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ANU Interhall Sport Program

2026 Operational Guidelines

Introduction

1. Purpose of the Operational Guidelines

The purpose of these guidelines is to ensure that the ANU Interhall Sport program, the individual sports, and matches, under the control of ANU Sport are conducted in a consistent and efficient manner, in accordance with the sport rules and regulations.

The guidelines clearly outline the requirements and responsibilities of each of the following groups associated with the conduct of the ANU Interhall Sport Program:

- ANU Sport
- ANU Residential Experience Division
- Residential Halls
- Student Advisory Panel

This document may be updated from time to time throughout the Interhall Sport Program. All updates will be communicated to the above-mentioned groups.

2. Purpose of the ANU Interhall Sport Program

The ANU Interhall Sport program has been established to provide regular sporting competition across a variety of sports between the Residential Halls located on the ANU Acton campus. The aim of this program is to provide students that are part of a Residential Hall an opportunity to represent their Residential Hall in a variety of sports, providing the opportunity for regular physical activity, in addition to developing a positive community and culture within the Halls.

The ANU Interhall Sport program has been developed as a replacement for the program previous, Interhall Sport Organisation (ISO). Upon an ongoing review of the operational structure and governance model of ISO, the 2023 committee terminated the Organisation's existence, with the intention of a collaboration between ANU Sport and Residential Experience to facilitate an alternative sporting competition for students living on campus.

3. Definitions.

In these Guidelines, unless a contrary intention appears:

“Affiliate Colleges” refers to John XXIII College and Burgmann Residential College.

“ANU” means the Australian National University.

“ANU Interhall Sport Program” or **“Interhall Sport Program”** means the sport or recreation competition, event and activity facilitated by ANU Sport, in which students representing the Residential Halls participate.

“ANU Residential Experience Division” means the Division of ANU responsible for oversight and management of the ANU Residential Halls, excluding privately owned Residential Halls John XXIII College and Burgmann Undergraduate and Postgraduate Village.

“ANU Sport” means The Australian National University Sport & Recreation Association Inc. and its directors, employees, volunteers and contractors.

“Competition” and **“competition day(s)”** means one or more competitive sporting matches, facilitated by ANU Sport, between Residential Halls played as part of the ANU Interhall Sport Program.

“Duty Official” means an employed staff member of ANU Sport, who is the match day representative of ANU Sport and is responsible for the supervision and management of all Interhall Sport on competition days.

“First Aid” means the emergency care or treatment given to a person, by a trained individual, prior to professional medical aid being obtained.

“Head of Hall” means the individual spokesperson employed by a Residential Hall in the highest position of authority

“Match” means a single game or fixture associated with a sport competition.

“Participant” means an individual who meets the eligibility criteria and seeks to participate in the ANU Interhall Sport Program.

“Participation Fee” means the fee determined by ANU Sport payable by each Residential Hall to ANU Sport by the due date set out in an invoice, as a pre-condition of participating in the ANU Interhall Sport Program.

“Residential Hall” or **“Hall”** means each residential and non-residential Hall or College located at the ANU, namely: [Bruce Hall](#), [Burgmann Undergraduate and Postgraduate Village](#), [Burton & Garran Hall](#), Davey Lodge, [Fenner Hall](#), [Graduate House](#), [Griffin Hall](#), [John XXIII College](#), [Toad Hall](#), [Lena Karmel Lodge](#), [Ursula Hall](#), [Wamburun Hall](#), [Warrumbul Lodge](#), [Wright Hall](#), and [Yukeembruk Village](#).

“Sport Coordinator” means an authorised student representative of a Residential Hall.

“SSAF” means Student Services and Amenities Fee.

“Student Advisory Panel” means the panel made up of Sports Coordinators elected by their respective Residential Hall.

4. Operational Structure of the ANU Interhall Sport Program.

Commencing in 2024, the management of the Interhall Sport program will be managed by ANU Sport, with support from Residential Experience Division, Residential Halls, and the Affiliated Colleges. An advisory panel of students, comprising of the Sport Coordinators from each participating Hall, will be consulted throughout the year to assist in the refinement of the program to meet the needs of this program.

