



## **Basingstoke Hockey Club Code of Conduct**

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## **1. Introduction**

Everyone involved in Basingstoke Hockey Club (BHC) has a responsibility to be an ambassador for the club, to promote and maintain the image of the club, making sure that there is equal access and opportunity for all, and that fairness and respect is upheld.

BHC's Code of Conduct exists to protect everyone within the club, and outlines the behaviour expected from the BHC hockey family and all people associated with it, including but not limited to, Players, Club Officials, General Committee, Umpires, Coaches, Visitors, Parents and Spectators.

To protect the reputation of hockey in England, it must also be noted that members of BHC must be aware of, and abide by, the England Hockey (EH) Code of Ethics and Behaviour document, titled 'Respect'.

## **2. Code of Conduct**

**2.1 Respect the spirit of fair play in hockey.** This is more than playing within the rules. It incorporates the concepts of friendship, respect for others and participating with the right spirit.

**2.2 Make the effort to have a working knowledge of the rules of hockey and to be aware of recent rule changes.**

**2.3 Respect the rights, dignity and worth of others.**

**2.4 Conduct yourself in a manner that takes all reasonable measures to protect your own safety and the safety of others.**

**2.5 Promote the reputation of BHC and the sport.** Take all possible steps to prevent the reputation of these from being brought into disrepute. This includes ensuring BHC and hockey is represented positively on social media sites and the wider internet.

**2.6 Protect yourself and others involved in our game from abuse.** This could take the form of verbal or physical abuse and threatening, intimidating, or bullying behaviour.

**2.7 Never use inappropriate language or gestures.** It is the responsibility of members that good manners and courtesy prevail towards the opposition, umpires, officials, and everyone else always.

**2.8 Ensure any criticism is constructive.** We all want to hear how good we are and what we can work on – not be told how bad we are.

**2.9 Everyone has the right to enjoy our sport on their own terms.** Do not quantify someone else's enjoyment of our sport with your desires or commitment.

**2.10 Accept success and failure, victory, and defeat, with dignity.**

**2.11 Help look after and maintain our Club assets.** All members have a responsibility to help maintain our equipment and wider facilities. Without it, none of us can enjoy or hockey.

**2.12 Set a positive example for others, particularly our junior players and spectators.**

**Anyone found to have breached this code will be subject to a disciplinary hearing where they may be suspended for a period set by the committee, which may also include a suspension of their training opportunities and in the worst case their membership revoked.**

### ***3. Expected Minimum Standards of Behaviour and Conduct for All***

**3.1** Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.

**3.2** Respect the rights, dignity and worth of others.

**3.3** Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others. Never participate when under the influence of alcohol or drugs.

**3.4** Promote the reputation of the sport, especially BHC, and take all possible steps to prevent the reputation of these from being brought into disrepute. Accept success and failure, victory, and defeat, with dignity. Set a positive example for others, particularly our junior players and spectators.

**3.5** Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.

**3.6** Never use inappropriate language or gestures. Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.

**3.7** Abide by BHC's and EH Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.

**3.8** Remember that young people participate in sport for their enjoyment, not yours. Never ridicule or reprimand a young person for making a mistake or losing a competition.

### ***4. Expected Minimum Standards of Behaviour and Conduct for Club Officers***

**4.1** The content of this section is an extension of the General Code of Conduct, and it applies to all Club Officers and volunteers involved with BHC.

**4.2** All Club Officials and Staff have an essential role in upholding and implementing the BHC Code of Conduct, and by extension the EH Code of Ethics and Behaviour. These individuals should aim to be:

- **Advocates of equality, fair play and safety in the practice and the administration of hockey.**

- Supporters of the EH's Code of Ethics and Behaviour and communicators of the Code to the members of BHC.
- Influential in driving hockey forward as a sport.
- Influential in maintaining, and promoting, the reputation of BHC.
- Open in the recruitment of individuals to work within BHC (either paid or unpaid).

**4.3 Be honest, consistent, and act impartially, whilst maintaining a balanced view when dealing with matters that arise within the club.**

**4.4 Show an appreciation for volunteer coaches and administrators – their efforts contribute hugely to people being able to participate.**

**4.5 Respect the confidentiality between BHC, its members and any related data always.**

**4.6 Always have the participants' best interests at heart – recognise when it is in the participants' best interests to be passed to other organisations.**

**4.7 Ensure that all participants are aware of their responsibilities under the Code of Behaviour.**

**4.8 Ensure that when in a position of authority this privilege will not be used to exert influence over participants to gain personal benefit for themselves, their clubs, or their schools.**

**4.9 Promote and encourage BHC Members, Club Officials, and Staff to act in accordance with BHC's and EH Safeguarding and Protecting Young People Policy, Procedures and Good Practice Guidance.**

## ***5. Expected Minimum Standards of Behaviour and Conduct for Club Coaches and Team Managers***

**5.1 Ensure a sensible balance between performance and the emotional, physical, social, and developmental needs of the performers.**

**5.2 Respect confidentiality of participants and any related data always.**

**5.3 Always have the participants' best interests at heart and recognise when it is in the participants' best interests to be passed to other organizations.**

**5.4 Have an EH qualification / award / accreditation appropriate to the nature of the activity and the role being undertaken including the necessary insurance cover.**

**5.5 Have a valid First Aid – Emergency Aid Certificate or ensure that appropriate first aid provision is available.**

**5.6 Ensure that activities carried out by participants are suitable for their age, strength, maturity, and the ability of each individual participant.**

- 5.7 Ensure the wellbeing and safety of each participant above all other considerations, including the development of performance.**
- 5.8 Set and uphold the boundaries between a working relationship and friendship between themselves and participants when in a position of trust. This is essential when the participant is a young person.**
- 5.9 Never engage in any form of inappropriate personal or sexual relationship with a participant ('inappropriate' – as defined within a position of trust within relevant legislation).**
- 5.10 Show patience and understanding towards individuals who may be learning the game.**
- 5.11 Focus on the young people's efforts and enjoyment rather than winning or losing.**
- 5.12 Teach young people that honest effort and teamwork are as important as victory, so the result of each game is accepted without undue disappointment. remember that people learn best by example.**
- 5.13 Appreciate good performances and skilful play by all participants.**
- 5.14 Report any welfare concerns in line with the BHC welfare and safeguarding process.**

## ***6. Responsibilities of Players***

- 6.1 Take responsibly to ensure that they are up to date with the rules of hockey, understand and adhere to them.**
- 6.2 Wear the Club kit and purchase any replacement or new kit from BHC's approved supplier.**
- 6.3 Pay subscriptions and match fees on time.**
- 6.4 Make sure that umpires and opponents are properly entertained after and in the clubhouse.**
- 6.5 Let Captains know availability as soon as possible and avoid late withdrawals except through injury or exceptional circumstances.**
- 6.6 It's players' responsibility to check times & travel arrangements. Players are expected to be at venue 45 minutes before start and ready for team talk & warm up 30 mins before start time, unless otherwise stated by the Team Captain/Vice Captain.**
- 6.7 Players will be notified of cancellations by the Team Captain.**
- 6.8 Leave the dugouts and pitches clean and tidy when you finish games.**
- 6.9 Clear all equipment from pitches after training sessions.**
- 6.10 Respect all volunteers, including bar and kitchen staff.**

**6.11 Red and yellow card procedure will follow EH guidelines. Players may be reported to the Committee for too many Yellows or general disciplinary offences.**

**6.12 Contact their Team Captain or Coach in the first instance if they have any feedback, concerns, or questions.**

**6.13 Report any welfare concerns in line with the welfare and safeguarding process.**

## ***7. Responsibilities of Parents and Spectators***

BHC takes the enjoyment and safety of all its players very seriously. As such we ask all parents, guardians, carers, and spectators to follow these guidelines:

**7.1 Encourage your children to learn by the rules of hockey and play within them.**

**7.2 Discourage unfair play and arguing with officials.**

**7.3 Publicly accept officials' judgements and encourage your child to do the same.**

**7.4 Help your child to recognise good performance, not just results.**

**7.5 Never force your child to take part in sport.**

**7.6 Set a good example by recognising fair play and applauding the good performances of all.**

**7.7 Never punish or belittle a child for losing or making mistakes.**

**7.8 Support your child's involvement and help them to enjoy their sport.**

**7.9 Use correct and appropriate language at all times; BHC will not tolerate the use of foul or abusive language directed at or towards the umpires, officials, or players or from spectators and parents.**

**7.10 Remain outside of the pitch area during matches and training.**

**7.11 Ensure that young children are not allowed to wander freely around the perimeter of the pitch while games or training is in progress. Babies in pushchairs are not permitted on the side of the pitch or run off areas. This is to ensure the safety of these younger children.**

**7.12 Report any welfare concerns in line with the BHC welfare and safeguarding process.**

## ***8. Disciplinary Offences***

The following actions may give rise to commence a disciplinary process. These are not exhaustive and include the use of all communication and publication methods, including social media.

