

Swindon Skater Hockey Club



Discipline Procedures

Version 1.5
Date: 141007 ND

INTRODUCTION

Swindon Skater Hockey Club values its members and recognises that from time to time, the behaviour of an individual will fall below that what is normally displayed and expected by the club membership as a whole. This policy document is intended to give guidance to club members on how to deal with such occasions in a fair, impartial and expedient manner.

This policy has been developed to:

- Set the standards of conduct for all members of the club.
- Ensure members are treated fairly and uniformly
- Ensure the Club operates effectively

The procedures within this policy should be seen as a means of encouraging and improving the conduct of individual members, and **NOT** as a means of imposing punishment.

CODE OF CONDUCTS

Swindon Skater Hockey Club has developed a Players Code of Conduct, which gives guidance on what the Club expects from its members (**see Annex 1**).

Swindon Skater Hockey Club has developed an Officials Code of Conduct, which gives guidance on what the Club expects from its Managers, Coaches and Committee Officials (**see Annex 2**).

The procedures contained within this document are not intended to deal with minor misdemeanours, which should be dealt with at the time of the occurrence by managers, coaches or individual committee members. Swindon Skater Hockey Club expects that minor difficulties will be resolved in this manner.

Swindon Skater Hockey Club will support anyone who, in good faith, reports his or her concerns that any individual member's behaviour has fallen below that which is normally displayed and expected by the club membership as a whole or is contrary to the Players / Officials Code of Conduct.

Equally we adhere to the principle that an accused individual has the right to be presumed innocent until guilt is proven. It may be necessary in the interests of potential victims, and indeed our sport itself, to suspend an official or ban someone from any participation in Swindon Skater Hockey Club activities, on a temporary basis. That suspension or ban should not, however, be equated with guilt. (**see Annex 3**)

Disciplinary Process

Where an occasion arises that cannot be resolved as a minor misdemeanour, then the matter should be brought to the attention of the Club Secretary* as soon as is reasonably practicable, and in any case within 7 days.

Upon receipt of a complaint, the Club Secretary* will, within a 48hr period, inform two other Executive Members of the matter, and forward all relevant evidence for their information. The three Executive Members, within a further 48 hour period, will then decide whether the matter is resolved as:

1. No Case to Answer

This may arise where the member's action complained about does not amount to a breach of the relevant Code of Conduct, or individuals have not acted in any other manner likely to bring the Club into disrepute, or the actions have occurred at such a time when the individuals were not undertaking Swindon Skater Hockey Club tasks etc.

2. Not Proven

This may arise where there is insufficient evidence that a member has breached the relevant Code of Conduct, or acted in any other manner likely to bring the Club into disrepute.

3. Recorded Warning

This may arise where there is sufficient evidence that a member has breached the relevant Code of Conduct, or acted in any other manner likely to bring the Club into disrepute AND the Executive Members are of the opinion that such an incident can be resolved by means of a Recorded Warning.

Recorded Warnings will be kept in Club records by the Club Secretary. The record will show that a Recorded Warning has been given, and the reason stated. The member will be informed that a Disciplinary Hearing will result if improvements in behaviour are not apparent. The Recorded Warning will be kept in Club records for a period of 18 months, and will be admissible in any Disciplinary Hearing within 12 months of date of issue.

The individual member will be informed of the Executive Members decision as soon as is reasonably practicable. The individual member, if he/she wishes, may request a Disciplinary Hearing, which must be requested in writing to the Club Secretary within 48hrs of being informed of the decision to issue a Recorded Warning.

4. Disciplinary Hearing

Where, due to the severity of the occurrence, the Executive Members consider it appropriate to deal with the incident by way of a Disciplinary Hearing, or such a hearing is requested by the member, as per the Recorded Warning procedure above, such a hearing will be held as set out below. The member will be informed of the reason for the hearing and a convenient time arranged. All persons attending the Disciplinary Hearing will be provided with a copy of this document, and will be encouraged where necessary to attend with a colleague or appropriate adult.

***Where the Club Secretary is subject to the complaint, substitute the Club Chairperson**

Disciplinary Hearing Procedure

The Disciplinary Panel will consist of 3 persons: 2 elected committee members, at least one of which should be an Executive officer, and 1 other Club official. The Panel will be chaired by an Executive officer.

The Disciplinary Hearing will be held as soon as is reasonably practicable after the alleged incident, and in any case within 14 days of the incident being brought to the attention of the Club Secretary*

To ensure an 'equality of arms', the Club Secretary* will provide the member subject to the Disciplinary Hearing with copies of all documents at least 48hrs prior to the hearing.

The Disciplinary Hearing will follow a consistent procedure. Firstly, a brief outline of the incident will be given by the Chair to the members present. The member/members subject to the Disciplinary Hearing will then be afforded an opportunity to explain the event or circumstances of the alleged incident/incidents. If appropriate, an appropriate adult will be encouraged to represent the member at this stage. Some questions may be asked by the Disciplinary Panel to clear up any ambiguity. The member will then be asked to leave the Disciplinary Hearing, whilst the Disciplinary Panel considers the evidence.

Decision

The Disciplinary Panel will consider its decision on the basis of English Civil Law, i.e. on the balance of probabilities, was it more likely that the incident occurred than not.

In most cases, the Disciplinary Panel will give an immediate decision to the member. Where information has been provided at the Disciplinary Hearing, the Disciplinary Panel may adjourn the hearing. Such an adjournment should be for no longer than 7 days.

Outcomes

1. Not Substantiated
2. Not proven
3. Informal Advice
4. Recorded Warning
5. Suspension from Club
6. Exclusion from Club

Where not present, the member subject to the Disciplinary Hearing will be informed of its decision by a nominated member of the Disciplinary Panel.