ANU Sport will be responsible for management and operational delivery of the sports competitions, including but not limited to:

- Operational delivery of all sport competitions and related activities, excluding team training.
- Appointment and management of match officials and match day Duty Officials for all competition matches.
- Appointment and management of first aid and medical provisions during matches and competition days, including providing incident reporting to Halls following any medical incident that occurs during matches and competition days.
- Management and reporting of any other incident that occurs in association with a match or competition day, including disciplinary incidents.
- Management and reporting of any tribunal or disciplinary proceedings as a result of an incident directly related to match play and competitions, including breaches of eligibility.
- Bookings and managing the competition venue, ensuring appropriate facilities are available for all matches and competitions days.
- Financial responsibility for staffing required to facilitate the competitions within the Interhall Sport program, First Aid, facility hire for competitions and training (as outlined in these guidelines), match day officials, trophies, and any other operational cost that is responsibly required to facilities the Interhall Sport competitions.

Residential Halls will be responsible for the management and participation of the Teams and Participants, including but not limited to:

- Oversight and management of teams for each sport
- Oversight and management to ensure eligibility of students representing the Hall.
- Oversight and management of registration of participants and correct application of match entry forms.
- Supporting ANU Sport in the implementation of sanctions relating to match discipline.
- Supporting ANU Sport in the implementation of first aid / medical advice provided to participants.

The Student Advisory Panel will be responsible for providing advice to ANU Sport and Residential Experience regarding the operational delivery of the sports and matches, including but not limited to:

- Advising on the popularity of sports to be included in the annual program and provide recommendations on future changes.
- Advising on fixtures and scheduling to align with the University calendar and Hall events.
- Providing feedback on the program from participants and Halls to assist in making the program fit for purpose.

5. Parameters of these guidelines.

These guidelines are to be read in conjunction with the ANU Interhall Sport program Memorandum of Understanding, and the sport specific rules and regulations as outlined for each sport.

ANU Sport, Residential Experience Division, the University and Residential Halls may have additional policies, procedures, and guidelines and that should be referred to for specific information, including but not limited to:

- [ANU Sport's Member Protection Policy](#) and [Attachments](#).
- [ANU Sport's facility hire and use terms and conditions](#).
- [The ANU's Student Code of Conduct](#).

Responsibilities of ANU Sport

Operational Administration

6. Liaison with Residential Halls

ANU Sport will liaise with Residential Halls as deemed appropriate or when requested. Incidents involving player welfare, such as injury or behaviour, will be communicated by ANU Sport to the respective Residential Hall, and referred to the ANU Discipline process as required.

7. Liaison with Student Advisory Panel

ANU Sport will endeavour to host a minimum of four Student Advisory Panel meetings each calendar year. Meetings generally take place before the start of each academic term and after the conclusion of all competition. Meetings may also occur throughout the academic semester as required.

8. Appointment of program manager and Duty Officials

ANU Sport will appoint a permanent staff member to oversee the competition as program manager. The program manager will be the main point of contact for all operational needs of the program, including but not limited to management of the daily operations and competition management.

A Student Sport Officer (SSO) may also be employed and responsible for supporting the daily operations of the program. In addition to the program manager and SSO, several Duty Officials will be employed to monitor all competition participated in.

Competition Management

9. Program of sports

ANU Sport will set the program of sports for the calendar year based off the preferences communicated by the Residential Halls through the Student Advisory Panel. ANU Sport has sole discretion on the program of sports which is implemented.

The program of sports in 2026 will include:

- [Badminton](#)
- [Basketball](#)
- [Dodgeball](#)
- [European Handball](#)
- [Lawn Bowls](#)
- [Mixed netball](#)
- [Netball](#)
- [OZ Tag](#)
- [Road Relay](#)
- [Soccer](#)
- [Table Tennis](#)
- [Tennis](#)
- [Touch Football](#)
- [Ultimate Disc](#)
- [Volleyball](#)
- [Wheelchair Basketball](#)

10. Sport format, rules, and regulations

ANU Sport will implement the program of sports utilising the format, rules, and regulations of its choosing. Unless otherwise stated in the respective rule document for a sport, the rules as outlined by the relevant National Sporting Organisation (NSO) will be implemented. All sports that are run as a part of the program will have a rule book available on the [ANU Sport website](#).

