitions Manager (or Tribunal Chairperson) that can be accepted by the Reported Person.

3.2 Notice to Reported Person's

1. The Baseball WA's Competitions Manager will notify the Reported Person, and the Reported Person's Club as soon as practicable by email of all charges and penalties offered and any requirement of the Reported Person to appear before the Tribunal.
2. If Reported Person is required to appear before the Tribunal, a copy of all Reports and the Tribunal Procedures will be provided at that time.

3.3 Acceptance of Offer – Early Guilty Plea

The Club must notify the Baseball WA's Competitions Manager by 5:00 PM the day after receiving notice of the Reported Person decision, being one of the following:

1. The offer is 'accepted' and the Reported Person shall serve the penalty imposed.
2. The offer is 'rejected', and a Tribunal hearing is requested on the first available date after the date the player was reported to contest the charges or severity of charges.
3. If the Reported Person fails to provide a response by the stated deadline the Penalty Offer shall stand and the suspension shall be served immediately.

4. PRE-TRIBUNAL HEARING PROCEDURES

The Baseball WA Competitions Manager shall:

4.1 Notice and Confirmation of Hearing

1. Confirm the details of the Tribunal hearing to the Reported Person, The Reported Person's Club, the Reporting Umpire (via the WA Baseball Umpire's Association) and the Tribunal Chairperson (If a person other than Baseball WA Competitions Manager).
2. The meeting of the Tribunal is fixed and cannot be changed, except at the discretion of the Tribunal Chairperson.
3. The Reporting Umpires are not required to attend the scheduled Tribunal Hearing, unless requested by the Tribunal Chairperson or the Reported Person.
 - a. The Reporting Umpires required to attend must be notified no later than 24 hours before the scheduled Tribunal hearing.
 - b. If the Reported person wishes to question the Reporting Umpire (s), those questions are to be submitted to the Tribunal Chairperson prior to the day of the Tribunal hearing. If the Tribunal Chairperson deems these questions reasonable, the Reporting Umpires will be requested to attend the Tribunal hearing no later than 24 hours before the scheduled hearing.
 - c. If the Reporting Umpire is unable to attend the scheduled Tribunal hearing, the Tribunal Chairperson may offer the Reporting Umpire a telephone or other electronic conference link to have the Tribunal held. This shall be given at the discretion of the Tribunal Chairperson.
4. Should a Reported Person be unable to attend the next scheduled hearing of the Tribunal:
 - a. Immediately notify the Baseball WA Competitions Manager and state the reason for their absence.
 - b. The Tribunal shall consider all aspects of the matter and decide if the reported person should be given permission to participate in any games set down to be scheduled prior to the re-scheduled hearing.
5. The Competitions Manager shall provide to the Reported Person and the Reported Person's Club and the Tribunal Chairperson, copies of the Ejection and/or Incident Reports no later than 24 hours prior to the scheduled Tribunal hearing.

4.2 Tribunal Panel Formation

The Baseball WA Competitions Manager (Or appointed Tribunal Chairperson) shall establish the Tribunal Panel for the purpose of conducting the Tribunal hearing.

1. In the situation insufficient Tribunal members are available for a Tribunal hearing, the Tribunal Chairperson shall have the power to co-opt any member of Baseball WA, Baseball WA's Competitions Department or Administrators affiliated to act as a Tribunal member.
2. If the Tribunal Chairperson is unable to attend a Tribunal hearing, one of the attending Tribunal members shall perform the role of Chairperson in accordance with these Tribunal Procedures.

4.3 Tribunal Witnesses

Notification of all witnesses attending the Tribunal hearing must be submitted to the Competitions Manager by 12:00PM the day before the scheduled Tribunal Hearing.

1. The Reporting Person may call any witness they desire. It is not the responsibility of the Tribunal panel to arrange for the presentation of any such witness.
2. The Tribunal Panel may call any witness it deems to have the capacity to provide evidence relevant to the outcome of the hearing. The Tribunal Panel will arrange for the presentation of such witnesses.
3. Any written evidence must be signed by the witness and tabled at the hearing. The Tribunal Chairperson shall provide sufficient time for all parties at the hearing to read the written evidence.

4.4 Advocates

Notification of all advocates attending the Tribunal hearing must be submitted to the Baseball WA Competition Manager by 12:00 PM the day before the scheduled Tribunal hearing.

