

Disciplinary Policy & Complaints Procedure

A disciplinary matter can arise if any rule, regulation or agreement that is in place is 'broken' in some way that leads to a problem.

Such as any relevant breach, failure, refusal or neglect to comply with:

- A provision of WHC constitution.
- Any policy, codes of conduct, resolution or determination of WHC.
- Any regulations of an event including match day misconduct.
- Conduct that is opposed to the general interests of WHC or the sport of hockey.
- Behaviour that is or is likely to be prejudicial to the smooth running of an event organised by or on behalf of WHC.
- Any other matter raised by or about a member, participant or anyone acting in any capacity on behalf of WHC which raises the concern of the WHC Management Committee.

Complaints Procedure

- Any person wishing to register a complaint regarding any of the above-mentioned behavioural issues must do so, in writing, to the Honorary Secretary of the club within five (5) days of the incident occurring, giving a detailed account of the incident as witnessed and the concerns raised.
- The Honorary Secretary shall acknowledge receipt of the complaint.

The Disciplinary Panel

- WHC Management Committee shall each year approve and ratify members to the Disciplinary Panel. The Disciplinary Panel shall comprise of a minimum of three (3) members. A minimum of one (1) member per gender shall make up the panel. The Committee shall approve the appointment of a Chairperson and up to four (4) other members, who may include but not be limited to, a current player, a representative from umpiring and a youth hockey co-ordinator.
- If the Panel requires verbal testimony, it may request a relevant party to attend to answer questions for a portion of the meeting.
- The Disciplinary Panel shall select one (1) of its members for the role of Secretary who shall minute proceedings of all the Disciplinary Panel meetings.
- A Disciplinary Hearing or Disciplinary Panel meeting shall be convened by the Chair or Secretary.
- A quorum shall be three (3) persons including the Chair.
- All decisions of the Disciplinary Panel shall be made by a simple majority. In the event of an equality of votes, the Chair of the Disciplinary Panel shall have a casting vote.
- Any Disciplinary Panel Member who has an interest in, or direct knowledge of, the subject matter of the Disciplinary Hearing shall declare their interest or knowledge to the Chair of the Disciplinary Panel, in advance of the hearing. The Chair of the Disciplinary Panel shall decide whether to exclude or replace that Disciplinary Panel Member.
- For the avoidance of doubt, where a member of the Disciplinary Panel is an umpire, player or coach in a match which is being considered by the Disciplinary Hearing, they will not be permitted to participate in the hearing or decision-making process.
- If a Disciplinary Panel meeting, or testimony within it is required to be virtual, appropriate security and measures for confidentiality should be ensured.

Appeals

- Any appeal against a decision of the Disciplinary Panel must be made in writing to the secretary of the Management Committee along with a fee of €50.00. Should the appeal be upheld this fee will be returned to the appellant.
- The appeal will be heard and discussed by the Management Committee within an appropriate time scale. If the consequences of the appeal are time sensitive the Management Committee should make every effort to review the appeal urgently.
- All parties to the Appeal shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but the names and details of such person or persons shall be notified in advance of the hearing to the club secretary. Each party to the Appeal shall not exceed three (3) in number and shall have a nominated spokesperson.
- In the case of a minor a parent/guardian must also be in attendance.
- The club secretary will ensure that all parties to the Appeal are given advance notice of the names of those due to attend and any possible role they might play.

Reports to Management Committee

- The Secretary of the Disciplinary Panel shall forward a report to the Management committee following any Panel meeting. The report should contain details of all cases heard, decisions taken and any other issues to be considered by the WHC Management Committee.
- The areas of the report which refer to the decision-making process and the decision of the Disciplinary Panel itself will be made public to all relevant parties.

Sanctions

- In the matter of sanctions, the Disciplinary Panel will make its recommendations to the Management Committee who will then have the final say, depending on the severity of the breach.
- If the issue has already been dealt with by the Munster Branch of Hockey Ireland or Hockey Ireland this will be taken into account by the Panel and/or the Management Committee.

Note to all Members, Parents, Coaches and Management.

- The Management Committee requests that any situation which occurs as described in this document as a 'Disciplinary Matter' be reported to the Management Committee in writing, via the club secretary, for their consideration. This is in the interests of transparency and in an effort to deal with all problems, issues and circumstances in an equal manner.