ANU Sport will conduct a meeting with officials, so they are aware of the rules being played.

11. Scheduling

The scheduling of fixtures will be at the discretion of ANU Sport. All sports will take place during the academic semester, unless otherwise agreed with the Student Advisory Panel and the Residential Halls. Attempts will be made to avoid particularly academic heavy periods such as exams.

12. Team entry requirements and participant eligibility

ANU Sport will provide the necessary technology, processes, and training to Residential Halls to ensure that participants who take part in the Interhall Program are eligible to do so, and accurate records are kept for fixtures.

13. Results

ANU Sport will keep record of all results from competition and will publish these results on the [ANU Sport website](#). With input from the Student Advisory Panel, each sport will be allocated to a point tier which contribute to the overall Sport Shield. In allocating the program of sports to a tier, consideration will be given to the number of participants participating and ability for all Residential Halls to participate.

Each game will have a score sheet that must be signed by a representative of each participating Residential Hall. The signing representative can be either a player, coach or Sport Coordinator of the respective Residential Hall. The score sheet cannot be signed by spectators of the event, nor on behalf of the positions outline previously. Failure to sign this will lead to the match being deemed a forfeit. Each Residential Hall will have until close of business (COB) 5.00pm of the match date to sign the score sheet.

If there is a dispute related to the match, then a note must be included next to the signature of the individual who has signed the score sheet for that match. This must clearly say “dispute”. The individual must also inform the Duty Official on shift at the time of signing. The process for lodging a dispute can be found in the Disciplinary and Disputes section of this document.

14. First aid and medical provisions

ANU Sport will ensure Duty Officials hold the relevant first aid qualifications and are present at all competition. For sports deemed by ANU Sport to hold a higher risk profile, a third-party first aid provider may be utilised.

Any injury will be reported via the injury reporting sheet present at all games. In the event a student is unable to fill out this form due to the severity of the injury, a witness will provide contact details for the injured person. Once the injury report form has been submitted, a representative from ANU Sport will contact the student to discuss insurance cover related to the injury. In the instance that a student elects to opt out of receiving insurance information, via the injury reporting sheet, ANU Sport will not then contact the student regarding insurance.

It is up to the student participant if they wish to progress with an insurance claim, and they will have up to 12 months after the incident to submit the claim. If they initially decide against progressing an insurance claim and change their mind, the student must email insurance@anu-sport.com.au to commence the claim process.

15. Appointment of match officials

ANU Sport will be responsible for the appointment of match officials. Match officials will be paid for their service. ANU Sport will endeavour to appoint qualified match officials from recognised professional bodies. In the event ANU Sport is unable to appoint a match official, or the match official is not present, it will be the responsibility of the Residential Halls participating in the fixture to provide match officials. This can be either one referee from one Residential Hall for the duration of the game, or one referee from either Residential Hall to officiate half a game each. Both Residential Halls must agree to this decision, which will then be documented on the score sheet by the Duty Official and

initialled by a representative from each team prior to the commencement of the match. Representatives from a Residential Hall who are appointed match officials will be paid by ANU Sport.

ANU Sport will collect expressions of interest from students who wish to be match officials through an online form on the ANU Sport website. Where a student who expresses their interest is a qualified match official, they will be prioritised for matches. Non-qualified students who express their interest in being a match official will be considered where qualified match officials are unavailable.

16. Training times

Each Residential Hall will receive up to two hours facility access for training per team per week, commencing the week prior to the first week of competition and conclude in the week of finals. Training bookings are at the discretion of ANU Sport and facility availability. All training bookings are to be made through the program manager appointed by ANU Sport. A member of the team attending training must check in at reception before their booking. The process for training check in is outlined below:

1. Residential Hall representative to attend ANU Sport reception prior to training time, it is recommended they arrive 15 minutes prior to the scheduled start time of their booking to allow staff to set up facility.
2. Residential Hall representative must speak to reception and state they are “checking in” to their booking
3. The reception staff will then contact the applicable ANU Sport staff member to begin set-up for booking when possible
4. The Residential Hall will only be able to begin training once the set-up has been completed.

If a member of the respective Residential Hall does not “check in” at reception, then the set up for training may not occur.

