



Discipline Policy – November 2017 (review date November 2018)

1. Preamble

It is the hope of Kettering Hockey Club that the Club can run effectively and within the spirit of the game. It is however recognized that from time to time issues arise that have the potential to harm the reputation of a Hockey Club and Hockey in general. To that end a guideline has been devised to best help the Club deal with these issues internally and in doing so minimize any 'ripple effect'. Members should be aware these guidelines are secondary to any KHC Policies, Rules or Laws of the United Kingdom.

2. Definitions

a) 'Days' – Days irrespective of weekends and holidays

b) 'Kettering Hockey Club' – Players, Coaches, Umpires, Parents, Guardians, Volunteers, Contracted Staff as well as individuals employed or engaged in activities with Kettering Hockey Club.

Should any incident occur involving a member of staff from a venue hired by Kettering Hockey Club, Kettering Hockey Club will work with the institution involved to come to a suitable outcome.

3. Purpose

Kettering Hockey Club is committed to providing an environment in which all Kettering Hockey Club players and guests are treated with respect. Irresponsible behaviour can result in severe damage to the integrity of Kettering Hockey Club. Conduct that violates these values may be subject to disciplinary measures contained in this policy. Since disciplinary measures may be applied, it is only fair to provide a mechanism so complaints and discipline is dealt with fairly, expeditiously and affordably.

Kettering Hockey Club is committed to providing an environment that is characterised by the value of fairness, integrity, open communication and mutual respect. Participation in Kettering Hockey Club activities brings with it many benefits and privileges. At the same time, Club Members are expected to fulfil certain responsibilities and obligations including, but not limited to, complying with the policies, procedures, rules and regulations and Code of Conduct.

4 Application of this Policy

This policy applies to all as defined in the Definitions. This Policy only applies to discipline matters that may arise during the course of Kettering Hockey Club business, activities and events including but not limited to, training, matches, events and meetings.

5 Reporting a Complaint

Any individual may report a complaint following the correct procedure. The complaint, in writing, must be signed and filed within thirty (30) days of the alleged incident. Anonymous complaints may be accepted on the sole discretion of Kettering Hockey Club Executive Committee. A complainant wishing to file a complaint beyond thirty (30) days must provide a written statement giving reasons for an exemption to this limitation. The decision to

accept or not accept the notice of complaint outside the thirty (30) days period will be at the sole discretion of the Kettering Hockey Club Executive Committee. This decision may not be appealed.

6 Discipline and Complaints Policy

If a complaint is determined by Kettering Hockey Club, or designate, to be legitimate, the complaint will be designated as an isolated incident or a major incident and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of Kettering Hockey Club to determine whether a complaint is to be dealt with as an isolated or major incident. This decision may not be appealed.

If the incident is to be dealt with as an isolated incident, Kettering Hockey Club will inform the alleged offender and the matter will be dealt with according to the section relating to isolated incidents.

If the incident is to be dealt with as a major incident, and if Kettering Hockey Club determines a hearing is required, the alleged offender will be notified as quickly as possible and this matter will be dealt with according to the section relation to major incidents.

This Policy will not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviours that constitutes either an isolated or major incidents provided the individual being disciplined is told the nature of the incident and has an opportunity to provide information concerning the incident. Further disciplinary measure may be applied in accordance with the procedures set out in this Policy.

Isolated Incidents

7 Isolated Incidents

Examples of isolated incidents include, but are not limited to, a single incident of:

a) Disrespectful, offensive, abusive comments or behaviour directed towards others; b) Conduct contrary to the ideals of respect such as angry outbursts or arguments; and c) Non-compliance with the Policies and Procedures under which Kettering Hockey Club is governed.

All disciplinary situations involving isolated incidents will be dealt with by Kettering Hockey Club. Procedures for dealing with isolated incidents will be informal as compared to those for major incidents and will be determined at the discretion of the Kettering Hockey Club Executive Committee. This is provided that the individual being discipline is told the nature of the incidents and has an opportunity to provide information concerning the incident.

Disciplinary measures for isolated incidents, which may be applied singly or in combination, include the following:

a) Verbal or written reprimand which may be placed on the individual's record; b) Verbal or written apology; c) Service or other voluntary contribution to Kettering Hockey Club; d) Retraining; e) Suspension from the current training, activity or event; or f) Any other disciplinary measure considered appropriate for the offence.

Isolated incidents that result in discipline will be recorded and maintained by Kettering Hockey Club. Repeat isolated incidents may result in further such incidents being considered a major incident.

8 Major Incidents

Major incidents are instances of misconduct that result or have the potential to result, in harm to other persons or Kettering Hockey Club.

Examples of major incidents include, but are not limited to:

a) Any incident involving sexist, racist, or homophobic abuse b) Repeated incidents of disrespectful, offensive, abusive, or behaviour directed towards others; c) Repeated conduct contrary to the ideals of respect such as angry outburst or argument;; d) Incidents of physical abuse; e) Pranks, jokes or other activities that endanger the safety of others; f) Disregard for the rules and regulations under which Kettering Hockey Club training, events and programs are conducted; g) Conduct which results in harm to the image, credibility or reputation of Kettering Hockey Club and/or its sponsors; h) Use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely; or i) Any use of illicit drugs and narcotics.