1. A Reported person who is under eighteen years of age at the date of the Tribunal hearing shall be permitted to appoint an adult person as his or her advocate.
2. Should a Reported Person engage an advocate, the advocate shall assume control of the Reported Person's defence and the Reported Person will not be permitted to speak unless it is to give evidence on his/her own behalf.
3. A Reporting Umpire who is under eighteen years of age at the date of the Tribunal hearing shall be permitted to appoint an adult person as his or her Advocate.
4. Advocates are permitted to be in attendance for the duration of the hearing but are not entitled to give evidence during the hearing.

5. TRIBUNAL HEARING PROCEDURES

5.1 Commencement of Proceedings

NOTE: The Tribunal Chairperson shall have the sole discretion to request any person to remove themselves from the hearing at any time.

1. Prior to the beginning of proceedings, the Tribunal Chairperson shall be responsible for notifying all parties present at the Tribunal hearing of the following conditions:

“This hearing has begun and shall be conducted in a fair and unbiased manner. It is the Tribunal Chairperson’s duty to ensure that all persons observe the standards and conditions set out by Baseball WA.”

“Any person giving evidence of an untruthful or unsatisfactory nature to the Tribunal may be suspended from taking part in any games for such time as the Tribunal shall decide, and in the case of any other person, shall be reported to Baseball WA to be dealt with as deemed appropriate.”

“In the event the charges against the Reported Person are considered extreme or serious by the Tribunal Chairperson, the Chairperson shall consider the Tribunal hearing to be a preliminary hearing in order to confirm the charges and a subsequent hearing shall be convened as determined by the Tribunal Chairperson to allow all parties additional time to confirm and arrange witnesses.”

2. The Tribunal Chairperson will cause the Incident Reports to be read aloud before the Reported Person.
3. **The Reported Person shall be asked to enter a plea of Guilty or Not Guilty.**
 - a. Should the Reported Person be undecided then the Tribunal shall enter a plea of not guilty and the Reported Person shall present their defence.
 - b. If the Reported Person is not in attendance at the appointed time of the Tribunal hearing, the Tribunal Chairperson shall allow a reasonable period of ‘grace’ of fifteen minutes or whatever time is deemed appropriate by the Tribunal Chairperson.
 - c. If the Reported Person does not appear during the period of grace, the Tribunal Panel shall, in the absence of the Reported Person, hear evidence from any witnesses.
4. The Tribunal Chairperson is responsible for calling the following parties into the Tribunal.
 - a. The Reporting Umpire(s) and advocates.
 - b. The Reported Person(s) and advocates.
 - c. Other witnesses

5.2 Clarifying Evidence / Calling of Witnesses

1. Witnesses must not be present in the Tribunal hearing until such time the Tribunal Chairperson believes the Reporting Umpire and Reported Person have no further evidence to submit.
2. The Tribunal Chairperson may request, in their sole discretion, the Reporting Umpire(s) attend the Tribunal hearing where the Reported Person, or the advocate representing the Reported Person, may question the Reporting Umpire(s), limited to questions for the purpose of elaborating and/or clarifying the Reporting Umpire's evidence.
3. Once all evidence is submitted by the Reporting Umpire and Reported Person, the Tribunal Chairperson may individually call on additional witnesses, including those arranged by the Tribunal Panel, to provide further evidence.
 - a. Any questions directed to or from any witness must be asked through the Tribunal Chairperson, limited to questions for the purpose of elaborating and/or clarifying evidence.
 - b. Where the Tribunal Panel can establish it is the intention of multiple witnesses to give similar evidence, the Tribunal Chairperson has the discretion to acknowledge these witnesses and have it noted in the minutes that their evidence is similar in nature, without calling these witnesses to provide evidence.
 - c. Tribunal Panel members may ask questions of the Reporting Umpire, Reported Person, or other witnesses at any time, limited to questions for the purpose of elaborating and/or clarifying any parties evidence.

5.3 Consideration

1. Once all evidence is presented, the Tribunal shall retire to consider the evidence and determine the Reported Person's guilt, innocence, or the severity of the charges in relation to the offences in the report.
2. Upon reaching a judgement, the Tribunal Panel shall reconvene, and the Tribunal Chairperson shall inform the Reported Person of the outcome of the Panel's deliberations.

