

Citing Procedure

- The following persons (Complainant) are allowed to sign and submit a Notice of Citing:
 - (a) Citing Commissioner (CC) appointed for the Match;
 - (b) a senior member (VP and above or equivalent) of a club affiliated or registered to the Union;
 - (c) any member of the Incident Review Panel; or
 - (d) any official or committee member of the SRU.

- Notice of Citing shall contain the following:
 - (a) date, venue and teams participating in the match;
 - (b) what led up to the Incident;
 - (c) what happened during the Incident;
 - (a) what happened after the Incident;
 - (b) identity of, or provide the means of identifying, the cited Player(s);
 - (c) be accompanied by the written, signed and dated statements of any witnesses of the alleged act of foul play together with any other materials to be relied upon (such as photographs, medical reports etc);
 - (d) be accompanied by video evidence if available.

No	Timeline	Action	Person(s) Responsible/Attending
1.	48 hours from end of Match in which Incident occurred	1. If CC is appointed for the Match and CC sees the Incident, CC to recommend if the Incident be referred for a Hearing. 2. If CC is appointed for the Match, the Complainant is to submit the Notice of Citing to the CC. 3. If no CC appointed, the Notice of Citing should be submitted to: <ul style="list-style-type: none"> a. SRU: Malcolm David : malcomdavid@sru.org.sg b. SRU Disciplinary Committee : edwinkung@yahoo.com 	- CC - Complainant
2.	48 hours from the receipt of the Notice of Citing by SRU and the SRU Disciplinary Committee	1. SRU shall appoint a CC, to review the Notice of Citing.	- SRU
3.	Within 48 hours of CC receiving the Notice of Citing and all relevant materials	CC to notify SRU and SRU Disciplinary Committee of the next course of action: <ul style="list-style-type: none"> 1. Refer the Incident for a Hearing before a Judicial Panel 	- CC

		2. Reject the Notice of Citing, stating the reasons for doing so.	
4.	No later than 24 hours before Hearing	All reports, statements and video evidence must be submitted to SRU and the Disciplinary Committee.	- JO - CC - Offending Player - Witnesses - SRU
5.	7.30 pm on the first Tuesday or Wednesday following notification of Hearing details	Hearing	- SRU - SRU Disciplinary Committee - Offending Player - Witnesses

Notes:

1. The Offending Player and witnesses are encouraged to submit written statements of the to facilitate the Hearing.
2. In the event the Player is unable to attend in person, the Player may, in writing:
 - a. request to reschedule to the next available dates; or
 - b. waive his attendance and agree for the hearing to be heard in his absence.
3. In the event the Player fails to attend the hearing in person after 2 adjournments without good cause (as determined by the Judicial Panel), the Hearing may proceed without the attendance of the Player. For avoidance of doubt, the Player shall remain suspended until the conclusion of the Hearing.

Notwithstanding the timelines set out above, failure to comply the same will not invalidate any proceeding or decision if such non-compliance does not have any material bearing on the Hearing.