



## **FIELD HOCKEY BC - DISCIPLINE POLICY**

### **PREAMBLE**

1. FIELD HOCKEY BC is committed to providing a sport environment which is characterized by open, clear communication and honesty, fairness and mutual respect.
2. FIELD HOCKEY BC believes that these values and ideals should guide all our communications and actions, and that such conduct is in the best interests of all who participate in the sport of field hockey.
3. Membership in FIELD HOCKEY BC brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies, rules and regulations of FIELD HOCKEY BC.
4. This Discipline Policy identifies the standard of behaviour which is expected of all FIELD HOCKEY BC members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

### **APPLICATION**

5. This policy applies to all members of FIELD HOCKEY BC, and members include athletes, coaches, officials, volunteers, directors, officers and administrators.
6. Discipline matters arising within the business, activities or events of clubs, provincial associations or affiliates of FIELD HOCKEY BC shall be dealt with using the discipline policies and mechanisms of such organizations.

### **CODE OF CONDUCT**

7. Coaches, athletes, officials and administrators share responsibility for the orderly conduct of field hockey matches:
  - a) they shall at all times acknowledge the authority of appointed technical officials for a match and treat their roles and decisions with respect;
  - b) they shall at all times exercise self-control and show proper respect for peers,

opponents and spectators.

8. Coaches, athletes, officials and administrators share responsibility for understanding and complying with the regulations under which matches are conducted:

a) they shall at all times observe the relevant local, provincial, national and international regulations which govern the sport of field hockey.

9. Coaches, athletes, officials, directors, administrators and volunteers shall conduct themselves at all times in a manner consistent with the ideals and values of Field Hockey BC:

a) their behaviour shall at all times be respectful, professional, responsible and sportsmanlike;

b) they shall treat others with respect and shall not speak disparagingly of any other athlete, coach, official, director, administrator, volunteer, program or association.

## **DISCIPLINARY PROCEDURES**

### Minor Infractions:

11. Examples of minor infractions are shown in Appendix A. All disciplinary situations involving minor infractions occurring within the jurisdiction of FIELD HOCKEY BC will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, tournament technical delegate, coach, team manager).

12. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

13. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- A. verbal reprimand;
- B. written reprimand to be placed on file at the provincial office;
- C. verbal apology;
- D. hand-delivered written apology;
- E. team service or other voluntary contribution to FIELD HOCKEY BC;
- F. suspension from the current competition;
- G. other sanctions as may be considered appropriate for the offence.

14. Minor infractions which result in discipline shall be recorded using the Incident

Report form in Appendix B.

Major Infractions:

15. Examples of major infractions are shown in Appendix A. Any member of FIELD HOCKEY BC may report to the Senior Manager a major infraction using the Incident Report form in Appendix B.

16. Upon receipt of an incident report, the Senior Manager shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.

17. If the incident is to be dealt with as a minor infraction, the Senior Manager will inform the appropriate person in authority as described in Section 11 and the alleged offender, and the matter shall be dealt with according to Sections 12 through 14 of this policy.

18. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 5 days from date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.

19. Within 5 days of receiving the incident report, the Senior Manager shall forward the report to the Vice-President (President should the Vice-President be unavailable), who shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of Panel members shall be from the peer group of the alleged offender.

20. The Discipline Panel shall hold the hearing as soon as possible, but not more than 21 days after the incident report is first received by the Senior Manager.

21. The Discipline Panel shall govern the hearing as it sees fit, provided that:

- a) the individual being disciplined shall be given 5 days written notice (by courier, e-mail or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or video conference;
- b) the individual being disciplined shall receive a copy of the incident report;
- c) members of the Panel shall select from among themselves a Chairperson;
- d) a quorum shall be all 3 Panel members;
- e) decisions shall be by majority vote; the Chair carries a vote;
- f) the individual being disciplined may be accompanied by a representative;
- g) the individual being disciplined shall have the right to present evidence and argument;
- h) the hearing shall be held in private;
- i) the Panel may request that witnesses to the incident be present or submit written evidence;
- j) the Panel shall render its decision, with written reasons within 5 days of the Hearing;

- k) once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
22. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent FIELD HOCKEY BC policy (e.g. FIELD HOCKEY BC Harassment Policy).
23. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
- a) written reprimand to be placed on file at the provincial offices;
  - b) hand-delivered written apology;
  - c) suspension from certain FIELD HOCKEY BC events which may include suspension from the current competition or from future teams or competitions;
  - d) suspension of all FIELD HOCKEY BC privileges;
  - e) suspension from certain FIELD HOCKEY BC activities (i.e. playing, coaching or officiating) for periods of up to three years;
  - f) suspension from all FIELD HOCKEY BC activities for periods of up to three years;
  - g) expulsion from FIELD HOCKEY BC;
  - h) other sanctions as may be considered appropriate for the offence.
24. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent FIELD HOCKEY BC policy (e.g., FIELD HOCKEY BC's Harassment Policy).
25. In order to keep costs to a reasonable level the Panel may conduct the Hearing by means of a conference call or video conference.
26. Unless the Discipline Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

### **APPEALS PROCEDURE**

27. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of FIELD HOCKEY BC.

Amended, June 2007

## **APPENDIX A**

### **Examples of minor infractions**

- a) a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b) unsportsmanlike conduct such as angry outbursts or arguing;
- c) a single incident of being late for or absent from FIELD HOCKEY BC events and activities at which attendance is expected or required;
- d) non-compliance with the rules and regulations under which FIELD HOCKEY BC events are conducted, whether at the local, provincial, national or international level.

### **Examples of major infractions**

- a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b) repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c) repeated incidents of being late for or absent from FIELD HOCKEY BC events and activities at which attendance is expected or required;
- d) single physically abusive incident;
- e) activities or behaviour which interfere with a competition or with any athlete's preparation for a competition;
- f) pranks, jokes or other activities which endanger the safety of others;
- g) deliberate disregard for the rules and regulations under which FIELD HOCKEY BC events are conducted, whether at the local, provincial, national or international level;
- h) abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- i) any use of alcohol by minors;
- j) use of illicit drugs and narcotics;
- k) use of banned performance enhancing drugs or methods.

**APPENDIX B**

**INCIDENT REPORT**

Date and time of incident: \_\_\_\_\_

Name of writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

This incident is a: \_\_\_\_\_ minor infraction \_\_\_\_\_ major infraction

Individual(s) involved in the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (please be concise, accurate and non-judgmental):  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of individuals who observed the incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action which was taken (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of writer: \_\_\_\_\_ Date: \_\_\_\_\_