6. NOTICE & REPORTING PROCEDURES

6.1 Outcome of Tribunal Hearing

1. The Tribunal Chairperson shall provide as soon as possible in writing the outcome of the Tribunal Hearing to the Reported Player to:
 - a. Confirm the penalty
 - b. Confirm the date after which the Reported Player can resume playing and coaching.
2. A copy of the completed form will also be forwarded to:
 - a. The Reported Person's Club;
 - b. Baseball WA's Competitions Dept, and
 - c. The WA Baseball Umpires Association.

6.2 Penalties

1. If a Reported Person is found guilty of an offence(s), penalties may be based, but not limited to, the Recommended Table of Penalties (Table A1) contained within this procedure.
2. All penalties issued under these Playing Conditions take immediate effect from the next scheduled game of the grade in which the offense occurred.
3. All penalties issued by the Tribunal take immediate effect and the Suspended Person must not play, manage, coach, or assist in the conduct of any baseball game for the duration determined by the Tribunal.
4. An appeal of the Tribunal Panel's decision may only commence once this notification has been provided.

6.3 Breach of Suspension

1. Any suspended person who, at or from that time, indulges in any of the activities mentioned may be reported for breach of suspension.
2. Any person may report any breach of suspension to the Baseball WA's Competitions Dept.
3. In the event this occurs, the Tribunal shall schedule an additional hearing to hear these charges.
4. The Tribunal is empowered to hear the matter, with or without the Suspended Person present, **and to provide a Penalty Offer or Refer to a Tribunal Hearing** as it deems appropriate.

7. APPEAL – TRIBUNAL PROCEDURE

7.1 Notice of Appeal

Person's seeking to appeal ("Appellant") a decision of the Tribunal must lodge with the Baseball WA Competitions Manager a Notice of Appeal, setting out full details of the grounds of appeal, within forty-eight (48) hours of the written notification of the Tribunal's findings.

competitions@baseballwa.asn.au

admin@baseballwa.asn.au

accounts@baseballwa.asn.au

1. The Baseball WA Competitions Department shall refer the Notice of Appeal and all other supporting documents to the Appeals Officer within forty-eight (48) hours of receipt of the Notice of Appeal.
2. The Appellant shall be notified within twenty-four (24) hours of receipt of the Notice of Appeal as to whether an appeal hearing is to be granted. If granted, the time, date and place of the appeal hearing will be advised in due course.
3. The person seeking to appeal ("Appellant") shall submit a fee of \$250 to Baseball WA Accounts Dept, copying in Baseball WA Competitions Department with receipt of payment.
4. If the appeal is overturned the fee of \$250 shall be returned to the "Appellant"
5. The Baseball WA Competitions Manager shall appoint a person to the position of Appeals Officer.

7.2 Grounds for an Appeal

The Appellant must satisfy the Appeals Officer, in that person's sole discretion, that there is a reasonable expectation the Appeals Committee will review the Tribunal's decision on the basis one or more of the following grounds of appeal is satisfied:

1. That new evidence, being evidence that, with reasonable diligence, could not have been made available at the time of the original tribunal hearing, has become available that will significantly alter the original decision made by the Tribunal.
2. That a penalty imposed by the Tribunal is manifestly excessive, being a penalty that is well outside the recommended penalty set forth in the Tribunal Procedures and/or penalties imposed in comparable cases.
 - a. Before accepting these grounds, the Appeals Officer must request and review a summary of the Tribunal findings.
 - b. The findings must be provided to the Appeals Committee in the event the appeal is referred to a hearing of the Appeals Committee.
3. That the Tribunal failed to follow procedures set forth by the Baseball WA or the principles of natural justice, thus resulting in a significantly different finding from that which may have resulted had the procedures been adequately followed.

The Appeals Officer may determine one of the following:

1. That the Appellant has not established all of the grounds required for the appeal to proceed, in which case the Appeals Officer shall inform the Appellant that the Appeal has been denied;
2. That the Appellant has established all of the grounds required for the appeal to proceed, in which case the Appeals Officer shall refer the Appeal to a hearing of the Appeals Committee.

