



GHK Ladies Hockey Club Code of Conduct & Disciplinary Policy

Reflecting our Club's Core Values:
"Safe, Ready and Respectful"

Updated April 2024

GHK Ladies Hockey Club

Our Commitment to Members

In conjunction with Scottish Hockey's Code of Conduct, GHK Ladies will ensure:

- There are opportunities for all members to get involved with the Club (for example, coaching, umpiring, volunteering opportunities)
- Rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity of players
- Supervision and instruction is provided for all members, with quality emphasised
- That participation in the sport is primarily for the member's enjoyment and benefit
- Coaches and officials highlight appropriate behaviour and skill development, and help to improve standards of coaching and officiating
- Fair play is emphasised and not winning at all costs
- Our Code of Conduct is distributed to all those affiliated with the Club (e.g. players, coaches, officials and parents) and encourage them to follow it
- Respect of the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability, cultural background, sexual orientation or religion
- Bad language or behaviour from any member, parent, coach, umpire or volunteer is not tolerated and addressed appropriately
- Adherence to anti-doping guidelines and promoting fair play.

GHK Ladies Hockey Club

Player Code of Conduct

As a club registered with Scottish Hockey, GHK follows the Scottish Hockey Code of Conduct.

These shared values can be stated as participating in:

- A sport that values “fair play”
- A sport that is free from doping
- A sport that provides a safe environment for young and vulnerable people
- An equitable sport where everyone can participate to the best of their abilities whether that is as a player, coach, umpire, official or other volunteer.

In addition to the Scottish Hockey Code of Conduct, we expect all members to adhere to the following club standards:

- Respect of the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability, cultural background, sexual orientation or religion
- Conduct themselves in a manner which takes responsible measures to protect their own safety and the safety of others
- Never participate under the influence of alcohol or drugs
- Promote the reputation of the sport and take all possible steps to prevent this being brought into disrepute and set a positive example for others
- Never use inappropriate language or gestures
- Never use sexist, abusive, racist or any other prejudicial language
- Protect others from verbal or physical abuse and threatening or intimidating behaviour
- Abide by the GHK Ladies Hockey Club Child Protection Policy
- Abide by the Scottish Hockey Social Media Guidelines
- Wear full GHK Ladies Club Kit (available via our Club Shop)
- Pay annual subscriptions promptly
- Leave our facilities in a clean and tidy condition after training and matches.

GHK Ladies Hockey Club

Umpiring Code of Conduct

Umpires directly affiliated to GHK Ladies Hockey Club, or external representatives umpiring on behalf of GHK should familiarise themselves and adhere to the following Code of Conduct.

- Our umpires will place the safety and welfare of players above all else.
- Our umpires will show concern and caution towards sick or injured players.
- Our umpires will treat each player equally regardless of gender, ability, cultural background, sexual orientation or religion.
- Our umpires will be impartial, consistent, objective and courteous when making decisions.
- Our umpires will condemn unsporting behaviour and promote respect for the individuality of players.
- Our umpires will avoid any situations which may lead to or be construed as a conflict of interest.
- Our umpires will be a role model in behaviour and personal appearance and ensure all comments are positive and supportive.
- Our umpires will respect, remain loyal to and support other officials.
- Our umpires will keep up to date with the Rules of Hockey and best practice application of those rules.
- Our umpires will refrain from any form of personal abuse towards players or other officials.
- Our umpires will not arrive at a venue intoxicated or drink alcohol at youth matches.
- Our umpires will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability, cultural background, sexual orientation or religion.

GHK Ladies Hockey Club

Parent / Guardian / Carer Code of Conduct

- We will not pressure our children in any way and will not criticise their performance after a game.
- We will not use bad language, nor will we harass players, officials, coaches or other spectators.
- We will encourage our children to play within the rules and respect coaches and officials' decisions.
- We will teach our children to respect the efforts of opponents and set a positive example by applauding good play by both teams.
- We will give positive comments to encourage and motivate continued effort.
- We will remember that coaches, officials and other volunteers give up their time to conduct an event for our children.
- We will help wherever possible when asked by a coach or official.
- We will not arrive at a venue intoxicated or drink alcohol at youth matches.
- We will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability, cultural background, sexual orientation or religion.

