

Poole Hockey Club's Disciplinary Procedure



Poole Hockey Club (PHC) aims to provide a fun, safe, secure and happy environment to promote positive attitudes and good sporting behaviour in accordance with:

- [England Hockey \(EH\) Code of Conduct – Spirit of Hockey](#)
- [England Hockey Safeguarding Regulations](#)
- [PHC Code of Conduct](#) (and associated behaviour expectations)

We encourage everyone who interacts with the club to read these documents.

This procedure applies to any individual whose behaviour does not align with the expectations set by EH and PHC.

How will PHC uphold EH's 'Spirit of Hockey'?

By taking any concerns seriously and promoting positive behaviour in accordance with EH guidelines. This requires everyone involved with PHC to be aware of the EH Code of Conduct and for all to know and understand the standards expected of them.

What should I do if I have questions or concerns?

Speak to whoever you feel comfortable with at the club, some key contacts are:

<u>Club Welfare Officer</u>	<u>Club Discipline Officer</u>	<u>Elected Executive Management Committee</u> <i>Chairperson/Vice Chairperson/Secretary/Treasurer</i>
welfare@poolehockeyclub.co.uk	discipline@poolehockeyclub.co.uk	clubenquiries@poolehockeyclub.co.uk

What happens if there is a behaviour issue during hockey activity at PHC?

We value open and respectful communication. If you witness behaviour that does not align with your expectations, we encourage you to address it calmly and directly with the individual involved. If you do not feel comfortable doing so, please speak to someone appropriate who can support you.

Informal action implemented at the time of the incident

- Verbal warning issued by a suitable club representative.
- An apology with clear recognition that the behaviour was unacceptable and must not be repeated.
- During hockey activities (including coaching sessions) umpiring cards may be used, representing a time suspension from the pitch – green (two minutes) or yellow (five minutes).
- Where an incident involves someone aged under 18 a relevant parent/guardian will be contacted.
- Incidents (excluding match day cards) should be reported to the Club Discipline Officer via email to discipline@poolehockeyclub.co.uk. This enables the club to keep a log of issues and identify any repeat issues.

Formal action lead by the Club Discipline Officer (CDO)*

- Serious or repeated behavioural issues will be dealt with through a formal process led by the CDO.
- Red card and misconduct offences will be dealt with in line with [England Hockey guidance](#).
- If you witness an incident that you believe to be serious, please report it to the CDO by emailing discipline@poolehockeyclub.co.uk.
- The CDO will acknowledge receipt of the report within 7 days and maintain weekly contact with all relevant parties, even if there is no update to be provided.
- The CDO will gather information relating to the incident, including written statements (email preferred).
- A hearing will be conducted by an independent Club Discipline Panel, led by the CDO and comprising at least three members. The accused is entitled to select someone to support them at the hearing.

* If the CDO is directly involved/has a conflict of interest, then an appropriate alternative person will be appointed.

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- Findings and any sanctions and/or remedial action will be communicated in writing to the accused by the CDO, copying in clubenquiries@poolehockeyclub.co.uk as well as informing the accuser and any other parties involved.
- Where property damage has occurred, the responsible person will be expected to cover the cost of repairs.
- In cases involving a player aged under 18 or a vulnerable adult, the Club Welfare Officer will always be involved.
- Advice can be sought from EH / other organisations as appropriate.
- An offence which could equate to a match day red card / misconduct offence may be dealt with in accordance with [EH regulations](#).
- For severe or persistent behaviour breaches the offending club member can be excluded from PHC for a period.

Appeal process

Individuals (either the accused or accuser) have the right to appeal by written communication to clubenquiries@poolehockeyclub.co.uk, within 7 days of receiving notification of findings from the CDO. An appeal should include the reason/s for the appeal. Once an appeal is received the initial penalty period will be paused, from 24hrs after the appeal is received and until a resolution is disseminated.

A new independent Disciplinary Appeal Panel will be set up by the Elected Executive Management Committee, consisting of at least three, who are without preconceived opinions. This panel will consider the whole case to draw their own conclusions and make recommendations to the Elected Executive Management Committee who will then disseminate the information to the relevant people.

Final Note

The application of this disciplinary procedure remains at the discretion of the Elected Executive Management Committee. The Club Discipline Officer will be the final arbiter in decisions regarding the appropriateness and proportionality of any sanction or restorative actions (unless they are involved in the incident, in which case this passes to the Club Chairperson).