17. Missing training times

In the event a training needs to be cancelled, a representative from the Residential Hall that has made the booking must contact the program manager 24 hours prior to the commencement of the scheduled booking. If notice is not given more than 24-hours prior, then the Residential Hall will be subject to the fees associated with a student booking for the facility and time of the booking requested. Each Residential Hall will receive one warning for any missed booking without prior notice. All future missed bookings may be charged at the full student rate of the relevant facility.

18. Training Equipment

It is the responsibility of the Residential Hall to provide their own equipment for training. In the event equipment is required, it may be hired from ANU Sport via the reception desk. A representative from the Residential Hall will be responsible for any equipment hired, including the return of that equipment. Fees for hiring equipment can be found in Table B. In some circumstances ANU Sport may waive the fees associated with hiring equipment.

If hired equipment is not returned to ANU Sport after training, then the representative from the Residential Hall responsible for hiring the equipment will be contacted to arrange the equipment to be returned. If the equipment cannot be recovered or is damaged, then the Residential Hall will be invoiced at the prices indicated in the purchase section of Table B.

Facility Requirements

19. Sport venues

ANU Sport may allow use of its facilities for trainings and fixtures free of charge and at their discretion. Sport venues which are utilised by the Interhall Program are:

- North Oval
- South Oval
- Willows Oval
- Fellows Oval
- New Hall
- Old Hall
- South Oval Tennis Court

If required, and at their discretion, ANU Sport may utilise sport venues it does not manage off campus.

20. Adverse Weather

In the event of adverse weather conditions, including but not limited to, heavy rain, wind, snow, etc., games may be subject to postponement or cancelation. If in the event of adverse weather, it is deemed unsafe playing conditions, then the match will be postponed until a later date. If, this is not a viable option due to external factors including facility availability, the matches will be recorded as a draw.

Responsibilities of Residential Halls

21. Individual Participant registration

All participants who wish to represent their Residential Hall in the Interhall Program must complete an Individual Participation Registration.

It is the responsibility of the Residential Hall to ensure that participants complete the registration. The individual participant registrations will enable ANU Sport to send a list of names that enables team entry forms to be prepopulated.

22. Team entry requirements

Residential Halls will be required to submit a team sheet at least 24 hours prior to every match which includes the names and university ID number of those registered participants who will be representing their Residential Hall. Team sheets will be available to Residential Halls prior to each match or can be prepopulated and submitted to the program manager via email prior. In the event team entry sheet cannot be submitted within the 24 hour period, a representative from the Residential Hall must contact the program manager to request an extension on this period. This extension will be at the program managers discretion.

23. Verifying Participant Eligibility

It is the responsibility of the Residential Hall to verify the eligibility of students participating each sport, and representing their Residential Hall. If the Residential Hall becomes aware that a student is not eligible to participate, they must contact the ANU Sport program manager immediately.

Residential Halls may be penalised for fielding an ineligible participant, including ex-residents, at the discretion of ANU Sport. Penalties may include an official warning, a forfeit for the match the ineligible participating player played in, and / or team disqualification for the duration of the sport or remainder of the year.

24. Ex-Resident Participation

Ex-residents will be permitted to participate in the program of sports so long as they are currently enrolled at the ANU and previously resided at the Residential Hall whom they are participating with.

ANU Sport and Residential Experience have full discretion to change the eligibility requirements of ex-residents, in consultation with the Student Advisory Body. For an ex-resident to participate in the program of sports, written approval must be sought from ANU Sport and the Head of Hall prior to the commencement of the match. To obtain written approval from ANU Sport an email must be sent to the program manager containing:

- Ex-residents name
- University ID number of the ex-resident
- Ex-Resident proof of enrolment
- Head of Hall Approval

No more than one ex-resident of each Residential Hall or affiliated college may participate in a fixture at any one time.

Once confirmed, an Ex-resident is eligible to play any sport for the remainder of that Semester. If the Ex-resident wishes to compete in the following Semester, then proof of enrolment must be re-submitted.

25. Uniforms

Residential Halls are required to provide a uniform to be worn by participants in the colour/colours of their residence.

