

Harleston Magpies Hockey Club Disciplinary Policy

- 1) Harleston Magpies Hockey Club aims to provide a safe, fun and friendly hockey playing environment. Guidance and Policies are provided for parents and guardians, spectators, volunteers, coaches and the players themselves to ensure that this aim is met.
- 2) A Disciplinary Policy is in place to provide guidance and protocols in the event of incidents, complaints or where other Club Policies or guidance have been materially breached.
- 3) The scope of this Policy is to include both 'on-pitch' (e.g red card) and 'off-pitch' incidents (e.g. derogatory/inappropriate comments via 'social media') where the Club's reputation is potentially damaged.
- 4) An amendment to the Club's Constitution and the Policy itself were approved by Club Members at the 2016 AGM.
- 5) Any complaints regarding the behaviour of Members should be submitted in writing to the Secretary. Blank copies of an Incident Report Form can be obtained from the Secretary. The Secretary shall also receive any written notification from the County Hockey Association Disciplinary Officer regarding 'red card' offences involving Club Members.
- 6) The Secretary will (if appropriate) convene a meeting of the Disciplinary Committee. The Committee will comprise at least 3 Executive Committee members – including for example the Chairman, Secretary, Playing Manager, Coaching Manager and other senior members of the Club (e.g. umpiring representative) at the discretion of the Chairman.
- 7) Any Member subject to a Disciplinary enquiry will have an opportunity to explain their position in writing or in person as appropriate. The Disciplinary Committee will decide how to deal with any issue on a case by case basis. Possible sanctions may include warnings or touch line suspensions or suspensions from games and training. Sanctions would reflect the severity of the incident and appropriate temporary suspensions may be imposed whilst further advice is sought.
- 8) Consideration will also be given to positive actions - for example recommending a Member undertakes an umpiring course (where appropriate) or is subject to mentoring by a senior player.
- 9) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the issue (where relevant) and the Member involved in the incident within 7 days of the hearing.
- 10) There will be the right of appeal to the full Executive Committee following disciplinary action being notified. The Executive Committee should consider the appeal within 10 days of the Secretary receiving the appeal. Members of the Disciplinary Committee shall be excluded from the appeal.

- 11) Where the disciplinary action results in a recommendation of suspension or termination of membership, the disciplinary procedures shall be subject to the provisions set out in Section 5 of the Club's Constitution.
- 12) Any disciplinary matters relating to Youth members of the Club should be referred to the Welfare Officer and/or the Chairman of the Youth Committee. In the event of an incident, the responsible person present at the situation should make the Club Chairman, Welfare Officer and/or Chairman of the Youth Committee aware of the issue and if it was dealt with there and then (and if so how). The issue may then be taken to the Disciplinary Committee if appropriate.
- 13) If the incident involves a Youth member (Under 18) then communications and meetings must involve the Parent or Guardian.
- 14) All issues should be handled on a confidential and 'need to know' basis.

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