

## **Newbury & Thatcham Hockey Club – Ethics, Values & Disciplinary Policy**

Newbury & Thatcham Hockey Club expects officials, players and volunteers to the club to act and demonstrate respectful values and actions. It adopts the England Hockey Code of Ethics and Behaviour Policy, including:

- Equality Policy.
- Anti-doping Rules.
- Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.

This document seeks to clarify rules and expectations over and above any playing regulations issued by the relevant governing bodies, such as the England Hockey Association and Sport England.

### **General**

The club considers itself as a “family” club and does not accept any interpersonal intolerance whatsoever.

Any behaviour that is suspected of violating any national or International laws or Sport England regulations shall result in the club notifying the relevant authorities.

### **Members holding positions of responsibility**

- No members shall personally profit personally by holding a position of responsibility (including, but not limited to Executive Officer, Committee Member, Bar Committee Member, Captain or Coach)
- Under no circumstances shall a member induce or accept payment or incentive from another member or external organisation in order to further the agenda or requirements of that party.
- Any member involved in a decision making process on behalf of the club shall formally notify the club committee of any involvement or relationship that may be considered or give rise to a conflict of interest.
- All captains shall implement the instructions and decisions of the elected committee.

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## **Conduct and behaviour of players**

- All players shall behave in a respectful manner and in the “fair play” spirit of hockey
- No member of NTHC shall seek to intimidate or incentivise an official or member of another club in manner whatsoever, either directly or indirectly
- No player shall demonstrate violent behaviour or conduct or shall deliberately seek to cause harm or injury to another player
- Players are expected to consider junior members from other teams as if they were one of their own team members.
- All players shall respect the decision of the team captains in the selection of respective teams. Please refer to the NTHC Player Selection Policy for further guidance.
- Players are expected to acknowledge that the captain’s decision is absolute and final on all playing and disciplinary matters during a match.
- Players shall accept the decision of the umpires in all circumstances, in accordance with the rules of England Hockey.
- Members playing in teams or associated with junior members (under 18 years of age) are reminded of the Club Safeguarding Policy.

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## **Disciplinary Offences**

The following actions may give rise to commence a disciplinary process. These are not exhaustive and also include the use of all communication and publication methods, including social media.

- Actions contradictory to NTHC Safeguarding Policy
- Actions that arise in bringing the club's reputation and image into disrepute, either directly, or through association.
- Negligent or consciously unsafe behaviour
- Disrespectful, degrading, intimidating or bullying, language or behaviour towards another club member, a match official, a member of another club or member of the public
- Violent conduct
- Exclusion from the field of play (red card)
- Persistent suspension from the field of play  
e.g. 3 yellow cards in a 10 game period
- Defiance of direct instructions of a designated club official responsible for upholding the club values (i.e. Club officer or Captain (club, team, or on-field))
- Deliberate failure or refusal to implement the instructions of the membership arising from a vote in the AGM, a vote in club committee
- Deliberate failure or refusal to implement a sanction issued by the disciplinary committee.
- Fraud / embezzlement / profiteering

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## **Disciplinary and Grievance Process**

The disciplinary and grievance process is an impartial mechanism to investigate, review and decide a course of action that it is in the best interests of the club and the individuals involved.

The club will look to ensure at all times to ensure that:

- A full, fair and rounded investigation shall take place
- The outcome of an investigation will never be pre-judged
- Only one investigating officer will conduct the investigation, where practical and appropriate
- The outcome of the investigation will be documented and retained
- Any outcomes and sanctions will be explained personally

## **Disciplinary Committee**

The disciplinary committee of NTHC is comprised of its Executive Officers, as defined by its constitution. However, not all Executive Officers are required to attend all hearings.

Any disciplinary matter involving contravention of the safeguarding policy shall also include the Club Welfare Officer.

Any disciplinary matter involving a junior member of the club or another club shall also include the Club Welfare Officer and the head coach / junior coordinator.

The Vice Chairperson of the club shall be considered as a member of the disciplinary committee in the absence of, or as delegated by the Chairperson.

Note: Should it be considered that there could be an actual or perceived conflict of interest with the involvement of any of the Disciplinary Committee due to their involvement in an issue or through a personal relationship, then they shall not participate in the process. In this instance, they shall be replaced by another Executive Officer, or the Vice Chairperson.

The final decision on the composition of the disciplinary committee rests with the Chairperson (or, in their absence, the Vice-Chairperson).

## **Representation**

All members subject to disciplinary matters (known as “Respondents”) have the right to participate in a disciplinary hearing in person and may invite another club member to corroborate their version of events. As a private members club, NTHC does not recognise external legal representatives. A guardian or parent will be expected to represent any junior member involved in the disciplinary process.