Major incidents may be dealt with immediately, if necessary, by Kettering Hockey Club, provided the individual being disciplined is told the nature of the incidents and has an opportunity to provide information concerning the incident. In such situations, disciplinary measures will be for the duration of the training, program or event only. Further disciplinary measure may be applied but only after review of the matter in accordance with the procedures set out in the Policy. This review does not replace the appeal provisions of the Policy.

9 Discipline Panel and Hearing

Within twenty-one (21) days of notifying the respondent of a complaint of a major incident, Kettering Hockey Club will appoint one to three individuals to serve as a Discipline Panel ("Panel"). The Panel will consist of the Club Chairperson, Vice Chairperson and one other member selected by the Chairperson.

The Panel will have no significant relationship with the complainant and respondent; will have no involvement with the alleged incident; and will be free from any other bias or conflict of interest. The Chairperson shall appoint other panel members should he/she or Vice Chairperson have any conflict of interest.

The Panel will hold the hearing as soon as possible, but not more than thirty (30) days after being appointed. Having regard to the nature of the discipline matter and the potential consequences of any resulting disciplinary measure, the Panel will decide to conduct the hearing by way or review of documentary evidence or by way or oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in person or by means of telephone conference.

10 Documentary Review

Where the Panel has determined the hearing will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:

- a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties and to provide written rebuttal and argument; and
- b) The applicable principles and timelines set out by the Panel are respected.

11 Oral Hearing

Where the Panel has determined the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:

- a) The affected parties will be given five (5) days written notice of the day, time and place of the hearing b) The affected parties will be provided copies of all evidence to be relied upon; c) Decisions will be by majority vote; d) The Panel will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
- e) The individual being disciplined may be accompanied by a representative; f) The individual being disciplined will have the right to present evidence and argument; g) Any party potentially affected by the matter may be

made party to the hearing by the Panel; h) The Panel may request any witness be present at the hearing or submit written evidence in advance of the hearing; i) If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed; j) The hearing will be held in private k) Each party will bear their own costs; l) Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

After hearing the matter, the Panel will determine whether or not the individual will be disciplined, and if so the appropriate penalty to be imposed and any decision, with reasons, will be distributed to all parties within twenty-one (21) days of the conclusion of the hearing.

Where the individual acknowledges the facts of the incidents, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary measures. The Panel may hold a hearing for the purpose of determining an appropriate disciplinary measure.

If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

12 Disciplinary Measures

The Panel may apply the following disciplinary measure singly or in combination for major incidents:

a) Written reprimand to be placed on the individual's record; b) Written apology; c) Removal of certain privileges; d) Suspension from certain Kettering Hockey Club programs, events and/or activities; e) Suspension from all Kettering Hockey Club activities for a designated period of time; f) Expulsion from Kettering Hockey Club; g) Other measures may be considered appropriate for the offense

Unless the Panel decides otherwise, any disciplinary measure will commence immediately. Failure to comply as determined by the Panel will result in automatic suspension within Kettering Hockey Club until such time as compliance occurs.

A written record will be maintained by Kettering Hockey Club for major incidents that result in disciplinary measures.

The Discipline Panel may, or may not, feel it is prudent to publish the findings of the incident. If this is the case the findings will be published in a secure area only accessible to Kettering Hockey Club members.

13 Serious Incidents

The Kettering Hockey Club may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.

Where it is brought to the attention of the Kettering Hockey Club that a Kettering Hockey Club member has been charged with a criminal offence or has been previously convicted of a criminal offence that is prejudicial to them having membership of Kettering Hockey Club, Kettering Hockey Club may suspend the Kettering Hockey Club member pending further investigation, a hearing or completion of the criminal proceedings.

Notwithstanding the procedures set out in the Policy, any Kettering Hockey Club member that is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of Kettering Hockey Club for a period of time corresponding to the length of the criminal sentence imposed by the court and may face further disciplinary action by Kettering Hockey Club in accordance with this Policy.

14 Timelines

If the circumstances of the complaint are such that this policy will not allow a timely conclusion or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in the policy, the Panel may direct that these timelines be revised.

15 Red Card Procedure

Should a member of Kettering Hockey Club receive a red card during a fixture or a Match Day Misdemeanour the protocol for Red Cards as issued by the League/England Hockey will be followed by Kettering Hockey Club. All timeframes will be as outlined in EH guidance.

A disciplinary panel will convene comprising three members (Chairperson, Vice-Chairperson and a co-opted member) to review the evidence found following the report produced by Northants CDA and report its finding directly to the member involved. . If Red Card / MMO involves either Chair or Vice-Chair another member of Kettering Hockey Club Executive Committee will deputise..

The disciplinary panel may extend any suspension given by EH as they deem fit.

16 Yellow Card Procedure (Mens League games only)

Should a member of Kettering Hockey Club receive four (4) yellow cards within a single league season he will be suspended for one game. Any subsequent yellow cards will result in further one match suspensions. This is in accordance with East Hockey League rules. Whether a disciplinary panel is formed for accumulation of yellow cards will be assessed after communication with the relevant captain and after gaining an understanding of the context of how each card was gained. It is the responsibility of each team captain to be aware of yellow cards awarded although the League Secretary will advise of any suspension.

Signed: