

APPENDIX 4

CITING PROCEDURES

The following citing procedures shall apply, save for where there are specific citing procedures put in place for a particular match/tournament/competition by the RFU.

Levels 3-12 of the Game

1. A citing complaint can only be made by Clubs participating in the relevant match.
2. A citing may be initiated where there is an allegation that a Player committed an act of illegal/Foul Play but was not awarded a red card for that act. The citing must be in writing, stating:
 - a) The date, venue and teams participating in the match;
 - b) Details of the alleged act(s) of Foul Play, including as accurately as possible, the point of time in the match, score at the time and position on the field when and where the incident is alleged to have occurred;
 - c) The identity of (or means of identifying) the Player(s) alleged to have committed the act(s); and
 - d) Sufficient evidence to establish a prima facie case.
3. The citing must be:
 - a) Signed by the president, chairman, secretary or nominated person authorised to act on behalf of the Club;
 - b) Addressed to the Disciplinary Secretary of the Constituent Body to which the cited Player's Club is allocated, or to the RFU Head of Discipline as appropriate. In cases of doubt the citing should be addressed to the RFU Head of Discipline;
 - c) Accompanied by any match footage that the complainant intends to adduce in support of the citing; and
 - d) Received by the Constituent Body or RFU Head of Discipline (as appropriate) not later than the 14th day following the match.
- 4.1 All evidence supporting the citing shall be received by the Constituent Body or the RFU Head of Discipline at least 2 days before the hearing. However, in the interests of ensuring the fairness of the proceedings the Chairman of the Disciplinary Panel appointed to deal with the matter has discretion to vary this provision.
- 4.2 A citing, once validly made, may not be withdrawn without the express permission of the RFU Head of Discipline.

- 4.3 The citing shall be accompanied by the administration fee as set out in Appendix 3.
- 4.4 Upon receiving a written citing the Disciplinary Secretary of the Constituent Body or the RFU Head of Discipline shall consult the Match Officials (which in this context shall mean the Referee and any Assistant Referees officially appointed and not appointed by the participating Club) to ascertain whether they or any of them detected the act(s) which is the subject of citing.
- 4.5 A citing may be made whether or not the alleged act was seen by a Match Official. Where a Match Official did not detect the act of Foul Play cited, then it must be shown that had the Match Official seen the act, a red card should have been awarded. However, where a Match Official, having detected the alleged act, decided that it was either not Foul Play, or that it was, but he/she took action other than ordering the Player off, the citing Club must prove, on the balance of probabilities, that the Match Official was wrong in not sending the Player off.
- 4.6 The Constituent Body Disciplinary Secretary or the RFU Judicial Secretary shall convene a Disciplinary Panel.
- 4.7 Where the Foul Play is not admitted by the Player, it is the responsibility of the Club that made the citing complaint to prove on the balance of probabilities that the offence took place as cited and that the offence passed the red card test.

Levels 1 & 2 (Premiership/Championship 1st XV matches)

The procedures set out below apply only to Clubs in the Premiership and Championship – where an RFU Citing Commissioner is appointed.

5. The RFU Head of Discipline shall ensure that match footage is made available to the Citing Commissioner.
6. A Club participating in a match may refer any incidents in the match to the Citing Commissioner that they want him/her to consider, within the timescales set out below:

Premiership:	4 hours of conclusion of the match
Championship:	8 hours of conclusion of the match
7. A Citing Commissioner alone shall have the power and responsibility to cite a Player whom the independent video and/or other evidence shows to have committed an act of Foul Play whether or not it has been detected by the Match Officials. Such citing, to be effective, must be made in writing to be received by the RFU Head of Discipline from the nominated Citing Commissioner within the timescales set out below:

Premiership:	24 hours of the conclusion of the match
Championship:	48 hours of the conclusion of the match
8. The timeframes in paragraphs 6 and 7 may be extended if the RFU Head of Discipline determines that exceptional circumstances exist.

9. Before bringing a citing complaint, the Citing Commissioner must be satisfied that in his/her opinion the act of Foul Play merited the award of a red card. That is, a Citing Commissioner shall be entitled to cite a Player for any act(s) of illegal and/or Foul Play which in the opinion of the Citing Commissioner warranted the Player being ordered off. The citing complaint shall contain the following information:
 - a) The date and place of the alleged illegal and/or Foul Play;
 - b) The name of the Player in respect of whom the complaint is made and the team he was playing for at the time of the alleged illegal and/or Foul Play;
 - c) The name of the opposing team; and
 - d) Full details of the alleged illegal and/or Foul Play including brief details of the evidence relied on.
10. If the Citing Commissioner assesses that a Player committed a serious act of Foul Play which in his/her assessment almost, but not quite, meets the red card threshold but does warrant an off-field yellow card for the act of Foul Play he may issue a written warning (known as a 'level 1 citing').
11. In these circumstances the RFU Head of Discipline shall communicate to the Player via his Club by way of a letter or email, indicating that the act of Foul Play was detected and that the Citing Commissioner has deemed that it merited a level 1 citing. Such a written warning will be recorded on the Player's disciplinary record and may be taken into consideration in future disciplinary proceedings. It will remain on a Player's record for 5 years and will be treated the same as a Foul Play yellow card for the purposes of totting up during the relevant season and the relevant administrative fee, as set out in appendix 3, will be payable by the Club.
12. Upon receipt of a report from a Citing Commissioner the RFU Head of Discipline (or his/her nominee) shall forward to the cited Player (through his Club) the charge sheet, a copy of the citing complaint and a copy of the independent video of the match containing the incident which has been cited (where available) and any other relevant evidence in support of the citing. The offending Player's Club should be informed of the citing complaint within 24 hours of the decision by the Citing Commissioner to make a citing complaint. Thereafter, the RFU Judicial Secretary shall make arrangements in accordance with the RFU Disciplinary Regulations for the hearing of the citing complaint.
13. Any hearing arising from a citing by a nominated Citing Commissioner and any appeal from such a hearing shall be conducted in accordance with RFU Regulation 19.
14. Citing Commissioners may cite a Player for an act of Foul Play where such act(s) may have been detected by the Referee or Assistant Referee (and/or TMO) and which may have been the subject of Referee action.

(A Citing Commissioner may not cite a Player for an act(s) of Foul Play in respect of which the Player has been ordered off save where the ordering off is as a result of two yellow cards. A Player in that situation may also be cited for the act(s) of Foul Play in either or both yellow card(s)). A Citing Commissioner may cite a Player if he has been temporarily suspended from the field of play as a result of receiving a yellow card. Such citing may be made in respect of the incident(s) for which the player was temporarily suspended or otherwise.

15. In the case where there has been a citing complaint, the function of the Disciplinary Panel is to determine whether an act of Foul Play was committed by the Player. The citing complaint shall not be upheld unless the Disciplinary Panel is satisfied on the balance of probabilities that the Player concerned committed the act(s) of Foul Play that is the subject of the citing and the act(s) merited the award of a red card. If the citing is upheld, the Disciplinary Panel shall determine the sanction to be imposed on the Player in accordance with RFU Regulation 19.