



# Chesterfield Hockey Club

## Member's Pack 2020

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# Contacts

## General Enquiries:

**Secretary:** Adam Bointon

01246 209431 / 07817 979234  
adam.bointon@googlemail.com

## Officers (in addition to Secretary above):

**President:** Gary McCormick

01246 567845 / 07703 503070  
somersalllane@yahoo.co.uk

**Chairman:** Rob Anderson

01246 465917 / 07944 608610  
rob@andersons-ea.co.uk

**Treasurer:** Brendan Molloy

01246 554626 / 07836 683165  
bm.randd@gmail.com

**Asst. Secretary:** Nick Roberts

01246 233590 / 07896162461  
nick.roberts@bcs.org

**Fixture Secretary:** Daniel (Deej) Nelis

07484 822605  
danielnelis88@gmail.com

**Junior Organiser:** Paul Speed

01246 277093  
paul-speed@rockware.co.uk

**Social Secretary:** Mac McCran

07969 971255  
macandali1989@btinternet.com

**Publicity:** Christian Battye

07714 038684  
christianpbattye@gmail.com

**Club Coach:** John Nash

07812 134392  
john.nash33@hotmail.co.uk

**Discipline Officer:** Nick Roberts

01246 233590 / 07896 162461  
nick.roberts@bcs.org

**Committee:** 1<sup>st</sup> 9 Officers above + Sam Unwin, Neil Adams and John Nash. Any club member can approach a committee member with a question / grievance /suggestion which will be discussed in committee.

**SAFEGUARDING:** Mac McCran

07969 971255  
macandali1989@btinternet.com

## Team Captains:

**1<sup>st</sup>:** Josh Brocklehurst

01246 203581 / 07989 720944  
cornflakes\_807@hotmail.com

**1<sup>st</sup> Manager:** Shane Hale

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**1<sup>st</sup> XI Coach:** Christian Battye

07714 038684  
christianpbattye@gmail.com

**2<sup>nd</sup>:** Sam Unwin

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sam.unwin@gmx.com

**3<sup>rd</sup>:** Paul Ryan

07876 450611

PRyan2@brookfield.derbyshire.sch.uk

4<sup>th</sup>: Mac McCran

07969 971255

macandali1989@btinternet.com

**Badgers:** Steve Lord

07734 774108

lordy100@hotmail.com

## Pitch

Chesterfield Hockey Club and St Mary's School are in partnership – the St Mary's Community Sports Partnership - through our joint ownership of the AstroTurf pitch at St. Mary's School. John Nash, our Club Coach, is also the Sports Development Officer responsible for the running of the site.

The entrance to the St Mary's Sports Partnership Pitch is on the SOUTH side of the B6051 at the WESTERN end of the St Mary's Catholic School site where the lane gives access to two car parking areas and the changing facilities.

## Fees

### Adult Club Subscriptions

|                            |      |
|----------------------------|------|
| Adult                      | £115 |
| Under-18 / Non-wage Earner | £55  |
| Training Only              | £35  |

### Adult Club Match Fees

|          |     |
|----------|-----|
| Adult    | £10 |
| Under 18 | £5  |
| Students | £6  |

### Juniors

|                      |     |           |
|----------------------|-----|-----------|
| Session 1 (6 – 7 pm) | £50 |           |
| Session 2 (7 – 8 pm) | £50 |           |
| Both sessions        | £75 |           |
| Sunday match fee     | £2  | per match |

## Communications

**Website:** [www.chesterfieldhockeyclub.co.uk](http://www.chesterfieldhockeyclub.co.uk)

### Social Media:

**WhatsApp:** Various groups to communicate Team Selection  
**Facebook:** <https://www.facebook.com/ChesterfieldHC/>  
**Twitter:** <https://twitter.com/ChesterfieldHC> - @ChesterfieldHC

### Administration:

The Club is in the process of introducing Pitchero to help with Club Administration. More details will be advised in due course.

# Training

Wednesday Evenings : Junior Development 7 – 9p.m., Club Training 8 to 9:30 p.m.  
Fees: Included in Annual Subscription. Please respect neighbours when arriving / leaving the St. Mary's School Car Park / Bus turn-round area.

# Early Pitch Closure

At times, there may be reasons why the pitch has to be closed early to play / training – primarily due to adverse weather conditions. Advice will be sent via Social Media.

**Parents / guardians** need to be prepared to receive a call / notice via social media that the pitch has had to be closed early. Please ensure that you are contactable.

Children will be kept at the pitch until parents arrive.

# Subscriptions

So why do we ask you to pay over £110 a year in Subscriptions and a £10 Match Fee?

**Let's look at a few fixed costs we have:**

**Before we start playing:**

- £4,700 Contribution to St Mary's Community Sports Partnership – towards the costs of running the facility
- £1,790 Registration Fees – England Hockey, Midlands League, Yorkshire Development League

That's a total of around £6,500 to be covered by approximately 45 full members and 20 concessionary members – more than we collect in Subscriptions.

**Playing – approaching £5,000 per annum on average :**

- Equipment – we have goals to maintain / purchase, balls, some goalkeeping equipment, etc.
- Coaching - we have to pay for some of our coaches' time
- Travel – we have to pay some of the travelling costs to get to matches
- Umpires fees – for those teams with neutral umpires

This all has to be covered by Match Fees.

**There are other things we can do to help –**

- Social Events / Fund Raising – we typically raise £4,000 p.a. Every event you attend, every raffle ticket you sell, brings in additional revenue helping to keep our costs down.
- Sponsorship – we've typically raised circa £500+ per annum. This can be another significant benefit.

# Rules of the Chesterfield Hockey Club

1. **Name:** The name of the Club shall be the Chesterfield Hockey Club (hereinafter called the CHC).
2. **Scope:** These Rules govern the CHC and have been adopted by the Club in General Meeting. Any change to the Rules may be made only by a majority at the AGM or an EGM called for the purpose. A proposal and secondment in writing by two members, with reasons for the change, must be lodged with the Secretary in sufficient time to be incorporated in the notice of the meeting.

3. **Objects:** To promote, encourage and develop the game of hockey in Chesterfield and North East Derbyshire district. To encourage other sport (in particular, cricket), hobby, leisure and social activities within the CHC or as Associate sections or Clubs. To lease, purchase and develop property at Nethermoor Road or elsewhere for these activities. Any such property shall be vested in not more than four trustees.
4. **Membership:** Application will be made to the Honorary General Secretary or other officer appointed by the Management Committee, for approval by a simple majority of the Committee. The Honorary Secretary shall inform each candidate in writing<sup>1</sup> of his / her election or non-election and will provide him/her with a copy of the Club Rules.
- Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules.
- There are five CLASSES of membership - Playing, Honorary Life, Junior, Non-playing and Associate. Junior membership is open to those under 18 years of age on 1st May and those over this age who are in full-time education or training. Associate Membership is for those wishing to participate in leisure activities other than Hockey / Cricket.
- Honorary Life membership is open only to those members who have rendered exceptional service to the Club. Proposal for election to Life Membership must be made to the final Committee Meeting prior to the AGM and, subject to Committee support, will be proposed at the AGM.
- Membership of the Club shall be open to anyone interested in the sport(s) on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. The Club Committee may refuse membership or, subject to a) below, remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made by application in writing<sup>1</sup> to the Secretary for review by the Committee.
- a. **Disciplinary action against members** - All disciplinary matters will be dealt with in accordance with England Hockey's Disciplinary Code as supplemented by the Club's own Disciplinary Code.
  - b. Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.
5. **Officers:** Will consist of Chairman, Secretary, Treasurer, Publicity Officer, Social Chairman, Mens Section Chairman, Ladies Section Chairman, +2 other members of each of the Men's and Ladies' Committees (elected at AGM). The composition of the Management Committee must be not less than 30% of each sex. Other officers may be appointed at an AGM or appointed by the Management Committee for subsequent approval at an AGM. Section Committees (from each of which the Chairman and 2 others will sit on the Club Committee) will comprise Chairman, Secretary, Treasurer, Fixture Secretary, Team Captains. Vice-Captains shall be regarded as officers of the section committee when deputising for their Captain.
6. **Management:** Will rest in the Management Committee made up of the President, and the seven Officers of the Club named in section 5. above, together with the four other elected members, of whom a minimum of four shall form a quorum which must comprise not less than 30% of each sex. The size of the committee will be limited to 12 members. The Management Committee may co-opt non-voting Members to the Management Committee who are to be confirmed at the next AGM. The Management Committee may appoint a sub-

committee to undertake a particular task and the Chairman of it shall be an officer of the Club and will report to the Management Committee.

7. **Selection Committees:** To select teams for the formal fixtures of the CHC shall consist of the Team Captains, or in their absence, the Vice-captains, and other Officers of the Club required for the Committee to effectively carry out its business.
8. **Meetings:** An Annual General Meeting (AGM) shall be held before the end of April each year for the presentation of report and accounts for the past year and for the election of Officers and Management Committee Members for the next year. Two weeks' notice of the meeting shall be given in writing<sup>1</sup> to Members with the Agenda of the meeting. An extraordinary General Meeting (EGM) may be called by the Secretary with two weeks' written notice to members following the written<sup>1</sup> request by seven paid up Playing or Honorary Life Members. Decisions may be made at a General Meeting by a simple majority of those present or those represented by a proxy. A proxy must be made in writing<sup>1</sup> by a member, signed by him and be available at the Meeting. Only playing and Honorary Life Members may vote at General Meetings. In the event of a tied vote, the Chairman of the Club, or in his absence, the Chairman of the meeting, shall have the casting vote.
9. **Subscriptions:** Shall be decided at the AGM and shall be communicated on the Club's website and in writing<sup>1</sup> to the members. Subscriptions are due by 1<sup>st</sup> October and from new members on demand. The Management Committee shall have the power to set the first Annual Subscription of a new Member who joins part way through the season in proportion to the length of the season remaining, or to reduce the subscription of any Member who is not in full-time employment or who is prevented from regular availability for selection through work commitments or injury. Officers of the Club are not obliged to advise individual Members of subscriptions due provided these have been publicised to the Members in the fixture list, by email, by Social Media or by means of a letter. The Management Committee may suspend any Member who is late in paying his subscription, may charge a late payment premium not in excess of 20% of the normal subscription, or may terminate Membership if late payment by a Member is persistent.
10. **Accounts:** The Accounts of the Club shall be for the 12 month period ending 31<sup>st</sup> March. The audited accounts of the Club shall be presented by the Treasurer at each AGM of the Club.
11. **Surplus income or profits:** All surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.
12. **Dissolution:** Upon dissolution of the club, any remaining assets shall be given or transferred to another registered CASC, a registered charity, the sports' governing body / bodies for use by them in related community sports within the Chesterfield and North East Derbyshire district.
13. **Colours:** Players must be dressed in the Club colours for representative matches. The colours of the Club shall be shirts of predominantly green body, black shorts and green hose. White shirts and hose shall be worn for away matches.

<sup>1</sup> Written notices may be in print, email, SMS Text or by Social Media

## Hockey Kit Supplier

Stash Hockey – [www.stashhockey.co.uk](http://www.stashhockey.co.uk)

"Your Club Kit" tab, select Chesterfield Hockey Club, Password "CHC"



# Chesterfield Hockey Club

All players are required to complete this attendance registration form and return it.

## PLAYER CONTACT INFORMATION (detachable form) – SECTION 1

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| <b>Full Name</b>     |  |                      |  |
| <b>Address 1</b>     |  |                      |  |
| <b>Address 2</b>     |  |                      |  |
| <b>Town</b>          |  |                      |  |
| <b>Post Code</b>     |  | <b>Date of Birth</b> |  |
| <b>Home 'phone</b>   |  |                      |  |
| <b>Mobile 'phone</b> |  |                      |  |
| <b>Email</b>         |  |                      |  |

