

# ETHICS MANUAL

Scottish Hockey's Policies and  
Procedures For An Ethical Sport

# CONTENTS

<b>CONTENTS .....</b>	<b>2</b>
<b>FOREWORD .....</b>	<b>8</b>
INTRODUCTION.....	8
RESPONSIBLE OFFICERS.....	8
ACKNOWLEDGEMENTS .....	8
COPYRIGHT .....	8
<b>STATEMENT OF ETHICS .....</b>	<b>9</b>
<b>1 POLICY AND PROCEDURE FOR DEALING WITH THE CONDUCT OF PARTICIPANTS .....</b>	<b>10</b>
1.1 INTRODUCTION.....	10
1.2 APPLICATION.....	10
1.3 CONDUCT PANEL .....	10
1.4 MEMBERSHIP.....	10
1.5 PANEL MEETINGS.....	10
1.6 CONFLICT OF INTEREST.....	11
1.7 REMIT .....	11
1.8 COMPLAINT .....	11
1.9 SCREENING.....	11
1.10 INVESTIGATION.....	12
1.11 FURTHER INVESTIGATION.....	12
1.12 HEARING.....	13
1.13 SANCTIONS .....	14
1.14 AUTOMATIC SANCTION .....	15
1.15 DELEGATION .....	15
1.16 APPEALS PROCEDURE .....	15
<b>2 CODE OF FIELD DISCIPLINE.....</b>	<b>16</b>
2.1 THE COMMITTEE .....	16
2.2 QUORUM.....	16
2.3 CONFLICT OF INTEREST.....	16
2.4 REMIT .....	17
2.5 METHOD OF OPERATION.....	17
2.6 CATEGORIES .....	18
2.6.1 YELLOW CARD.....	18
2.6.2 PENALTIES .....	18
2.6.3 RED CARD .....	19
2.7 PENALTIES .....	19
2.7.1 FOR ALL ABOVE CLASSES OF CARD:.....	19
2.7.2 SECOND OR SUBSEQUENT AUTOMATIC SUSPENSION OFFENCE:.....	20
2.8 PROCEEDINGS OF THE PANEL.....	20
2.8.1 PROCEEDINGS FOR YOUTH COMPETITIONS .....	21
2.8.2 VIRTUAL MEETING .....	21
2.8.3 PROCEDURE FOR A VIRTUAL MEETING.....	21
2.8.4 MATCH INCIDENTS .....	22
2.9 APPEALS.....	22
2.10 DISTRICT ASSOCIATION .....	22
2.11 COMPOSITION OF THE FIELD DISCIPLINE COMMITTEE.....	22
<b>3 THE APPEALS POLICY .....</b>	<b>23</b>
3.1 SCOPE OF THE APPEAL .....	23

3.2	APPEALS OFFICER .....	23
3.3	PANEL .....	23
3.4	GROUNDS FOR APPEAL .....	23
3.5	SCREENING OF APPEAL .....	24
3.6	APPEAL ON THE RECORD .....	24
3.7	THE RECORD .....	24
3.8	PROCEDURES FOR THE HEARING .....	24
3.9	APPEAL DECISION .....	25
3.10	TIMELINES .....	25
3.11	JURISDICTION .....	25
<b>4</b>	<b> EQUITY POLICY .....</b>	<b>26</b>
4.1	EQUITY .....	26
4.2	STATEMENT OF POLICY .....	26
4.3	PURPOSE OF THE POLICY .....	26
4.4	RESPONSIBILITY .....	27
4.5	RESPONSIBILITIES OF EMPLOYEES, VOLUNTEERS AND MEMBERS OF SCOTTISH HOCKEY .....	27
4.6	IMPLEMENTATION AND COMMUNICATION .....	28
4.7	MONITORING AND EVALUATION .....	29
4.8	GRIEVANCE AND DISCIPLINARY PROCEDURES .....	29
4.9	DISCRIMINATION, HARASSMENT AND VICTIMISATION .....	29
4.10	LEGAL REQUIREMENTS .....	30
<b>5</b>	<b> SELECTION POLICY &amp; PROCEDURES .....</b>	<b>32</b>
5.1	ETHICAL FRAMEWORK .....	32
5.2	SELECTION FRAMEWORK .....	32
5.3	CONSULTATION AND COMMUNICATION .....	33
5.4	CONSISTENCY .....	33
5.5	ACCOUNTABILITY .....	33
5.6	PRINCIPLES OF SELECTION .....	34
5.7	TO BE ELIGIBLE FOR SELECTION INTO A SQUAD AN ATHLETE SHALL: .....	35
5.8	THE SELECTION PROCESS .....	36
5.8.1	GREAT BRITAIN .....	36
5.8.2	SCOTLAND NATIONAL SENIOR AND JUNIOR SQUADS .....	36
5.8.3	SCOTLAND NATIONAL SENIOR AND JUNIOR SQUADS FOR INTERNATIONAL COMPETITION .....	37
5.8.4	SCOTLAND YOUTH SQUADS .....	38
5.8.5	YOUTH SQUADS FOR INTERNATIONAL COMPETITION .....	39
5.8.6	COMMONWEALTH GAMES .....	39
5.9	GRIEVANCE AND APPEALS PROCESS .....	39
<b>6</b>	<b> .....</b>	<b>41</b>
<b>ANTI DOPING POLICY AND PROCEDURES .....</b>		<b>41</b>
6.1	INTRODUCTION .....	41
6.2	TESTING DURING SCOTTISH HOCKEY COMPETITION, TRAINING, SQUAD TESTING & OUT OF COMPETITION ...	41
6.3	SANCTIONS: .....	42
6.3.1	DOPING OFFENCES UNDER OTHER GOVERNING BODY RULES: .....	42
6.4	REVIEW OF THE POLICY .....	42
<b>7</b>	<b> CHILD PROTECTION POLICY AND PROCEDURES .....</b>	<b>43</b>
7.1	CHILD PROTECTION POLICY .....	43
7.1.1	REVIEW .....	44
7.2	WHAT ARE WE PROTECTING CHILDREN AGAINST? .....	44
7.2.1	CHILD ABUSE .....	44
7.2.2	IDENTIFYING CHILD ABUSE .....	45
7.3	THE ROLE OF SCOTTISH HOCKEY IN PROTECTING CHILDREN .....	45
7.3.1	WHY PROTECTING CHILDREN IS IMPORTANT .....	45
7.4	ROLES AND RESPONSIBILITIES IN CHILD PROTECTION .....	46