7.3 Appeals Committee

1. The Appeals Officer shall convene the Appeals Committee to hear and determine the Appeal in accordance with the Baseball WA Appeals Procedures.
 - a. The Appeals Committee shall consist of three (3) persons who are not associated with or an official of the Appellant or the Appellant's club and not the Appeals Officer.
 - b. The Appeals Officer shall forward the Notice of Appeal Form and all other supporting documents, including an outline of the grounds established by the Appellant in the Notice of Appeal Form and accepted by the Appeals Officer, to the members of the Appeals Committee, the Appellant, and the Baseball WA Competitions Manager.
 - c. The Appeals Committee shall appoint a Chairperson of that Appeal hearing from one of its own.
 - d. The Appeals Officer shall attend the Appeal hearing to record minutes of the hearing.
2. The Appeals Committee shall have the power to:
 - a. Dismiss the appeal, thus resolving the decision of the Tribunal shall stand;
 - b. Uphold the appeal on the grounds new evidence is available that may alter the Tribunal's original findings;
 - i. In this event, the Appeals Committee shall resolve to compel the Tribunal to re-open the case for the purpose of considering the new evidence in conjunction with the all other facts and evidence presented at the original Tribunal hearing.
 - c. Uphold the appeal on the grounds the penalty imposed by the Tribunal is manifestly excessive;
 - i. In this event, the Appeals Committee shall resolve to vary the penalty in accordance with the recommended penalty set forth in the Tribunal Procedure or penalties imposed in comparable cases.
 - d. Uphold the appeal on the grounds the Tribunal failed to follow procedures set forth by Baseball WA that, had the procedures been followed, may have altered the original findings of the Tribunal.
 - i. In this event, the Appeals Committee shall resolve to set aside the findings of the Tribunal and immediately rehear the case under the Tribunal Hearing Procedures.
 - ii. In the event the Tribunal Hearing Procedures cannot be immediately implemented, the Appeals Committee shall resolve to adjourn the hearing and inform the Baseball WA Competitions Manager of the need for this case to be reheard, with the hearing to be reconvened as soon as practicable.
3. Appeal of Appeal Committee Decision
 - a. There shall be no appeal of the Appeal Committee's findings

APPENDIX 1

Offences listed in the Table A1 are defined as follows:

a) Class A offences:

Relate to conduct that involve inappropriate or poor behaviour.

i. Abusive language directed at an umpire

Abusive Language, or verbal abuse or the use of intimidation, is where a player or coach makes comments to an official that could be construed as abusive or intimidating. Verbal abuse or intimidation does not have to be audible to the crowd or the other team, only the umpire.

ii. Abusive or offensive language

Abusive Language, or verbal abuse or the use of intimidation, is where a player or coach makes comments that could be construed as abusive or intimidating.

Note: Verbal abuse or intimidation does not have to be audible to the crowd or other team, only the umpire.

iii. Arguing balls and strikes

Any player or coach who either from their position or who leaves their position on the field to argue the umpire's decision of called balls or strikes, including calls on checked swings.

iv. Audible Offensive Language (AOL)

Audible obscene language or swearing is where, in the umpire's opinion, a player swears and that swearing is loud enough to carry to the crowd.

Note: Swearing that does not reach the crowd or is not directed at an official, player or spectator is not an Offence under this section.

v. Disobeying an umpire's direction

Includes but is not limited to any action or conduct by a player, coach, manager or official that does not comply with an umpire's direction.

vi. Dissent

Includes but is not limited to any conduct that undermines the umpire's ability to officiate and control a game.

vii. Failing to leave

If, after being directed by an umpire to leave the field or after being ejected, a player, coach, manager or official does not immediately leave the field or returns to the field. This also includes any attempts to manage or influence the Game from outside the field after an ejection. The ejected player must completely disassociate themselves from the game and vacate the immediate vicinity of the playing field.

viii. Equipment abuse

This is defined as any act of aggression on a player's/club's equipment or an act that would not typically be performed with that piece of equipment. Examples would be throwing a helmet or bat.

ix. Unsportsmanlike conduct/Bringing the game into disrepute

Includes but is not limited to oral or physical conduct that is not in the spirit of the game of baseball and/or in violation of the codes of conduct.

b) Class B offences:

Relate to conduct that involve the threat of physical contact or actual physical contact.

i. Attempting to strike

An intentional but unsuccessful attempt to strike a player, coach, manager, official, umpire or spectator.

ii. Charging the mound/leaving a playing position

Includes but is not limited to conduct that involves a player leaving their designated position to confront an opposition coach, player, official or spectator.

iii. Intentionally throwing at a batter

Includes but is not limited to the pitcher intentionally throwing at the body of the batter or behind the batter, regardless of whether the batter is struck by the pitched baseball.

iv. Rough and/or dangerous play

Includes but is not limited to any conduct by a player during the course of the game that could intentionally or recklessly cause injury to an opposing player.

v. Striking

Intentionally striking a player, coach, manager, official, umpire or spectator.

