



## **CLUB DISCIPLINE POLICY**

### **Introduction**

Penzance Hockey Club CIO (the Club) is fully committed to upholding the highest standards of personal behaviour and conduct. To promote fair play, respect for others and, as a consequence, our reputation, we apply a Code of Ethics and Behaviour that makes clear our expectations. The Code and all related discipline policies and procedures are available on the Club website.

### **Scope**

This policy applies to all Club members, players, coaches, managers, volunteers, parents, spectators, umpires and Club officers and officials. It includes, but is not limited to; match day conduct, Safeguarding and Protecting Young People, anti-doping and disrepute offences. The policy underpins the Club's Code of Ethics and Behaviour and, in doing so, addresses any matters that may fall outside the Leagues' disciplinary system.

### **Aim**

The aim of this policy is to set out the Club's arrangements in order to administer the conduct and behaviour of its members that falls below expected standards.

### **Policy**

All members joining the Club are required to adhere to the Club's Code of Conduct and Behaviour and the Club's Discipline policy (this policy). We deal with breaches of discipline within the clear framework of the rules, regulations and procedures of the Federation of International Hockey (FIH) (the rules of the game), England Hockey (EH) (national governing body) and those of our respective West Hockey League and Cornwall junior hockey leagues and tournaments.

The Club aims to resolve straightforward disciplinary matters locally and informally. This will usually involve the player and the captain and/or coach speaking before, or after, the game or on the field of play. It may be necessary for a parent/guardian to be involved in this process.

We support all actions taken by the FIH, EH and/or respective League to uphold the rules and "spirit" of the game. In most instances these organisations will administer the disciplinary actions necessary to uphold our Code, without the Club's intervention. We recognise that some disciplinary incidents fall outside these arrangements. Hence, an important function of this policy is to ensure that the way we deal with these matters is clear and consistent.

### **Disciplinary Procedures**

The Club's discipline system relies on match officials, Club members and those associated with the Club understanding the relevant rules, procedures and codes relating to conduct, behaviour and discipline and knowing how and when to report a concern or incident. These procedures refer to incidents that occur on and/or off, the field of play.

### Technical Infringements

The Club is tolerant of green and yellow cards received for technical infringements as a natural consequence of playing competitive hockey. However, where yellow cards are received for repeated technical offences, the player, with the support of their team captain, should seek and receive advice and/or coaching to minimise reoccurrence.

Incidents where a player receives a red card (two yellow cards) for a repeat technical offence will be administered through the League disciplinary procedures. In addition, the Club Disciplinary Committee, on the advice of the team captain, will check the umpires' report and satisfy itself that the red card was given for a technical infringement and not for dissent, verbal abuse, violent conduct or other offence that would otherwise bring the Club into disrepute.

### Dissent and Verbal Abuse

The Club wishes to make clear that, irrespective of whom the intended target is, whether alleged offence occurs on or off the field of play and, whether or not it leads to a yellow or red card being awarded by an umpire, dissent and verbal abuse contravenes our Code of Conduct and Behaviour and will not be tolerated.

Match officials should apply FIH and League rules for dissent and verbal abuse. Such offences will be administered under the relevant procedures. In addition, the Club requires such incidents to be referred to the Club Disciplinary Committee by the Team Captain.

### Violent conduct and Threat of Violence

Incidents of this most serious type will be referred to the League by the match official in accordance with the League's rules. The respective Team Captain shall also refer the matter to the Club Disciplinary Committee.

For all disciplinary issues, the Disciplinary Committee shall ensure that the player and his/her captain are aware of the League/Club Disciplinary Committee(s) penalty and advise if and/or when the player can train with the Club and/or return to play their next competitive game.

### **Reporting Alleged Disciplinary Issues**

Match officials are the lead for reporting red card incidents in accordance with league rules and procedures. Serious matters involving drugs, anti-doping and other disrepute offences shall be reported in accordance with FIH, EH rules and/or League rules and procedures.