## SECTION 2: MEDICAL INFORMATION & CONSENT

*(To be completed by PARENT or GUARDIAN if under 18; \* delete as appropriate)*

In case of emergency and as part of the club's responsibility to its membership, ALL attendees are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised officers only.

|   |  |                      |  |
|---|--|----------------------|--|
| <b>Next of Kin</b>  |  | <b>Relationship</b>  |  |
|   |  | <b>Mobile 'phone</b> |  |
| <b>Doctor's Name</b>  |  |                      |  |
| <b>Surgery</b>  |  |                      |  |
| <b>Landline 'phone</b>  |  |                      |  |
| <b>As far as you are aware, are you allergic to any drugs? (Please state)</b> |  |                      |  |
|   |  |                      |  |
| <b>Are you taking any regular medication? If so, for what reason?</b>         |  |                      |  |
|   |  |                      |  |
| <b>Do you have any long term illnesses or injuries?</b>                       |  |                      |  |
|   |  |                      |  |

**Declaration: I consider myself (my son/daughter)\* to be physically fit and capable of full participation and agree to notify the Club of any changes to the medical information provided. Furthermore, in the event that I am injured I give my permission (for my son/daughter)\* for the team managers/coaches appointed by the Club to obtain emergency medical treatment on my behalf.**

|                     |  |
|---------------------|--|
| <b>Signed</b>       |  |
| <b>Date</b>         |  |
| <b>Relationship</b> |  |

### **SECTION 3a – ADULT MEMBERS:**

*It is a requirement of club policy that consent is provided for participation, transportation and photography. The club abides by the England Hockey's Code of Conduct. Please sign and date at the bottom.*

**MATCHES & FIRST AID:** I consent to participating in Chesterfield Mini Hockey Club fixtures, coaching and training sessions. I consider myself fit and capable of full participation. I consent to any medical treatment/first aid treatment needed in the event of an injury to myself. Although every effort is made to prevent accidents they can happen and Chesterfield Hockey Club cannot be held liable for any injuries incurred.

**TRANSPORTATION:** I consent to myself travelling to venues for matches and training by transport arranged by Chesterfield Hockey Club which may include travelling in other players' private cars. If I am the driver of the car I will make every effort to do so in a safe manner, abiding by all highway laws.

**PHOTOGRAPHY:** In some environments, particularly league and cup competition it is impossible to control photography by external parties, however, I am aware that there may be times that photographs and/or footage maybe taken during matches and training sessions by approved agents and/or officers of the club. Such images shall only be used for publicity/training purposes and I give consent for myself to feature in such photos/ images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes i.e. local newspapers, local magazines, other promotional articles (including flyers) and the club website.

**DETAILS:** I consent to these details being passed onto Regional and National Associations

**CLUB CODES OF CONDUCT:** I agree to abide by the Club's Rules and Code of Conduct as specified in this document.

|                     |  |
|---------------------|--|
| <b>Signed</b>       |  |
| <b>Date</b>         |  |
| <b>Relationship</b> |  |





**SECTION 3b – JUNIOR MEMBERS:**

**UNDER 18 MEMBER CONSENT**

*(To be completed by PARENT or GUARDIAN)*

*It is a requirement of club policy that parental consent is provided for participation, transportation and photography. The club abides by the England Hockey's Code of Conduct and Safeguarding and Protecting Young People in Hockey Policy. Please delete as appropriate where indicated by a \* then sign and date at the bottom.*

**MATCHES & FIRST AID:** I consent to my son/daughter\* participating in Chesterfield Mini Hockey Club fixtures, coaching and training sessions. I consider him/her fit and capable of full participation. I consent to any medical treatment/first aid treatment needed in the event of an injury to him/her. Although every effort is made to prevent accidents they can happen and Chesterfield Hockey Club cannot be held liable for any injuries incurred.

**TRANSPORTATION:** I consent to my son/daughter\* travelling to venues for matches and training by transport arranged by the club which may include travelling in other players' private cars.