GHK Ladies Hockey Club

Coaches Code of Conduct

- Our coaches will remember that players participate for the enjoyment of the sport, not solely for the purpose of winning
- Our coaches will be reasonable in their demands on player's time, energy and enthusiasm
- Our coaches will operate within the rules and spirit of the game and teach their players to do the same. We expect our coaches to be good role models.
- Our coaches will avoid overplaying talented youth players and understand that the average player needs and deserves equal time for their development.
- Our coaches will not use bad language nor will they harass players, officials, spectators or other coaches.
- Our coaches will ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of all players, and will highlight this where appropriate to the GHK Ladies Hockey Club Committee.
- Our coaches will display control, respect and professionalism to all involved with the sport including opponents, officials, coaches, administrators, the media, parents and spectators. They will encourage players to do the same.
- Our coaches will show concern and caution towards sick and injured players and follow the advice of a physician when determining whether an injured player is ready to commence/resume training and competition.
- Our coaches will obtain and maintain appropriate qualifications – keeping up to date with latest coaching practices and the principles of growth and development of young players.
- Our coaches will not arrive at a venue intoxicated or drink alcohol at youth matches.
- Our coaches will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability, cultural background, sexual orientation or religion.
- Our coaches will promote adherence to anti-doping policies.

GHK Ladies Hockey Club

Anti-Bullying Policy

Our anti-bullying policy sets out our approach to bullying behaviour within our club, how we plan to tackle it and how we aim to support our members who may have experienced or displayed bullying behaviour.

GHK Hockey Club does not condone bullying. Any cases of reported behaviour will be investigated thoroughly. The welfare of our members is at the forefront of our actions. “*Safe, Ready and Respectful*” represent the core values of our Club, which all members should adhere to at all times.

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents, guardians and carers inclusively.

Bullying Behaviour:

- ✓ All forms of bullying behaviour will be acted upon once reported

- ✓ As a GHK Member, we all have a responsibility to work together to stop bullying behaviour

- ✓ Bullying may include online as well as offline behaviour

- ✓ Bullying behaviour can include:
 - Physically pushing, kicking, hitting, pinching etc
 - Name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
 - Posting of derogatory or abusive comments, videos or images on social media
 - Racist behaviour - including racially aggravated remarks, name calling and racial exclusion
 - Homophobic and transphobic comments
 - Sexist slurs

- Offensive comments, taunts or gestures
- Sexual comments, suggestions or behaviour
- Unwanted physical contact.

What does GHK Ladies Hockey Club do to prevent Bullying?

- ✓ Recognise our duty of care and responsibility to safeguard all members from harm
- ✓ Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures and club Code of Conduct
- ✓ Ensure that any form of bullying behaviour is not tolerated or condoned
- ✓ Require all members of our club to agree to the content of this policy and Code of Conduct as part of their membership
- ✓ Take action to investigate and respond to any reports of bullying behaviour from our members
- ✓ Annually highlight the club's Code of Conduct and refer to it when necessary
- ✓ Ensure coaches are given access to information and support on tackling and preventing bullying.

What can you expect from GHK if bullying behaviour is identified in the club?

- ✓ Members will be signposted to who will listen and support them, including the Child Protection and Welfare Officer

- ✓ An 'open door' ethos where all members can confidently and comfortably talk to a club member in confidence about bullying behaviour or any issues affecting them
- ✓ Any potential barriers to talking (including those associated with a member's disability or impairment) will be acknowledged and addressed to enable our members to speak out
- ✓ Members will be made aware of helpline numbers available
- ✓ Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously and confidentially
- ✓ Any reported experience of bullying will be investigated by a 'core' GHK Committee group, including our Child Protection Officer, President(s) and selected relevant committee members. This is described further in our Disciplinary Policy.
- ✓ Any investigation or inquiry may involve gathering perspectives from all involved members and parents where relevant
- ✓ Those who display bullying behaviour will be supported, encouraged and educated on developing better relationships. This will follow GHK's Code of Conduct
- ✓ Appropriate sanctions will be imposed, including temporary suspension or exclusion, if a member acts out-with the scope of GHK's Code of Conduct. This is to protect the welfare of all involved and maintain GHK as a place of safety until more information is gathered.

As a parent of a young person at GHK, what can you expect?

- ✓ You will be advised on GHK's anti-bullying policy and practice and the expectations the club has as part of our Code of Conduct

- ✓ Any experience of bullying behaviour involving your child will be discussed with you

- ✓ Parents will be consulted on action to be taken (for all members involved) and will be notified on how the club plans to handle the claims

- ✓ Information and advice on coping with bullying will be made available and further tools can be requested from the club at any point

- ✓ Support will be offered to parents and all members, including information from other agencies or support lines

- ✓ GHK Ladies Hockey Club will investigate as efficiently and comprehensively as possible to reach a well-informed conclusion. In line with the expectations of other voluntary organisations and in keeping with Scottish Hockey guidance, this process may take up to several weeks to reach a final and just outcome.