<i>Hall</i>	<i>Primary Colour</i>	<i>Secondary Colour</i>	<i>Tertiary Colour</i>
<i>Bruce Hall</i>	Blue	White	Red
<i>Burgmann College</i>	Yellow	White	Black
<i>Burton & Garran Hall</i>	Red	Black	White
<i>Fenner Hall</i>	Maroon	Green	White
<i>Griffin Hall</i>	Blue	Yellow	White
<i>John XXIII College</i>	Light Blue	White	Red
<i>Toad Hall</i>	Gold	Purple	White
<i>Lodges@ ANU*</i>	White	Red	Black
<i>Ursula Hall</i>	Dark Green	White	Black
<i>Wamburun Hall</i>	Orange	Purple	Black
<i>Wright Hall</i>	Black	Gold	White
<i>Yukeembruk Village</i>	Turquoise	Black	Gold

**Lodges @ ANU are not an active participant at time of writing.*

It is the responsibility of the Residential Hall to inform residents on uniform requirements.

26. Match day equipment

ANU Sport will provide all equipment for match day, necessary to conduct the sporting matches being played. This is inclusive of balls, bibs, cones, scoreboard and whistles as necessary. Match day equipment must be returned to the match official or Duty Official at the conclusion of each match. It is then the responsibility of the match official to sign the respective section of the score sheet to confirm the equipment has been returned.

In the event equipment is not returned, both Residential Halls present at the match in which the equipment was used will be contacted to request the return of this equipment. If the equipment is not returned, the Residential Hall that is deemed responsible for the equipment will be invoiced for the replacement of equipment. Indicative prices can be seen in Table B.

27. Forfeits

In the event a Residential Hall must forfeit a match, they must inform the program manager as soon as possible prior to the commencement of match. Forfeit scores will be sport specific and are outlined in the rules and regulations of the each sport found on the [ANU Sport website](#).

Responsibilities of Participants

28. Individual Participant registration

All participants who wish to represent their Residential Hall in the Interhall Program must complete an Individual Participation Registration.

29. Eligibility of participants

Students will be eligible to participate in the program of sports if they are:

- currently enrolled as a student at the ANU;
- currently a resident or member of a Residential Hall, or meets the requirement as an Ex-resident as outlined previously
- aged 17 or over;
- there are no medical reasons which would make participation unreasonable or unsafe to that individual or any other Participants; and
- there are no disciplinary reasons prohibiting the individual from participating.

30. Agreed Behaviour

To participate in the ANU Sport Interhall Program, each Participant must:

- comply with any reasonable directions given by ANU Sport in connection with the ANU Interhall Sport Program, competition and use of ANU Sport facilities;
- behave in a positive, respectful manner and otherwise in accordance with the Code of Conduct set out in the ANU Sport [Member Protection Policy](#);
- comply with ANU Sport facility conditions of use, including by using facilities in a safe and proper manner and leaving facilities in a clean and tidy state after competition and training; and
- comply with the ANU Interhall Sport Program Operational Guidelines and any competition rules and policies referred to within those Guidelines.

31. Spectator Behaviour

All spectators who wish to attend the Interhall Sport matches and training must behave in a positive, respectful manner and otherwise in accordance with the Code of Conduct set out in the ANU Sport [Member Protection Policy](#) and demonstrate respect and sportsmanship to opposing teams and their spectators, match officials, and representatives from ANU Sport and the University.

Spectators are strictly forbidden to demonstrate any abusive or derogatory phrases or chants directed at any of the participants, Residential Halls, ANU Sport or the University, to display abusive, derogatory or offensive signs and must not encroach on the field of play.

The use of music shall be limited to pre-match, post-match and during half time only. The use of music during game time is not permitted. If a spectator is deemed to have played or created a sound during an opposition Halls' play that hinders performance, then the team will re-take this play and the spectator given a warning. If this is repeated behaviour, the spectator may be asked to leave, and the Residential Hall will not be permitted to have any speakers / music during their matches.

Spectators must comply with the ANU Interhall Sport Program Operational Guidelines, the ANU Student and Staff code of conduct and any competition rules and policies referred to within those Guidelines.