**PHOTOGRAPHY:** In some environments, particularly adult competition it is impossible to control photography by external parties, however, I am aware that there may be times that photographs and/or footage maybe taken during matches and training sessions by approved agents and/or officers of the Club. Such images shall only be used for publicity/training purposes in accordance with the Club Safeguarding and Protecting Young People in Hockey Policy and Photography Policy and give consent for my son/ daughter to feature in such photos/ images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes ie local newspapers, local magazines, other promotional articles (including flyers) and the club website.

**DETAILS:** I consent to these details being passed onto Regional and National Associations

**CLUB CODES OF CONDUCT:** I agree to abide by the Club's Rules and Code of Conduct as specified in this document.

|                     |  |
|---------------------|--|
| <b>Signed</b>       |  |
| <b>Date</b>         |  |
| <b>Relationship</b> |  |

## SECTION 4: ETHNICITY & DISABILITY

***Whilst it is not compulsory for the following sections to be completed, the paragraph below explains why this personal information is considered to be important.***

England Hockey is committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of people in sports clubs, England Hockey and Sport England can identify any issues relating to under representation of different groups and can develop strategies to ensure that all children have the opportunity in the future to develop and progress in sport. Completing this data accurately enables the club to give an accurate picture to England Hockey on our membership.

**PLEASE TICK THE BOX THAT BEST DESCRIBES YOUR ETHNICITY:**

### ETHNICITY OF CLUB MEMBERS

|                                      | TICK BOX |
|--------------------------------------|----------|
| White British                        |          |
| White Irish                          |          |
| White Other                          |          |
| Mixed – White and Black Caribbean    |          |
| Mixed – White and Black African      |          |
| Mixed – White and Asian              |          |
| Mixed – Other                        |          |
| Asian or Asian British - Indian      |          |
| Asian or Asian British - Pakistani   |          |
| Asian or Asian British - Bangladeshi |          |
| Asian or Asian British – Other       |          |
| Black or Black British – Caribbean   |          |
| Black or Black British – African     |          |
| Black or Black British – Other       |          |
| Chinese                              |          |
| Other Ethnic Group                   |          |

**PLEASE TICK TO INDICATE ANY LEARNING OR PHYSICAL DISABILITIES:**

### DISABILITY

|                     | TICK BOX |
|---------------------|----------|
| NONE                |          |
| Deaf                |          |
| Visually impaired   |          |
| Hearing impaired    |          |
| Physical disability |          |
| Learning disability |          |
| Multiple disability |          |
| Other               |          |

# Data Privacy Policy

Chesterfield Hockey Club (**Club**) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Chesterfield Hockey Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

## What personal data we hold on you

You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, e-mail address, phone number(s), address and in the case of Junior members, gender and date of birth. We may also ask for relevant health information and emergency contact telephone numbers.

## Why we need your personal data

The reason we need your Data is to be able to administer your membership, and provide the membership services you are signing up to when you join the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

## Reasons we need to process your data include:

### For training and participation in matches

- sharing personal data with club coaches or officials to administer training sessions
- sharing personal data with club team managers and captains to play in matches and
- sharing personal data with leagues, county associations (and county schools' associations)

### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority

### For membership and club management

- processing of membership and payments
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events

### Marketing and communications (separate consent is required)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is processed only for the purpose(s) of passing health data to coaches and captains to allow the safe running of training sessions and matches. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook, WhatsApp, Twitter, and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that providers of the social media platform(s) have their own privacy policies and that the club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Who we share your personal data with**

When you become an active member of the Club, you will also automatically be registered as a member of England Hockey. We will provide England Hockey with some of your data which they will use to enable you to access to the England Hockey website(s). England Hockey will contact you to invite you to sign into and update your England Hockey Data.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us or wish to remain on our contact list. Any personal data we hold on you will be securely destroyed after five years of inactivity. Your data is not processed for any further purposes other than those detailed in this policy.

### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

### **Contact:**

The Club's Data Controller can be contacted at

[datacontroller@chesterfieldhockeyclub.co.uk](mailto:datacontroller@chesterfieldhockeyclub.co.uk)

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## **Automated Administration:**

The Club is in the process of introducing Pitchero to help with Club Administration, including financial applications for Match Fees, Subscriptions, etc. in addition to Emergency Contact Details,

More details will be advised in due course.