Definition: Third Player In Rule

A third player cannot get involved in a fight or altercation that has broken out between two other players, whether they mean to escalate the situation or not.

c) Class C offences:

Relate to vilification and other behaviours deemed unacceptable under the Baseball WA Codes of Conduct.

i. Sexual, Racial and Religious Vilification

Baseball WA confirms that racial and religious vilification of any sort is unacceptable, regardless of when and where such vilification occurs. It is also understood that racial and religious vilification is against the law and a complaint may be brought against the offender.

No player, official of a club or umpire shall act toward or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, and descent, national or ethnic origin.

ii. Other

As may be specified by the policies of Baseball WA

Penalty Offer

Attn: John Doe
c/o- XYZ Baseball Club

By email: xyz.president@club.com

Report Notice

1. Baseball Western Australia (**Baseball WA**) Competitions Manager has received an **Ejection & Report Form** under its **Reported Player & Tribunal Policy** outline the circumstances surrounding your ejection during the game between **123 club and 456 club in xyz grade on xx/xx/xxxx**, as outlined below. A copy of the Reported Player & Tribunal Policy is available at <https://www.baseballwa.com.au/governance--policies.html>
2. As Competitions Manager under the Policy, I have a resolution for you under the Penalty Offer Process.

Allegations

3. The Ejection & Report Form was lodged by **Umpire Name** and received by Baseball WA on **27 April 2022**.
4. It is reported that you:
 - a. **Insert relevant information here.**
5. As a result of the above ejection, it is reported that you have consequently made the following offence:
 - a. Class A
 - b. Class B
 - c. Class C

Sanction

6. If an offence of the type outlined in the Ejection & Report Form was fully proven, Baseball WA would ordinarily impose the following sanction:
 - a. **A direction to attend counselling or training to address your behaviour;** and
 - b. A suspension from participating in Baseball WA events and activities (including but not limited to games in any other Baseball WA league or affiliated league) for a period of **x games**
7. In accordance with the Policy, to resolve the Report using the Penalty Offer Process, if you accept the alleged breach occurred without a hearing, Baseball WA will offer you a sanction as follows:
 - a. **A direction to attend counselling or training to address your behaviour;** and
 - b. A suspension from participating in Baseball WA events and activities (including but not limited to games in any other Baseball WA league or affiliated league) for a period of **y games**

Decision

8. You are entitled to decide whether to accept your alleged offence occurred, and the proposed sanction that will be imposed by Baseball WA set out at paragraph 7, or alternatively to dispute the Offence and/or proposed sanction.
9. If you dispute the alleged offence and/or proposed sanction, the Penalty Offer will be referred to a hearings tribunal for determination under the Policy.

Notification

10. Please advise me of your decision within 3 days of the date of this letter, failing which you will be deemed to have accepted the breach occurred and the proposed sanction will automatically commence.
11. Unless you dispute the alleged offence and/or proposed sanction, the proposed sanction will commence at the earlier of the date you notify me of your acceptance, or the end of the date 4 days from the date of this letter.
12. If you have any questions in relation to this Penalty Offer, I can be contacted by telephone on **xxxx xxx xxx** or by email at **competitions@baseballwa.asn.au**

Yours faithfully

Insert name

Competitions Manager

===EMAIL TEMPLATE===

Dear **John Doe**,

I am writing to inform you that a report made in accordance with the Baseball WA Reported Player & Tribunal Policy has been received by Baseball WA.

In my role as Competitions Manager in respect of that ejection, I have determined that a Penalty Offer process should be pursued. I therefore attach a Penalty Offer for your consideration.

Please confirm within 3 days whether you wish to accept or reject the proposed sanction set out in the attached letter.

BWA Ejection and/or Report Form

WABUA: Please report Offense and Severity by Noon the following day and your full report by close of business, two (2) days following the ejection.

Reporting person: _____ Role: _____

Contact Email: _____ Number: _____

Offense (As per table): _____ **Severity:** _____

Reported person: _____ Role: _____

Grade: _____ Home Team: _____ Visiting Team: _____

Date: _____ Score: _____ Favour of: _____

Innings: _____ Outs: _____ Time: _____

Describe any situation that led up to the ejection and/or incident:

Describe any action taken and any unusual circumstances (be specific about language, gesture, contact):

Game Time delay:

Describe any relative events that took place after the incident:

In your opinion does this incident warrant further disciplinary action? _____

(Reporting Person's Signature)