ANU Sport staff will monitor behaviour of participants and spectators. If it is deemed an individual has breached any code of behaviour or related guidelines and policies. the individual will be dealt with in

accordance with the disciplinary procedures outlined in this document. This can range from a verbal warning to expulsion from ANU and reported to the University Disciplinary Process.

Responsibilities of Residential Experience Division

32. Extent of responsibility

The ANU Residential Experience Division will assist ANU Sport to conduct the ANU Interhall Sport Program. The Residential Experience Division or ANU Sport can mandate sport training and safety requirements with ANU Sport.

Disciplinary

33. In game Disciplinary process

Disciplinary action during a match shall be dealt with in accordance with the rules of the sport that is being played at that time. This will be at the discretion of the match official and should be reported to the Duty Official at the time of the incident or upon conclusion of the match. The Duty Official will record all incidents as per their job description.

34. Out of game Disciplinary process

In the event disciplinary action must be taken outside of game time then this will be followed according to Table A in this document and the Disciplinary section of the Member Protection Policy and / or ANU Sport constitution.

35. Breaches of Member Protection

Where the actions of an individual are considered a breach of the ANU Sport [Member Protection Policy](#), the incident will be dealt with in accordance with this policy, including any penalties or discipline action against the offending individual or Residential Hall.

36. Multiple charges

Where multiple charges arising from one event are heard together and a Tribunal finds the person or team guilty of more than one Offence, the Tribunal may impose a single penalty, being not more than the maximum penalty for the most serious of the Offences, or it may impose individual penalties for each Offence.

37. Penalty

A penalty handed down under this clause shall commence from the date of the offence unless otherwise expressly directed by a Tribunal. Penalties should wherever possible be expressed as competition weeks as opposed to number of matches. A Tribunal has the discretion to rule that a penalty will be suspended for the number of matches which fall between sports or during any season break.

Where a Tribunal imposes more than one period of suspension, it may impose them to be served concurrently, cumulatively, or partly concurrently and partly cumulatively.

Persons on a first offence shall have this considered when assessing the penalty to be handed down.

A Tribunal may consider a Charged Person's prior indiscretions in determining a penalty to be handed down provided the penalty does not exceed the maximum penalties assigned to Offences.

In the instance of a dispute involving multiple members of the same team during an event, disciplinary action may be taken in the form of a point deduction. This will be at the discretion of ANU Sport.

Penalties are outlined in Table A below.

Disputes and Complaints

38. Disputes

All matches will be managed in accordance with the rules and regulations from the local or national governing body of that sport, and where relevant, the program specific rules and regulations outlined by ANU Sport.

During a match, the match official will manage any disputes between the teams. All participants are required to respect the ruling of the match official during the match, and if required, lodge a dispute relating to an incident at the conclusion of the match in accordance with this procedure.

Where a team or individual (with support from their Residential Hall) wishes to lodge a dispute related to an incident that occurred during a match, they must:

- declare their intention to do so immediately in writing when signing the score sheet; and
- produce additional in writing the grounds of their dispute and must email or provide a written copy to the program manager within 48 hours of the completion of the match.

Notwithstanding the provisions of these guidelines or any other rules or regulation, a decision from a match official may not be considered within the scope of a dispute process.

The program manager will consider the dispute, and if it is to progress, organise a meeting with the Sports Coordinator and any other relevant representatives from the Residential Hall making the dispute to gather any further information or evidence to support the dispute. The program manager may seek further information from other witnesses, the match official, Duty Official, spectators or the opposing team to assist in considering the dispute.

The program manager will then present this information to a representative of ANU Sport management to make a final decision relating to the dispute.

The individual making the dispute or the Sport Coordinator of the Residential Hall must make themselves available to receive the decision from the program manager.

Failure to comply with any part of this Regulation will result in dismissal of the protest.

If a Residential Hall involved in a protest wishes to appeal the decision of the dispute, the Sport Coordinator must give written notice to the program manager within 24 hours of the decision being made and communicate to the Residential Hall. If no appeal is made, the decision is final. If an appeal is lodged, the program manager must notify the Sport Manager immediately, who will follow the process outlined in clause 39.

39. Complaints and Grievances

A complaint means any type of problem or concern relating to the Interhall Sports program or participants that is causing another individual distress. Complaints may be handled as informal or formal complaints.