# Discipline Code

Chesterfield Hockey Club, as an affiliated body of the English Hockey Association, applies the EHA Disciplinary code (the "Code"). This may be found: <http://www.englishhockey.co.uk/page.asp?section=1165&sectionTitle=Discipline>

## CHC Supplementary Code and Guidance

Chesterfield Hockey Club does not have a formally adopted Disciplinary Code.

Whilst the EHA Code covers most eventualities, particularly during and immediately following matches, there are certain areas not catered for.

As a Club, we have responsibilities for the development of hockey across all age groups and, in the case of Mini Hockey, for both sexes. We must be fully aware of the need to protect younger players in particular and encourage their interest in our sport. We must discourage actions such as the use of bad language, any exhortation to foul play, any criticism of match officials and this is across the spectrum of Players, Officials and Spectators alike.

Thus the Club has agreed that in addition to the Code, the following guidelines should apply to Club activities :-

- Irrespective of any action taken by the umpires, and thus formal action under the Code, any behaviour considered detrimental to the sport's development will be punished with a suspension from activities  
Any behaviour away from the pitchside considered detrimental to the sport's development may also be punished with a suspension from activities
- Such suspensions not covered by the Code may be applied by the Committee
- Appeals against such decisions will be held by a sub-committee of the Chesterfield Hockey Club Committee, including the Chairman, Secretary and Discipline Officer

The Code suggests the guideline, which is to be followed by Chesterfield Hockey Club

- In games umpired by an un-registered umpire, any offence / offences recorded by the umpire will be treated as if they had been recorded by a registered umpire and the offender will be disciplined using the Code for guidance.

## Discipline Officer

A Discipline Officer is appointed by the Club to fulfil the requirements of both MRHA and EHA in administering the EHA Disciplinary Code in the Club. The Discipline Officer will also advise the Club on matters relating to discipline not explicitly covered in the EHA code.

## Club Discipline Sub-committee

Chairman, Secretary and Discipline Officer.

## Guidelines for Disciplinary Sub-committee:

The following factors may be taken in consideration:

|   | Red Card | MMO | Disrepute |
|---|----------|-----|-----------|
| • a report from the umpires                           | ✓        | ✓   | ✓ (O)     |
| • a report from the complainant                       |          |     | ✓         |
| • the standard of the umpires                         | ✓        | ✓   | ✓ (O)     |
| • the type of game - competition or friendly          | ✓        | ✓   | ✓ (O)     |
| • the previous record of the player / manager / coach | ✓        | ✓   | ✓         |
| • the previous record of the umpire / manager / coach | ✓        | ✓   | ✓         |
| • any reports from witnesses                          | ✓        | ✓   | ✓         |
| • any other information that seems to be relevant.    | ✓        | ✓   | ✓ (O)     |

(O) Depending on the nature of the alleged Disrepute offence, these are optional

- **Persistent Yellow and Green Cards**

The Club will also take disciplinary action against persistent and regular Green and Yellow Card offenders.

## Procedures:

### Procedure following an incident:-

#### Incidents falling under the EHA Disciplinary Code

If the incident clearly falls within the EHA Disciplinary Code for Red Card and Matchday Misconduct Offences, the Club will immediately apply the requisite mandatory suspension, advising the player or official concerned.

This should be followed up by consideration, in Committee, or sub-Committee of any requirement for an increase to the mandatory minimum.

If the incident clearly falls within the EHA Disciplinary Code for Disrepute offences, the Club will immediately apply the code, seeking submissions from the various people concerned prior to a disciplinary hearing (to be conducted with the member to consider the issue and any resultant penalty).

#### Other Incidents

In other cases, not covered by the EHA code and where disciplinary action is contemplated, the following procedure should be adopted:

Reports should be requested by the Club from all interested parties, including the person(s) making a complaint, the subject(s) of the complaint, the umpires and other match officials and team officials.