- 8.1 Actions contradictory to BHC Code of Conduct, EH or BHC policies**
- 8.2 Actions that arise in bringing the club's reputation and image into disrepute, either directly, or through association.**
- 8.3 Negligent or consciously unsafe behaviour**
- 8.4 Disrespectful, degrading, intimidating, or bullying, language or behaviour towards another club member, a match official, a member of another club or member of the public**
- 8.5 Violent conduct**
- 8.6 Exclusion from the field of play (red card)**
- 8.7 Persistent suspension from the field of play e.g., 3 yellow cards in a 10-game period**
- 8.8 Defiance of direct instructions of a designated club official responsible for upholding the club values (i.e., Club officer or Captain (club, team, or on-field))**
- 8.9 Deliberate failure or refusal to implement the instructions of the membership arising from a vote in the AGM, a vote in club committee**
- 8.10 Deliberate failure or refusal to implement a sanction issued by the disciplinary committee.**
- 8.11 Fraud / embezzlement / profiteering**

## **9. *Disciplinary and Grievance Process***

### **9.1 Overview**

The disciplinary and grievance process is an impartial mechanism to investigate, review and decide a course of action that it is in the best interests of the club and the individuals involved. Refer to the flowchart for an overview of the process to be followed.

The club will look to always ensure that:

- A full, fair, and rounded investigation shall take place
- The outcome of an investigation will never be pre-judged
- Only one investigating officer will conduct the investigation, where practical and appropriate
- The outcome of the investigation will be documented and retained
- Any outcomes and sanctions will be explained personally

### **9.2 Raising concerns of misconduct – Captain or Coach**

If a captain or coach has concerns regarding a member's conduct, they should raise their concerns with the Section Captain for them to investigate. If their investigation concludes that the member has contravened the Code of Conduct, they should contact the disciplinary committee. will appoint an impartial person to organise a meeting.

### **9.3 Raising concerns of misconduct – Disciplinary Committee**

If the disciplinary committee has concerns regarding a member's conduct, they will appoint an impartial investigating officer who will investigate the concerns, collate the facts and evidence and will provide the directors with a recommendation on whether disciplinary action is appropriate. If it is believed disciplinary action is appropriate, the disciplinary committee will appoint an impartial person to organise a meeting.

### **9.4 Disciplinary Investigation**

A meeting will be organised with the member to give them the opportunity to respond to the allegations identified in the investigation. There will be a note taker present for the hearing. The member will be given reasonable notice of the meeting, will have the opportunity to review evidence prior to the meeting and they may choose to be accompanied to this meeting by one individual which must be agreed prior to the meeting. Following the meeting, the disciplinary person will review the evidence and make a recommendation to the disciplinary committee on what action and/or sanction, if any, is appropriate. This outcome will be communicated to the individual within a reasonable timeframe as agreed in the meeting.

**9.5 Sanctions** The Disciplinary Committee will discuss the sanction and the final decision on the appropriateness and level of a sanction will be taken by the Chair. Sanctions available include but are not limited to:

- No further action
- Written warning
- Suspension for a set time period
- Membership terminated

### **9.6 Instigation and investigation of a Grievance**

If you wish to raise non-welfare related concerns, please put your concerns in writing to [BHCsecretary@gmail.com](mailto:BHCsecretary@gmail.com). The secretary will make the Chairperson aware who will identify a suitable, impartial individual to investigate the concerns raised. They may wish to hold a meeting with you to understand your concerns in greater detail prior to conducting their investigation. At this point they may also provide an aspirational timescale in which they'll work to, however it is important to remember all members are volunteers and therefore they will need to conduct the investigation around their personal commitments. During the investigation, the investigating officer will collate evidence, which may include but is not limited to witness statements, electronic evidence, photo evidence. Once the Investigating Officer has concluded their investigation, they will provide a report to the directors who will collectively decide on the outcome and agree next steps. The outcome of the investigation will be communicated to you. If next steps are agreed, it may be that these cannot be communicated to you due to confidentiality.

### **9.7 Appeals**

Following a disciplinary or grievance outcome, if the individual wishes to appeal the decision they have 21 calendar days to put their grounds for appeal in writing, preferably to the individual who communicated the outcome to them. This appeal will then be reviewed by the directors who will make a final decision. They may wish to organise a meeting with you to discuss the appeal prior to deciding on the outcome. Once the directors have communicated their decision for the appeal, the process has concluded and there are no further internal opportunities for appeal at BHC.



## **10. Disciplinary Committee**

The disciplinary committee of BHC is comprised of its directors and the Club Disciplinary Officer. However, not all Directors are required to attend all hearings. The Directors can appoint an impartial Investigating Officer to conduct the investigation.

Any disciplinary matter involving contravention of the safeguarding policy shall also include the Club Welfare Officer.

Any disciplinary matter involving a junior member of the club, or another club shall also include the Club Welfare Officer and Junior Section Coordinator.

Note: Should it be considered that there could be an actual or perceived conflict of interest with the involvement of any of the Disciplinary Committee due to their involvement in an issue or through a personal relationship, then they shall not participate in the process. In this instance, they shall be replaced by a committee member.

The final decision on the composition of the disciplinary committee rests with the Chairperson (or, in their absence, a Vice-Chairperson).