An **informal** complaint is usually dealt with by the Duty Official or program manager and the people involved in the incident relating to the complaint and is normally in relation to a minor conflict or decision. An informal complaint may be raised either verbally or in writing. If not resolved, it may be escalated to a formal complaint.

Any **formal complaint** is required to be submitted in writing to the Sport Manager or a member of the Senior Management team at ANU Sport. The management of formal complaints is handled by management.

Procedural fairness – any individual has the right to have their grievance or complaint heard and dealt with fairly, constructively, expeditiously, confidentially and through the process, without reprisal. The parties involved in grievances are expected to participate in good faith, have regard to the facts, policies, procedures and the circumstances.

Process relating to a grievance or complaint

If any individual or Residential Hall has a grievance or complaint, in the first instance, the preference is to resolve the matter personally and as soon as practically possible. If this option is chosen, the individual will discuss the issue directly with the respondent(s) involved. The grievance or complaint must be made in good faith with the aim to attempt resolution through dialogue and discussion. It is recommended that the complainant keeps a record of the discussion(s).

If the matter has been unable to be dealt with by direct dialogue and discussion with the respondent(s), the individual should, in the next instance, raise the issue with the Duty Official if the complaint relates to an incident during match play and / or the program manager. They should outline the grievance or complaint and the grounds for making it. They should also express their desired outcome. The program manager will acknowledge the complaint and work with the complainant to resolve the issue by mediation or other practical means.

If the matter remains unresolved, the complaint may be referred to the Sport Manager or a member of the Senior Management team via a formal written complaint.

Formal complaints must include the following information:

- Details of the grievance or complaint and any support documentation / evidence (if relevant)
- Any attempt made to resolve the grievance or complaint informally

- Any responses that were provided during or following the attempts at informal resolution
- Any solutions or remedies discussed
- The preferred remedy to resolve the grievance or complaint and any alternative remedies that may be accepted.

The Manager responsible for managing the complaint will formally acknowledge the complaint in writing within five working days of receipt. Any investigation will use best endeavours to investigate the complaint within 20 working days of the acknowledgment of receipt.

Exceptions

In the instance where the complaint relates to serious allegations identified in the Member Protection Policy, the complaint may be brought to the immediate attention of the CEO and dealt with under the framework of the Member Protection Policy. ANU Sport has a zero tolerance for incidents of this nature.

Where an investigation is required to resolve a formal complaint, ANU Sport will appoint (at its discretion), appropriate internal and/or external persons to investigate the complaint. Internal persons may include a member of the Management Team and external persons may include a representative from the University, including Residential Experience Division.

The investigator will investigate the complaint by doing the following:

- talk to the complainant to establish the context, hear the issue, identify steps the complainant has already undertaken to rectify the issue and understand the desired outcome
- notify the respondent of the complaint and provide time for the respondent to respond to the complaint
- assess the response from the respondent
- gather any other facts relevant to the complaint
- document the process

Depending on the circumstances and the findings of initial investigations, the investigator may also perform one or more of the following:

- mediate with the parties involved
- establish an accepted resolution that is agreed by all parties
- any other action that is considered reasonable by the ANU Sport Senior Management Team.

All parties will be notified in writing of the final outcome within five working days of the final outcome being reached. If a party does not accept or agree with the outcome, they must notify the program manager within 24 hours of the decision being made in writing.

40. Appeals

All appeals will be reviewed and heard by a Decision Maker appointed by ANU Sport and endorsed by Residential Experience Division.

An individual or Residential Hall may appeal against:

- The outcome of a disciplinary decision penalty; or
- The outcome from a dispute.

Written notice of the appeal must contain a statement outlining the grounds of appeal and indicating whether appeal is against:

- A finding;
- A penalty imposed;
- Both a finding and penalty;
- Procedural irregularities of the investigation, hearing or process.

The appeal is not by way of a re-hearing of the evidence. It is limited to a review of the decision to ensure compliance with Regulations, Guidelines and the principles of natural justice.

No fresh evidence shall be presented to the Decision Maker without its approval. If approval is sought to present fresh evidence, particulars of such evidence and the reason why it was not presented to the earlier decision maker must also be included in the written notice of the appeal.

