



Dispute Resolution Policy

Incident occurs at a SEISA Event

This policy will be communicated to SEISA Heads of Sport at the beginning of each school year. It is the responsibility of individual member schools to supply this information to coaches/staff and to be aware of any limitations individual coaches may have to deal with matters that arise.

All Incident Reports must be lodged with the SEISA Executive Officer by 3pm the day after the incident occurred. Incidents cannot be investigated retrospectively.

Injury

Step 1	<ul style="list-style-type: none">In the event of Injury at a SEISA event, first aid should be administered in the first instance.
Step 2	<ul style="list-style-type: none">Coach emails the Head of Sport with a report of the incident that is then forwarded to Executive Officer for recording purposes.
Step 3	<ul style="list-style-type: none">Serious injuries requiring follow up will be forwarded to the school principal/s involved.

Breach of the SEISA Handbook Rules

Step 1	<ul style="list-style-type: none">In the event of an issue/rule breach, the coaches present must attempt to resolve the issue at the game, as soon as an issue becomes apparent.Consultation should be with the officials, Heads of Sport (via phone) and Executive Officer (via phone), if needed.Head of Sport must be consulted if there is a junior/inexperienced coach (at the discretion of schools). <i>Resolutions may include (but not limited to):</i><ul style="list-style-type: none">Modified Rules (e.g. if a team has low numbers, teams may play with even, reduced players)Reduced game times (e.g. if officials show up late, quarters may be reduced by x number of minutes).
Step 2	<ul style="list-style-type: none">If a resolution can't be found, the game is played via normal conditions.At the conclusion of the game, the matter is referred to the Heads of Sport from both schools who try to find a resolution.
Step 3	<ul style="list-style-type: none">If no resolution from Heads of Sport, a formal Incident Report is lodged to the Executive Officer & is forwarded to the principal of the alleged offending school & cc'd to the Head of Sport. The report is also cc'd to the school principal that has made the report.
Step 4	<ul style="list-style-type: none">The principal of the alleged school investigates the incident & provides a written resolution that is forwarded to all schools involved, as well as the SEISA Executive Officer for recording purposes.If resolution is accepted, matter is closed.Minor breaches may result in a written warning.If a team is deemed to be disqualified due to a breach of the SEISA Handbook rules, the match will be awarded to the opposing team & points will be allocated per a forfeit.



Policy status and review

The SEISA Executive is responsible for reviewing and updating this policy at least every two years.

Approval

Created date	11/9/2024
Endorsed by	SEISA Executive
Endorsed on	12/09/2024
Next review date	12/09/2026