***A list of useful contacts and resources for further information
are provided at the end of this document.***

GHK Ladies Hockey Club

Disciplinary Policy

Introduction

GHK Ladies Hockey Club (the Club) provides support for individuals to participate in the sport of hockey through provision of training and through structured competition managed by the Scottish Hockey Union and its District Associations. The Club's membership comprises both adult and youth (under 18) members with the criteria that U18s must be physically capable in participating at senior competition level.

The Club prides itself on the establishment of a supportive environment for sport, and an approach that respects individuals' aspirations and those of other clubs with whom the Club competes.

We encourage all members to share our club core values of:

“Safe, Ready and Respectful” when training, playing or representing the Club.

This disciplinary policy defines in a structured manner the conduct expected of all members and, in the event of a breach of conduct, the response that will be taken by the Club.

Our principles are as follows:

- a) We aim to establish facts as efficiently and comprehensively as possible.
- b) No disciplinary action will be taken until a matter has been fully investigated.
- c) The member/umpire/coach/other affiliate of GHK who is involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. Notification of the suspension and the reasons will be conveyed in writing.
- d) At every stage of the formal disciplinary procedure the volunteer/staff member will have the opportunity to state their case at a disciplinary hearing. If so wished they will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a family member, friend or colleague or a trade union representative, (where applicable).
- e) Each individual has the right to appeal against any disciplinary action.

Conduct

The Club has a moral obligation to provide a supportive environment conducive to the enjoyment of hockey as a team sport. The Club also has a legislative obligation to support and protect from harm or abuse individuals on the grounds of age, race, colour, nationality, disability, religious or political belief, sexual orientation, social background, marital status, culture or HIV status. On these grounds, the Club expects all members to fully abide by the conditions laid out in the GHK Ladies Hockey Club Code of Conduct. By participating in the sport of hockey as members of the Club they present GHK Ladies Hockey Club and its interests.

Disciplinary Matters Relating to Members

Disciplinary Panels shall be formed and meet in the event of a breach of conduct or law to consider disciplinary matters.

In the event that a breach of conduct or law occurs, whether this be by acknowledgment of an event by a Committee Member; notification by a member or a member's parent / guardian; through disciplinary action or complaint by an affiliated body or a third party; or by action by the police or other statutory body, the matter will be referred to the President, the Secretary, the Treasurer, the Coach(es) or the Child Protection Officer.

Notification by a Committee Member or by any other member, parent or guardian will be within 24 hours of an event report. A Disciplinary Panel will be formed chaired by the President of the Club, or in their absence the Secretary, Treasurer or other Executive Committee Member in that order. The chair of the panel will nominate a minimum of two further Committee Members to the Panel based on experience, independence and appropriateness. One of the Panel members will be the Child Protection and Welfare Officer.

The Disciplinary Panel, in a manner defined by the chair, will conduct appropriate interviews with the individuals affected and other witnesses if available to establish as far as possible the

facts of an event. Reports will be obtained from any team captain, coaches, umpires, or other relevant persons related to the matter.

The Disciplinary Panel will strive where possible to define the nature of the event within 7 days of notification. However, in line with the expectations of other voluntary organisations and in keeping with Scottish Hockey guidance, this process may take up to several weeks to reach a final and just outcome.

On completion of interviews, the Disciplinary Panel will summarise statements as presented and will conclude whether the matter is closed without further action or requires Club Sanction, warrants further investigation or requires to be referred to an external party. Club Sanction under this policy and its Constitution, the Club reserves the right to impose fines equivalent to any damage or loss sustained by the Club or a third party, suspensions of up to 6 weeks of participation in competition or league activities and/or Club training; and for serious events to expel a member from the Club.

The Disciplinary Panel reserves the right to temporarily impose suspensions during the course of an investigation if such a suspension is in the interest of other members. In line with the Club's disciplinary procedures, the individual(s) involved may be suspended whilst a disciplinary investigation is carried out. Suspension is not a form of disciplinary action. The individual(s) will be informed in writing of the reason for the suspension. A suspension interview will be organised, at which the individual will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement, which will be recorded, should they wish to do so. Any individual who is precautionarily suspended will be kept updated about their suspension and will be supported during this time by the relevant committee role in the Club.

Interviews with under 18s should be conducted in accordance with the Club's Child Protection Policy.

Disciplinary Matters Relating to Volunteers, Coaches or Umpires

If a member, coach, umpire, parent/guardian or volunteer with GHK Ladies Hockey Club fails to meet the required standard of behaviour as outlined in the Code of Conduct and the shortfall is of a minor nature, the Club President(s) and/or Committee may decide to speak to those involved on an informal basis to avoid the need for formal disciplinary action. The Club President(s) or Committee will also advise the involved person of the need to achieve and maintain the standards required. The Club may inform the relevant individual that failure to achieve the required standards will result in a formal disciplinary panel hearing, which may result in disciplinary action. In line with the Club's disciplinary procedures, the individual(s) involved may be suspended whilst a disciplinary investigation is carried out. Suspension is not a form of disciplinary action. The individual(s) will be informed in writing of the reason for the suspension. A suspension interview will be organised, at which the individual will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement, which will be recorded, should they wish to do so. Any individual who is precautionarily suspended will be kept updated about their suspension and will be supported during this time by the relevant committee role in the Club.