A meeting (this may be conducted by telephone) of the disciplinary sub-committee of the Club should be convened as soon as possible to review the submissions,

- to determine whether or not any further action should be considered
- convene a disciplinary hearing

If a Disciplinary Hearing is to be convened, it may, at the subject of the complaint's choice be based on written submissions only or on personal hearings.

The disciplinary sub-committee of the Club will make a decision within 3 days of the Hearing and communicate the outcome to the subject of the complaint.

There will be right of appeal to the Club General Committee.

The Discipline Officer should be kept informed at all stages and will endeavour to provide advice if required.

### **Detail to take into account:-**

- Find out whether or not the umpire is registered?
- If not, is he / she in possession of an EH Red Card / Matchday Misconduct / Disrepute Offences report form? [Downloadable from the EH web site]
- Please note Names, addresses, phone numbers and e-mail addresses of the parties involved.
- Please note Names, addresses, phone numbers and e-mail addresses of any witnesses.
- Arrange for witnesses to provide **accurate** written reports covering every aspect of the dispute and any subsequent actions, [verbal / physical] by the parties involved. Note: **Facts** please not personal thoughts or opinions.
- Report the incident to the County Disciplinary Administrator.
- Do not apply any bans other than the mandatory ones under the EHA Code until you have had time to review the situation and any available evidence. Remember you have at least 16 days [minimum red card ban] in which to consider further action.
- Consider the use of e-mail very carefully a) give careful thought to content. b) never reply on the 'rebound'. Whilst it has real advantages in speed, the ease with which it can be propagated must be taken into account. Do not hesitate to use the telephone and normal post as well and/or when more appropriate than e-mail.  
It is strongly recommended to use the "Request Read Receipt" facility when sending e-mails in order to be able to track that the recipient has received and acknowledges receipt.
- Keep accurate notes with dates, times and content etc of any conversations.
- Always speak to all parties involved as soon as possible after the event so that you have all views ahead of any further action.
- Gather evidence from as many people as possible, not just from those who might favour your own viewpoint.
- Try and remain impartial and take advice from your County or Regional Disciplinary Administrators who have a wealth of experience in disciplinary matters and appeals.

- Beware of issuing anything which, if taken to court, could be construed as libellous or slanderous.

Remember that there are always at least two sides to a “story” and endeavour always not to be confrontational, but to extract the facts, making a balanced judgement and explaining your actions

## Club’s Code of Conduct

We must take primary responsibility for dealing with transgressions by our teams, players and spectators.

Our Code of Conduct is that of the EHA. Such club codes includes:

- a. Required behaviour of players, managers and coaches before, during and after matches
- b. Required behaviour of spectators before, during and after matches
- c. Response to players receiving red cards, matchday misconduct offences, notice of an alleged disrepute offence and (persistent) yellow and green cards
- d. Attitudes of all to umpires and their decisions
- e. Procedures and penalties for failure to accede to the club code

### Red Cards, Matchday Misconduct and Disrepute Offences

In the case of mandatory suspension under the H.A., or D.H.A. Code, the Club must review the suspension to determine whether the period should be increased and must advise the County Disciplinary Administrator of its decision before the expiry of the minimum suspension period. The incident itself should be reported to the County Disciplinary Officer within 72 hours of occurrence, regardless of whether the Red Card was shown (or Matchday Misconduct Offence reported) by an appointed Umpire or not.

## Note from Derbyshire HA on Abuse of Umpires

Please note that England Hockey, MRHA and Derbyshire Hockey have had a zero tolerance policy for any abuse directed towards the umpire.

Any resulting red card means a minimum of 30 days suspension. Please note that reasons such as ‘out of character’, ‘exceptional emotional stresses’ will not be entertained.

Please make sure that every member of your club is aware of this suspension period. Derbyshire Hockey takes no pride in suspending players.

I suggest that team captains, coaches, managers, committee members, players constantly reiterate this suspension possibility to team mates pre match / at half time / post match / during the match / at training sessions to make sure you have a full contingency of players to select from. Suitable contingency plans to support players with ‘short fuses’ need to be in place to avoid what is essentially a self-inflicted suspension.

Each club should aim for no red cards especially any related to umpire abuse.