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## **Disciplinary Resolution Process:**

- 1) Where a complaint or arises, the Chairperson or his/her delegate, shall form an initial disciplinary committee, as per the guidelines in this document
- 2) The Club Captain shall act as the Investigating Officer
- 3) The Respondent shall be informed of an investigation being undertaken, both verbally and in writing
- 4) All parties shall be interviewed by the Investigating Officer, including the Respondent
- 5) The disciplinary committee shall convene, either in person or via other means of verbal communication.
- 6) The Respondent shall be informed of the outcome of the investigation and, if appropriate, the outcome. In all instances a reason and explanation will be provided.
- 7) A copy of the decision (and any supporting information) shall be forwarded to the club secretary.

In order to ensure that no proceedings or outcomes are compromised, NTHC reserve the right to invoke a temporary suspension from the club with immediate effect to the individual(s) involved, without any pre-judgement or precedence whatsoever.

Furthermore, NTHC reserve the right to invoke a temporary suspension from the club with immediate effect to the individual(s) involved, without any pre-judgement whatsoever, in the event that an incident gives rise to concerns for safety or a potential escalation of the matter whilst an investigation is in progress.

This course of action would be taken after a vote of all available Executive Officers, with a majority decision determining the outcome.

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## Disciplinary Committee (initial):

The minimum membership of the disciplinary committee shall be as follows:

- 1 Club Captain (Men's or Ladies)
- 1 of Chairperson\*, Secretary or Treasurer
- 1 President (Men's or Ladies)

Where any individual under 18 is involved in this process, one or both of the following individuals shall also be included:

- Club Welfare Officer (as appropriate)
- Junior Co-ordinator (as appropriate)

\* The Vice Chairperson of the club shall be considered as a member of the disciplinary committee in the absence of, or as delegated by, the Chairperson.

Where conduct has been determined to contravene the rules of Newbury & Thatcham Hockey Club, then an appropriate sanction shall be agreed and communicated to the Respondent.

## Sanction Categories

Sanction Category	Sanction	Duration of Sanction (if appropriate)
1	Censure	N/A
2	Temporary suspension from matches Temporary suspension of responsibilities (incl. deferral of suspension)	1 - 12 weeks
3	Temporary suspension from matches >12 weeks (incl. deferral of suspension) Loss of position of responsibility (incl. prevention of re-election / re-instatement)	1 month–1 season
4	Temporary suspension from club activities (including the clubhouse)	1 – 52 weeks
5	Exclusion of membership	1 year – permanent

The above sanctions relate to club sanctions only and may be supplemented by any England Hockey or legal proceedings. In the event that either England Hockey or legal proceedings are initiated relating to incidents where a club disciplinary process would normally occur, then the NTHC club disciplinary process shall be delayed until these have been concluded.

## Escalation process

Any proven disciplinary matter that would merit a sanction more serious than a temporary playing suspension of longer than 12 weeks shall escalate to a full disciplinary hearing. Furthermore, should the same incident be repeated within a period of 12 months by the Respondent, then a full disciplinary hearing shall also be convened.

Should the original investigation and subsequent deliberation of the process result without unanimous consensus on the outcome, then the initial Disciplinary Committee shall disband and a full Disciplinary hearing will be convened.

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### **Appeal**

Should a Respondent wish to appeal then this must be received by the club secretary within three days of the original decision being communicated. A full disciplinary committee will then be convened.

The original disciplinary committee shall not take part in the appeals process, other than the individual designated as the Investigating Officer. The Vice Chairperson shall be available to participate in the appeals process providing they did not take part in the original process.

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## **Full Disciplinary Hearing**

The minimum composition of the disciplinary committee for be considered as a quorum at a full hearing shall be five (5) participants, comprising of at least:

- 3 of Club Captains (Men's and/or Ladies) and Presidents (Men's and/or Ladies)
- 2 of Chairperson\*, Secretary or Treasurer

Where any individual under-18 is involved in this process, one or both of the following individuals shall also be included:

- Club Welfare Officer
- Junior co-ordinator

\* The Vice Chairperson of the club shall be considered as a member of the disciplinary committee in the absence of, or as delegated by, the Chairperson.

## **Process**

The process shall be the same as in the Disciplinary Resolution process, with the following exceptions:

- 1) The disciplinary committee shall convene in person where feasible, though some may participate via other appropriate means of verbal communication
- 2) The Respondent shall be expected to participate in the meeting in person. If the Respondent is under 18 years of age, then a parent or guardian shall also be in attendance.
- 3) The Respondent shall be permitted present their version of events and any provide any mitigating circumstances directly to the disciplinary committee members

## **Appeal**

The decision of a full disciplinary hearing is final. A Respondent has no right of appeal to the decision.

## **Decision**

In the event that suspension or exclusion is considered appropriate, then the Respondent does not have the right to reclaim their membership fee for that season.