

WEST HAMPSTEAD HOCKEY CLUB (the “Club”)

Code of Conduct and Disciplinary Procedures

Code of Conduct

Playing Members - Game Conduct

During all games played for the Club Playing Members must:

- (a) act responsibly;
- (b) keep him/herself up to date with the rules of outdoor hockey as published by the International Hockey Federation, from time to time (the “FIH Rules”) and the rules of the league and division in which they play (“League Rules”);
- (c) help raise the standards of the game and promote the positive aspects of the sport;
- (d) do nothing contrary to the spirit and principles of fair play;
- (e) abide by the spirit and letter of the FIH Rules, the applicable League Rules and by the umpire’s decision;
- (f) act with consideration for the safety of others;
- (g) ensure that their equipment does not constitute a danger to themselves or others;
- (h) display consistently high standards of behaviour and appearance;
- (i) abstain from using prohibited substances;
- (j) never condone rule violations, rough play or the use of prohibited substances;
- (k) act honestly and in good faith; and
- (l) conduct themselves in a reasonable manner.

All Members - General Conduct

At all times on club property (including the club house and surrounding areas of the Cumberland Lawn Tennis Club (the “Cumberland”)) and elsewhere when representing the Club and/or wearing the Club strip, all Members must act responsibly and conduct themselves in a reasonable manner with fellow members, opposing teams, umpires, spectators, employees of the Cumberland or other members of the public. In addition, Members must pay all monies due and owing to the Club or the Cumberland in a timely manner.

Any Member who is also acting as a coach must keep his/her own counsel regarding umpire decisions and require his/her team to abide by the principles of fair play and not coach contrary skills or tactics.

Any Member who is acting as an umpire must

- (a) keep him/herself up to date with the FIH Rules and the League Rules;
- (b) help raise the standards of the game;
- (c) show a professional approach by using all reasonable efforts to arrive in good time for the relevant match, wearing appropriate clothing, checking the pitch and goal condition, coordinating and discussing with his/her umpiring colleague, avoiding post-match confrontation and being prepared to discuss with the teams aspects of the match in a non-confrontational manner;
- (d) umpire to the best of his/her ability, fairly and with a sense of justice;
- (e) eliminate unsafe and dangerous play; and
- (f) adopt an impersonal attitude to the game.

Disciplinary Procedures

The Club has specified standards of behaviour and has procedures which are intended to promote consistency and fairness in the treatment of its members. The purpose of the rules and procedures is to emphasise and encourage good conduct of individual members and teams and not necessarily to be construed as punitive action. Accordingly, every effort is made to ensure that when action is taken against a member or a team under the disciplinary procedures that such action is fair and reasonable and the members and teams are given every opportunity to present their case and that there is a right of appeal against any disciplinary decision which the member or team considers to be either unfair or unjust.

The following rules and procedures are intended to ensure that disciplinary action when taken is taken quickly, fairly and in a uniform and consistent manner.

It should be understood by all members that the disciplinary procedures may be invoked as a result of

- (a) a failure to observe the code of conduct set out herein or otherwise to observe the rules of the Club and the Cumberland;
- (b) any other instance of conduct which the committee of the Club (the "Committee") believes could only be properly dealt with under the disciplinary procedures.

All complaints against a member or a team should be submitted in writing (including by email) to the Club chairman (the “Chairman”) and the Club disciplinary officer (the “Disciplinary Officer”) within 14 days of the occurrence of relevant incident. The Chairman, Disciplinary Officer and such other persons as the Chairman feels appropriate will review such complaint and respond in writing (including by email) within 14 days of receipt.

The Committee may, in its discretion having taken into account the code of conduct of the Club, determine that an instance of conduct shall be the subject of disciplinary action against individual member or members or a team. It is impossible to set out all the instances of conduct which may lead to disciplinary action being taken and it is also impractical to state which category of misconduct will be applied to any given degree of behaviour or performance. Generally speaking the conduct of a member or a team which proves to be unacceptable will be caused by a material breach of the code of conduct or as a result of a material complaint which has been investigated. In taking disciplinary action as set out below, the Committee shall act in accordance with the Code of Discipline for Hockey in England published by England Hockey including the penalties set out therein and may impose such penalties for misconduct along with the disciplinary action set out below. Prior to taking disciplinary action the Committee will first seek to establish the true facts of the case and in order to do so other members and third parties may be contacted.

Generally speaking the disciplinary consequence of any minor breach of the code of conduct or a minor complaint will, if this is the first instance of such a minor misdemeanour, is likely to be a verbal warning. In the event that a further breach of the rules occurs and another minor misdemeanour takes place, it should be noted that a second verbal warning may be issued irrespective of whether the second breach of conduct is similar or even the same as the first breach of conduct. It is important to note within this section, that in dealing with unsatisfactory conduct it is the standard of conduct which is being considered and not necessarily a repetition of the same type of events.

Where there is a continues repetition of action which has resulted in previous verbal warnings and there has been no improvement or there has been continued breach. The option to issue a further verbal warning has been mentioned above but the degree of repetition or other form of misconduct may warrant a written warning being issued following one previous verbal warning. Equally, the misconduct may indeed be the first instance of disciplinary action and again the degree of misconduct may warrant the issue of a first written warning without there having been any previous written warnings issued.

Further material misconduct may it itself require a final written warning to be issued irrespective of whether there have been previous warnings given to the member or team concerned. A first and final warning may be issued where it is considered that the conduct of the relevant member or team is not sufficiently serious.

Equally, there will occasions where a member or team has received a combination of either verbal and/or written warnings in respect of his/her conduct and there has still been no marked improvement or there has been repetition of the action for which the previous warnings have been given. Consequently, in a sequential manner where a member or team has previously been given a written warning in relation to his/her conduct and there has been no improvement or

repetition then the next disciplinary punishment will usually be a final written warning for serious misconduct.

The previous section has covered certain aspects of behaviour and conduct which is particularly serious in itself or in its consequences (whether actual or potential). In such cases it is considered inappropriate to allow the member or members to continue as members of the Club and the only proper penalty would be summary termination of membership of the Club after a disciplinary hearing. Any such disciplinary hearing shall be before the Chairman, the Disciplinary Officer and the Men's Secretary if the relevant member(s) is a male or the Ladies' Secretary if they are female (together the "Disciplinary Committee") and it shall be convened within 14 to 30 days following notification of the hearing to the member or members and where it relates to a complaint lodged by another member such member shall also be notified at the same time. The member or members who are the subject of the hearing shall have the right to attend with another member as their representative. The nature of the disciplinary matter will be explained to the member(s) in as much detail as possible and they will have every opportunity to present their case in full and call such witnesses as they feel appropriate and to present written evidence. At the disciplinary hearing the Disciplinary Committee will be given a verbal explanation of the decision and this will then be confirmed in writing. The member shall have the right to appeal within 14 days of receipt of the written notice of the decision of the Disciplinary Committee and such appeal shall be made to the Committee as a whole and shall be made in writing. The Committee shall determine the outcome of such appeal within 30 days of receipt of the written notice and in making such determination shall take into account all matters raised at the disciplinary hearing.

The Club reserves the right to deal with every case entirely on its merits but in return undertakes that it will always seek to conduct the disciplinary procedure reasonably, fairly and consistently.