Facts of the conversation should be noted and confirmed in writing to the involved person so there is clarity about what has to be achieved.

Stage 1: First Warning

If conduct is unsatisfactory, the volunteer/ coach / umpire will be given a written warning. Such warnings will be recorded. The warning will expire after 12 months of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

Stage 2: Final Written Warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after 18 months. Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

Stage 3: Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the volunteer/ coach / umpire may suffer demotion, disciplinary transfer, or dismissal.

Gross Misconduct

If, after investigation, it is confirmed that a volunteer / coach / umpire has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, the verbal or physical abuse of a child.

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken. This is provided sufficient information is available to enable the club to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by the club only after full investigation.

Appeals

A volunteer / coach / umpire who wishes to appeal against any disciplinary decision must do so to the committee within seven working days of the disciplinary decision being made known to them. The volunteer / coach / umpire should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate. The appeal will be heard by an appeal panel and a decision on the case made as impartially as possible. The appeal panel will notify the volunteer/staff member of the decision in writing as expeditiously as possible. The decision of the appeal panel is final and there is no right of appeal.

Referral

If a volunteer/staff member has harmed a child or put a child at risk of harm the club have a legal duty to refer that person to the Scottish Ministers where the referral criteria have been met. For more information on the referral criteria see our Child Protection Policy.

Useful Contacts & Further Resources

Useful Contacts

NSPCC Helpline Tel: 0808 800 5000

Website: nspcc.org.uk

Further information and resources: thecpsu.org.uk/help-advice/topics/anti-bullying OR
thecpsu.org.uk/resource-library/best-practices

Childline Tel: 0808 1111

Website: childline.org.uk

Kidscape Website: kidscape.org.uk

Anti-Bullying Alliance Website: antibullyingalliance.org.uk

Children 1st – Stay Safe in Sport Leaflet

Stay Safe & Have Fun In Sport
 Information for young people

When you take part in sport, you have the right to be safe and have fun. Don't let anyone spoil it! Here is a guide, put together with the help of young people, on what you and your coach need to do for you to have fun and stay safe.

Your coach
 Your coach is there to look after your wellbeing and help you learn and enjoy the sport in a safe way.

What does this mean for me?
 It means respecting me as a person and a player by:

- Having the right qualifications for the job
- Putting me before winning or achieving goals
- Not bullying me to make me do things
- If they need to have physical contact with me to show me a technique in sport, explaining this to me, where possible, and asking if I am ok with it. If I'm not comfortable with this I have the right to say no
- Treating me as an individual
- Never speaking to me in a way that makes me feel uncomfortable
- Making sure equipment is safe for me to use
- Being a good role model
- Making sport fun!

You the player or athlete
 Just like your coach has responsibilities to make sport fun and safe, so do you!

What does this mean for me?
 It means respecting the people who are there to teach me the sport and other players by:

- Accepting what the coach asks me to do within the rules of the game
- Being prepared and on time for training and competitions
- Playing to the best of my ability at all times
- Not making insulting comments or swearing at the coach or other helpers at the club

and not forgetting spectators
 Spectators are there to support me as a player by:

- Being enthusiastic to get involved and cheer. Not laughing at us or embarrassing us
- Never arguing with the referee. His/her decision is final.
- Supporting us. Respecting everyone nearby. Not shouting abuse.

Never bullying the other players either myself or in a group

BULLYING means things like:
 name calling, hitting, shoving, stealing or damaging belongings, spreading rumours, making threats, sending/posting nasty messages

Worried about something? Don't keep it to yourself!
 There is someone you can turn to.

You could speak to an adult you know and trust such as a parent, a teacher, a Child Wellbeing and Protection Officer at your club, a doctor or school nurse.

If there isn't someone you feel that you could talk to, you can contact **ChildLine** on 0800 1111. It's a free and confidential helpline for children and young people who need someone to speak to. It's confidential because you don't need to tell them who you are if you don't want to. Or you could go to the ChildLine website at www.childline.org.uk

The child protection officer at my club is _____
 Their contact number is _____

Produced by **Children 1st** and **sportscotland**

For more information about Child Wellbeing and Protection in Sport contact **Children 1st** on **0141 419 1156** or at **cwps@children1st.org.uk**

www.children1st.org.uk

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