The Decision Maker may offer the opportunity for parties to make verbal submissions in such a manner and at such a time and in such a way as it considers desirable or suitable. If either party declines to provide a further submission or attend any hearing, the Decision Maker may proceed in their absence.

The Decision Maker must publish their decision in writing as soon as possible. A copy of the decisions must be provided to the program manager, who will notify ANU Sport Management and each party. Where a Residential Hall is not a party to the appeal, their Sport Coordinator and/or Head of Hall may also be notified of the outcome.

The Decision Maker has the power to:

- Allow or dismiss the appeal;
- To vary the previous outcome;
- To increase, decrease, remit or otherwise vary any penalty included in the decision; and
- To impose such other penalties or sanctions as they deem fit.

The decision of the Decision Maker shall be based on the balance of probabilities (more likely than not).

The decision of the Decision Maker is final and binding on all parties concerned.

41. CLASSIFICATION OF OFFENCES AND PENALTIES

Table A

Level of Offense:	Recommended personal penalty (pleads/found guilty):	Reckless	Intentional
<i>Level 0 - Breaches of the rules of the sport and/or spirit of game and should be managed by temporary suspensions controlled by the match officials.</i> E.g.: Physical actions causing potential danger to others/against spirit of game.	Sport specific on field penalty (e.g. card, warning, technical foul, ejection)	N/A	N/A
<i>Level 1 – Breaches of the rules of the sport and / or spirit of the game that cause serious injury and / or bring the Residential Hall, program or ANU Sport into disrepute</i> E.g. overly aggressive play that causes serious injury; refusing to sign a score sheet or shake hands with opposition at the conclusion of the game	Official warning with repeat offense 1 competition week	1 competition week	1 competition week
<i>Level 1 - Breaches of Codes of Behaviour. Recommended penalty is 1 week. Consideration could be given to time served through penalty cards.</i> E.g.: visible / audible language and/or gestures, acts of aggression, or intimidation, physical actions causing potential danger to others (intentionally), abuse of physical structures, disobeying reasonable direction from Officials or ANU Sport employees.	Official warning with repeat offense 1 competition week	N/A	N/A

<i>Level 2 - Breaches of Codes of Behaviour. A multiplier may be added to the penalty where intent is established. Recommended penalty is 1 week.</i> E.g.: physical actions causing danger or injury to others (minimal impact), verbal abuse - use of offensive, insulting, abusive or intimidating language and/or gestures, recurrent breaches of Level 1 or penalty Cards (within the event), act contrary to the Codes of Behaviour that because of its nature cannot be adequately covered by other definitions	1 competition week	up to the full recommended penalty	up to double the full recommended penalty
<i>Level 3 - Breaches of Codes of Behaviour of a serious nature. Recommended penalty is 3 weeks. A multiplier may be added to the penalty where intent is established.</i> E.g. physical actions causing danger or injury to others (high impact), verbal abuse - Incitement to violence, or repeated offensive, insulting, abusive or intimidating language and/or gestures.	3 competition weeks	up to the full recommended penalty	up to double the full recommended penalty
<i>Level 4 - Breaches of Codes of Behaviour where the act was extraordinary, or impact is broader than the event. Penalties will be determined in conjunction with ANU Sport.</i> E.g. language or gestures to vilify, extreme act of violence, outside course of the game, public statements that are misleading or damaging, bringing the game into disrepute, extreme act, that because of its nature cannot be adequately covered by other definitions.	Use of a tribunal/refer to residential experience	N/A	N/A

42. Equipment indicative costs

Table B

Equipment	Hiring Cost	Purchase Cost
Balls (All sports)	\$3	\$80
Rackets (badminton, tennis, table tennis)	\$6	\$50
Bibs	\$3	\$50
Cones & Markers	\$3	\$25
Scoreboards	\$3	\$25
Dodgeballs	\$3	\$25 p/ball
Whistles	\$3	\$5
Tennis balls	Not to hire	\$15 p/tube
Shuttlecocks	Not to hire	\$50 p/tube
Discs/frisbees	\$3	\$30
Oz-Tags	\$6	\$7 p/belt
Table tennis balls	Not to hire	\$10 p/box

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ANU

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