***Where the Club Secretary is subject to the complaint, substitute the Club Chairperson**

Appeal Process

A member of the Club will have the right to appeal against a decision by the Disciplinary Panel. This appeal must be made in writing to the Club Secretary* within 14 days of the decision being made. The appeal will then be considered by the Club Committee as soon as is reasonably practicable, and in any case within 14 days of receipt of the appeal. The decision of the Club Committee is final.

***Where the Club Secretary is subject to the complaint, substitute the Club Chairperson**



List of Annexes

Annex 1: Players Code of Conduct

Annex 2: Officials Code of Conduct

Annex 3: Club Suspension Policy



Swindon Skater Hockey Club

Players Code of Conduct

Respect

- Treat other people the way you would expect to be treated yourself.
- Always remember that whilst engaged in any Club activity or identifiable as a member of SSHC, you are an ambassador for both your Club and your sport.
- Show respect for other players and officials.

Training and Playing Matches

- It is your responsibility to make sure you wear **ALL** your kit for **ALL** training sessions and matches, and that it is fully maintained and in good condition. This is for your safety and insurance purposes.
- If you can't come to training or to a game please inform your manager as soon as possible.
- Wearing of any jewellery is not permissible.
- Work hard for your team-mates and yourself.
- Make sure you understand the rules of the game and play by them. Accept decisions. Direct questions or concerns through your Coach. It is your captain's role to clarify decisions with the referee.
- Ensure you shake hands with the opposing team at the end of a game.
- Venues must be respected, ensure you leave facilities in the condition in which you would expect to find them.
- Do not wear your skates outside the designated areas.

Discipline

- The club rules and procedures have been developed to ensure your safety, set the standards of conduct and ensure all members are treated fairly and uniformly.
- Disruptive behaviour by players which brings the Club into disrepute, or which disrupts training sessions will not be tolerated. This may include:
 - Fighting or disruptive behaviour
 - Swearing at a Coach, Manager or a Committee member
 - Abusing equipment in a show of temper, or behaving in a dangerous manner
 - Bullying or racial abuse
 - Showing a lack of respect of, or failing to acknowledge the ability of other Team players.
- If there is a disciplinary hearing, you will only be told about it if you are involved. Players must respect the procedures of the club and not discuss or attempt to undermine the disciplinary process by trying to influence those that may be involved.

I accept and agree to abide by the SSHC Players Code of Conduct.

(may be signed by parent or guardian if under16)

Signed

Name(please print).....

Date



Swindon Skater Hockey Club

Officials Code of Conduct

This Code of Conduct applies to all SSHC officials, which includes Committee Members, Managers, Coaches and their deputies/assistants.

Officials play a very influential part in the sporting development of a young person.

- Be courteous, sensitive and prompt when dealing with difficult decisions.
- Make sure you are consistent
- Never shout or ridicule children for making mistakes or losing a competition. (Making mistakes is a route to learning.)
- Officials will endeavour to ensure that all equipment and facilities meet safety standards and are appropriate to the age and ability of the group.
- Recognise and respect the role of other club officials. They all give their time and resources to ensure the smooth running of the club
- Ensure you keep your qualifications, experience and knowledge as up to date as the club requires.
- An official's behaviour at all times should project a favourable image of the sport and the club.
- Don't discuss sensitive matters outside of the club and discourage others from doing the same.
- Treat every young person as an individual.
- Officials must always abide by the club rules and procedures. Ensure all members are treated fairly and uniformly.
- Where a dispute arises with another official, which cannot be resolved privately, another member of the Committee must be informed immediately. Do not air the dispute in public.
- When dealing with a young person, officials will comply with the published Child Protection Policy

Signed

Name(please print)

Date



**Swindon Skater Hockey Club
The Croft Sports Centre, Marlborough Lane,
Old Town, Swindon, SN3 1RA**

CHILD PROTECTION CLUB SUSPENSION POLICY/PROCEDURE

Where an allegation is made against a Club employee / volunteer, Swindon Skater Hockey Club will work on the principle that individuals are innocent until proven guilty.

However in order to protect both the individual and the Club, a period of suspension will normally follow an allegation, whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of a few days, but no more than 7 days.

Where a suspension is necessary, the following procedure will apply:

Any allegation(s) will be dealt with and investigated by the Child Protection Officer of the Club, and where appropriate or deemed necessary, be referred to the appropriate external authority.

To ensure the utmost confidentiality, where possible, only three people in addition to the accused person/persons will be a party to the investigation. These will be the Chairperson, Secretary and the Child Protection Officer. Where one of these persons are the subject of the allegation involved, and cannot be party to the investigation, one further person may be confided in i.e. other Executive officer or Committee Member.

All relevant paperwork will be distributed to each member of the investigating panel and one separate copy will be kept on file.

When an allegation is made against a Club employee / volunteer, a meeting will take place with the individual, at which time the allegation will be made known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.

If the matter cannot be satisfactorily resolved within a few days, the Club employee / volunteer will be suspended from duty. Employees will be suspended on full salary. Full salary will last for 3 months, but should an investigation take longer, then half of the normal salary will be paid after the initial 3 month period, up to a maximum of a further 3 months.

Whilst suspended, individuals will be advised not to have contact with any other Club Official or member, apart from those carrying out the investigation.

The Child Protection Officer will do his/her utmost to keep the employee / volunteer up to date on the progress of the investigation.

Swindon Skater Hockey Club reserves the right to inform other clubs and other relevant bodies that a Club employee / volunteer is suspended from duty, pending the outcome of an investigation into his/her conduct.