Team captains, Club Members or other individuals wishing to report a breach of the Club Code of Conduct and Behaviour shall do so in writing, using the Disrepute Incident Reporting form (see appendix). Email the form to the Club Disciplinary Officer (see Club website for contact details) or in hardcopy ideally within 2 days of the alleged incident, but no later than 7 days. The Team Captain is the lead for referring alleged incidents to the Club Disciplinary Officer. Where the matter involves the Team Captain, the captain shall self-refer the matter. Where an incident of this type escapes the attention of the match official but, it is formally reported to the Club in accordance with this policy, the Disciplinary Committee will consider it as a matter of priority. Club members may choose to seek "in confidence" advice and/or guidance on an alleged disciplinary incident from the Chair of the Club Disciplinary Committee.

### Incidents Involving a Junior Member (U18)

In the case of an incident that involves a person Under 18 years of age, the player, a parent/guardian, a member or an individual with concerns should contact the Club's Welfare Officer, or Chair of the Club Disciplinary Committee (See Club website for contact details). The Club Welfare Officer shall be involved in any incident involving any player Under 18 years of age. All matters reported in this way will be treated in accordance with the Club's Safeguarding and Protecting Policy and Procedures, which may require referral in accordance with EH procedures.

### Club Disciplinary Committee

All reported alleged misconduct and behaviour incidents shall be reviewed by the Club Disciplinary Committee. The Club Disciplinary Committee will be chaired by the Club Disciplinary Officer who is CIO Trustee ratified appointment. The Club Disciplinary Committee shall consist of;

Club Disciplinary Officer  
Club President  
Trustee  
Ladies Club Captain  
Men's Club Captain

A quorum shall be at least three members of the Club Disciplinary Committee.

The Club Disciplinary Committee shall meet within 4 days of any incident that warrants a disciplinary decision or 7 days of other incidents having been reported to them.

In addition to any penalty imposed on the member by the West League, the Club Disciplinary Committee is entitled to issue and enforce, single or combined, additional sanctions up to, and including:

- A written warning
- an invitation to make a voluntary contribution to support the Club, including, for example, making a commitment to take on umpiring or coaching duties or, taking on a functional Club appointment
- A fine
- Suspension from Club hockey activities for up to a maximum of 6 months, including attending home and/or away matches (without refund of membership)
- Withdrawal of Club membership (without refund of membership)

The Club Trustees must ratify any sanction.

The Club Disciplinary Committee shall inform the relevant member of its decision in writing within 5 days.

When one of the Disciplinary Committee members has been cited for a disciplinary matter, their Committee place shall be taken by the Chair Playing Committee (in lieu of the Club President or Club Captain) or another Trustee.

## **Appeals**

For a Club Disciplinary Committee decision, the individual against whom the sanction has been issued may appeal the decision in writing to the Trustees within 5 days of the decision having been received. The appeal shall be heard by the Club's Disciplinary Appeals Committee.

The Appeals Committee shall be made up of the Chair Playing Committee, one other Trustee and one other independent Officer of the Club who have not previously been involved in the decision against which the appeal is made. It should meet within 7 days of the appeal having been received.

The Appeals Committee will judge only the issues presented within the appeal and will look to accept or reject the Appeal. The decision of the Appeals Committee is final. The Appeals Committee shall inform the appellant of its decision in writing within 3 days.

For appeals to League imposed disciplinary decisions, the Club Disciplinary Committee shall determine the level of support it provides to the player through the appeals process - subject to the nature of the incident.

August 2023

**CODE OF ETHICS & BEHAVIOUR DISREPUTE INCIDENT FORM**

Please complete the form below, scan/photograph and email to the Club Disciplinary Officer.

Your name:		
Email address:		
Contact Tel No:		
Which part(s) of the Code of Ethics & Behaviour do you consider has been breached?		
Date(s) and time of the alleged incident(s)		
Is any young person (U18) involved in this incident?	YES	NO
<p>Please provide the details of the alleged incident, giving as much information as possible including venue, names of any other people involved, witnesses (where appropriate) etc.  <i>Please continue on a separate sheet if necessary.</i></p>		

Please set out any action you have already taken as a result of this incident, including names of any other people you may have spoken to or to whom this form has been copied including date and time when this was done.

*Please continue on a separate sheet if necessary.*

**Declaration by Complainant**

1. The contents of this form are correct to the best of my knowledge and belief and
2. I understand that a copy of this form will be sent to the individual(S) / organisation(s) against whom the complaint is being made (unless the Chair of the Disciplinary Committee determines that this is inappropriate in the circumstances).

Signature:

Position held (if relevant):

Date: