



# Chelmsford Hockey Club

## Disciplinary Guidelines v1.1

In the past, when the Management Committee has considered the need for a disciplinary procedure, it was mainly in the context of behaviour on the field of play or in some way linked to it. Instead, we decided to follow the EH disciplinary code or, as appropriate, the code applying to the relevant league or cup competition rules. This was on the basis that imposing a harsher penalty than EH/league itself would be to the detriment of the player and the club compared to other clubs (in the same league) which did not operate a harsher code.

Our club rules already make provision for the Management Committee to deal with disciplinary matters, on and off the field of play, and give the Committee flexibility to use their discretion in how to deal with an incident. Rule 4e states:

*The membership of any person may be terminated or have conditions or restrictions placed upon it by the Management Committee if in the opinion of the Committee the member has:*

- i. Failed to pay his or her annual subscription by 31 October or as provided hereinafter in the event of a player elected later in the year*
- ii. Been guilty of conduct unbecoming to the well-being of the general membership*
- iii. Brought the Club or the game of hockey into disrepute*

The Management Committee can, at any time, formally incorporate specific disciplinary procedures into club rules by making a specific by-law to that effect under rule f:

*The Management Committee shall make by-laws for the proper and fair conduct of any proceedings under paragraph 4(e) above. Any person whose membership has been terminated in accordance with these rules and any by-laws made hereunder shall forthwith forfeit all rights to or claim upon the property of the Club.*

Any such by-law should be agreed at a meeting of the Management Committee and documented in the meeting minutes.

Whenever the Management Committee agrees to deal with a specific disciplinary matter under the club rules above, such disciplinary matters will be addressed according to the following guidelines:

1. A member of the Management Committee is appointed by the committee to Chair a disciplinary sub-committee.
2. The sub-committee shall consist of the Chair and a minimum of TWO other members of the club, one of whom shall act as secretary to the sub-committee.
3. The sub-committee should gather all available evidence, including independent testimony.
4. The sub-committee should lay out the charges/accusations against the individual(s) and send it to them in writing, inviting them to attend a disciplinary meeting within the next 7-14 days.
5. The accused should be invited to submit any written evidence supporting their case to the sub-committee at least 48 hours prior to the meeting. Any written evidence submitted at a



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later date, including the meeting itself, may not be considered by the disciplinary sub-committee or subsequent appeal panel.

6. At the meeting the accused will be invited to discuss the charges and to present their case. They should also be informed of the next steps, including appeal details.
7. After the meeting the disciplinary sub-committee will deliberate and inform the accused in writing, within 7 days of the meeting, of their decision, the reasons for reaching it, and any sanction.
8. The accused should be informed that they have 14 days to appeal against any sub-committee decision/sanction. Any appeal should be submitted in writing to the Hon. Secretary of Chelmsford Hockey Club clearly stating the grounds for appeal.
9. An appeal hearing should be convened within 14 days of receipt of a written appeal and chaired by the club Chairman or President. The appeal panel will consist of at least TWO other senior members of the club, one of whom will act as secretary to the appeal panel. The appeal panel's decision will be final.
10. In the case of disciplinary action against a Junior member, all correspondence should be sent to both the accused and their parent(s)/guardian(s). The attendance of the parent(s)/guardian(s) at the disciplinary meeting, and any subsequent appeal hearing, is mandatory even if the Junior member chooses not to attend.