WRU Club Misconduct Response Form

**To be completed and returned to the Disciplinary Department**

**WITHIN 7 DAYS OF THE CHARGE ISSUED**

**Please ensure ALL ﬁelds are completed**

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|  **Case/Complaint Details**  |
| Club Name:  |  |
| Fixture  |  |  **V** |  |
| Date of incident:  |  |
| Name of individual(s) involved: |  |
| Position (s)/role (s) within Club: |  |

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| **Code of Conduct Response**  |
| Name of Club Official  |  |
| Position in the Club:  |  |
| Telephone:  |  | Email:  |  |

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| **Declaration (Yes/No)**  |
| I confirm that the Club has received a copy of the Complaint  |  |
| I confirm that I have been authorised to respond to the complaint on behalf of the Club and/or individual in question.  |  |

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| **Club Response (Yes/No)**  |
| The Club must choose one of the following:  |
| We *accept* the Code of Conduct Complaint and we request that the case be dealt with based on the Complaint and (where applicable), the Club’s own written explanation (and or evidence that we wish to rely upon) as set out below, without having to appear in person.  |  |
| We *do not accept* the Code of Conduct Complaint and we elect to appear before and be heard by the WRU Disciplinary Panel. We have provided our response/position as listed below.  |  |
| *Please note the Disciplinary Panel may still require the Club to attend a Hearing even if it has selected option one above.*  |

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| The Club’s Response to the Complaint and Explanation of the Incident  |
| The Club is requested to provide its comments/observations to the Complaint. Where this contradicts the Complaint, a Hearing may be required. If the Club wishes to submit evidence that it wishes to rely upon, please include/attach to this form.  |
| The Response  |
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| **Please list the evidence and submissions that the Club wishes to rely upon and enclose herewith:**  |
| 1. |
| 2. |
| 3. |
| 4.  |

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| Pre-Hearing Disclosure  |
| This section must be completed by all those requesting a hearing before a Disciplinary Panel.  |

**To be completed within SEVEN (7) Days and sent to: The Welsh Rugby Union Disciplinary Department. Email** **disciplinarydept@wru.wales**

**Please ensure that all documentation/information that you wish to rely upon to support the player’s case are returned along with this form.**

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| Club Attendance  |
| Please state who will be present at the Hearing on behalf of the Club:  |
| 1. |
| 2. |
| 3. |