

## 1 Introduction

1.1 The Disciplinary Code sets out the formal action to be taken by Loughborough Town Hockey Club (The Club) for any failure to meet the standards expected in respect of etiquette, behaviour and conduct from those involved with hockey at Loughborough Town.

1.2 The Code applies to hockey related activity on and off the pitch including during matches, training, when representing The Club, or being seen to represent The Club (including written and/or social media communications). The Code applies to all Club members and Officials, and where relevant spectators and parents.

1.3 The Code links to and supports the Club's Code of Conduct, which includes the England Hockey Code of Ethics and Behaviour.

## 2 Disciplinary Procedure

2.1 The Disciplinary Code will be managed and applied by the Disciplinary Committee, a sub-committee of the Management Committee. Any relevant actions or outcomes will be reported to the Management Committee.

2.2 Complaints about a contravention of the Club's Code of Conduct must be made in writing to the Secretary within 14 days of the event.

2.3 A member given a red card (RC) or matchday misconduct offence (MMO), will be asked if they wish to provide a defence or mitigation, which may include disputing the facts or circumstances of the RC / MMO. If the RC / MMO is not disputed, and the member is not deemed to have contravened the Code of Conduct, then there is no need to invoke the LTHC Disciplinary Procedure and the process in Appendix 1 will be applied.

2.4 A member who wishes to defend an RC / MMO charge or is deemed to have otherwise contravened the Code of Conduct, will be required to attend (in-person or on-line) a Disciplinary Committee hearing. In addition, the process in Appendix 1 will be applied.

2.5 The Disciplinary Committee will have a quorum of three and will comprise: i) The Club President (Chair of the Disciplinary Committee) ii) The Club Secretary (Secretary of the Disciplinary Committee) iii) One further person as appropriate to each hearing, e.g. Ladies or Mens Club Captain.

2.6 The Committee will normally be convened by the Secretary in conjunction with the Chair within 5 days of a Red Card Report Form being received by the Club, or

within 14 days of any other breach of the Code of Conduct being raised with a member of the Management Committee or Disciplinary Committee.

2.7 A member asked to attend a Disciplinary Committee hearing may bring along another member to speak on their behalf or as an observer or to put forward any facts. It is the member's responsibility to provide any evidence to support their case.

2.8 Under 18's must also be accompanied by a parent /guardian.

2.9 The Disciplinary Committee will hear the full facts and if relevant, the member and or the Disciplinary Committee may call witnesses to attend and provide supporting input. Any witnesses called may be questioned by either party.

2.10 The hearing may be adjourned to allow the Committee to investigate and/or obtain further evidence or to call further witnesses.

2.11 The hearing will be adjourned to enable the Disciplinary Committee to consider the information and a decision to be reached. This will include consideration of the member's previous disciplinary record and any mitigation.

2.12 On the same date, wherever possible, the member will be informed verbally of the decision and any sanctions to be applied. The reasoning for the decision will be explained. In addition, the member will also be informed formally of the outcome in writing within 5 days of the hearing. This will include full details of any sanctions or penalties.

2.13 The Disciplinary Committee may impose any penalty that it considers appropriate including a recommendation that the member is expelled or suspended from Loughborough Town Hockey Club. Where appropriate The Committee will use relevant guidance from England Hockey as well as past precedent when considering any sanctions to apply. These sanctions may include:

- Verbal warning (formal or informal)
- Written warning
- Suspension from playing and other hockey related activities (for RC / MMO there is a minimum 16-day mandatory penalty period)
- Request to refund The Club for any fees or fines incurred by The Club as a result of the incident involving the member
- Recommendation to The Club for suspension of Club membership for a period to be defined, or a recommendation that the member is permanently expelled from The Club.

2.14 All sanctions may have conditions attached at the discretion of the Disciplinary Committee.

2.15 Subject to the right of appeal, decisions of the Disciplinary Committee shall be final.

2.16 Minutes of Disciplinary Committee meetings, and Appeals, will be recorded and these will be available to the member, on written request, where these relate to decisions concerning the member. Minutes will be copied to the Management Committee.

### **3 Appeals Process**

3.1 Following the decision of the Disciplinary Committee, the member will have the right to appeal against the decision and any sanction imposed by the Committee.

3.2 Any appeal must be made in writing to the Club Secretary within 5 days of the receipt of the written notification of the sanction. The appeal must state the basis and rationale for the appeal.

3.3 The appeal hearing will take place within 14 days of the receipt of the written appeal and will be heard by three members of the Club Management Committee not involved in the original hearing.

3.4 Following the appeal hearing the member will be informed in writing within 5 days of the appeal committee's decision. Their decision will be final.

#### **Appendix 1: Club procedures for handling RC or MMO cases**

The following procedure will be followed when an LTHC member (the member) has been given a red card (RC) or matchday misconduct offence (MMO) by an umpire. The time scales for these processes are set by England Hockey and are short.

1. Immediately after the match, the LTHC team captain will provide the umpire, who gave the RC / MMO, with the member and Club details required to complete the Red Card Report Form (RCRF).

2. The umpire will send the RCRF to the appropriate disciplinary administrator (discipline@midlands.hockey) within 72 hours of the RC / MMO being given. The Area Discipline Panel (ADP) will send the RCRF to the Club.

3. The LTHC team captain should inform the President, Secretary and relevant Club Captain, copied to the member, as soon as possible after the match, providing outline details of the circumstances of the RC / MMO.

4. The member will be suspended from all\* hockey activity for the minimum 16-day mandatory penalty period, pending the outcome of steps described below.
5. If the member wish to provide a response, or if they dispute the facts or circumstances of the RC / MMO, then (i) The Club will invite them to provide a written statement, which may be supported by accounts from witnesses, and (ii) the LTHC Disciplinary Procedure will be invoked (see section 2).
6. The Club response to the ADP will include comment on the previous disciplinary record of the member, the statement received from the member and the outcome of any disciplinary hearing, that has been held. The response will be coordinated by the Chair or Secretary of the Disciplinary Committee and returned to the ADP within the deadline (5 days). The combined response will be shared with the member.
7. The ADP will consider the RCRF and the Club/member representations, before issuing a Penalty Notification Form (PNF), which will notify the Club of the outcome and any penalty imposed on the member.
8. The Disciplinary Committee may wish to consider imposition of an additional penalty or suspension period, over and above the mandatory period stipulated by the ADP. The member will be sent the PNF and will be informed of the conditions of any penalty.
9. The PNF sets out the process for an appeal to be lodged (7 days after receipt of the form). The member will be asked if they wish to appeal the ADP decision and will be provided with information about the appeals process. The member will be responsible for paying the deposit of £100 for any appeal.

\* EG allows training, but not coaching, umpiring or pitch-side activity during games, but as a Club we have decided to be completely clear and impose a ban on all hockey activity.