7.5	PROCEDURES FOR IMPLEMENTING THE POLICY .....	48
7.5.1	RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS .....	48
7.5.2	ADVERTISING .....	48
7.5.3	PRE-APPLICATION INFORMATION .....	49
7.5.4	APPLICATION AND SELF-DECLARATION FORM .....	49
7.5.5	REFERENCES .....	49
7.5.6	INTERVIEW .....	49
7.5.7	OFFER OF POSITION .....	49
7.5.8	DISCLOSURE SCOTLAND CERTIFICATES .....	50
7.5.9	OVERSEAS APPLICANTS .....	50
7.5.10	INDUCTION .....	50
7.5.11	TRAINING .....	51
7.5.12	PROBATION .....	51
7.5.13	MONITORING AND PERFORMANCE APPRAISAL .....	51
7.5.14	RETENTION OF STAFF AND VOLUNTEERS .....	51
7.5.15	Retention and destruction of disclosure certificates.....	51
7.6	CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT .....	54
7.6.1	GOOD PRACTICE .....	54
7.6.2	PRACTICE TO BE AVOIDED .....	55
7.6.3	PRACTICE NEVER TO BE SANCTIONED .....	55
7.7	SAFE IN CARE GUIDELINES.....	57
7.7.1	ADULT TO CHILD RATIOS.....	57
7.7.2	PHYSICAL CONTACT.....	58
7.7.3	FIRST AID AND THE TREATMENT OF INJURIES .....	58
7.7.4	MANAGING CHALLENGING BEHAVIOUR.....	59
7.7.5	PLANNING ACTIVITIES .....	59
7.7.6	AGREEING ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS .....	60
7.7.8	MANAGING CHALLENGING BEHAVIOUR.....	60
7.7.9	PHYSICAL INTERVENTIONS.....	61
7.7.10	TRANSPORTING CHILDREN.....	62
7.7.11	TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS) .....	63
7.8	INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) .....	66
7.8.1	PHOTOGRAPHS, FILM AND VIDEO .....	66
7.8.2	INTERNET.....	68
7.8.3	MOBILE PHONES.....	68
7.8.4	TEXTING.....	69
7.8.5	CAMERAS/ VIDEOS.....	69
<b>8.</b>	<b>RESPONDING TO CONCERNS.....</b>	<b>70</b>
8.1	WHY IT IS IMPORTANT TO RESPOND TO CONCERNS .....	70
8.2	CONFIDENTIALITY .....	70
8.3	DEFAMATION .....	70
8.4	PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD .....	71
8.4.1	CONCERNS ABOUT THE GENERAL WELFARE OF A CHILD (NOT INVOLVING CONCERNS ABOUT CHILD ABUSE) .....	71
8.4.2	WHAT TO DO IF A CHILD TELLS YOU ABOUT ABUSE .....	71
8.4.3	RECORD.....	73
8.4.4	SHARING CONCERNS WITH PARENTS .....	74
	RESPONDING TO CONCERNS ABOUT CHILD ABUSE.....	75
8.5	PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER .....	76
8.5.1	INITIAL REPORTING OF CONCERNS.....	76
8.5.2	RECORDING.....	76
8.5.3	ESTABLISHING THE BASIC FACTS .....	77
8.5.4	CONDUCTING THE INITIAL ASSESSMENT .....	77
8.5.5	INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POOR PRACTICE AND/OR MISCONDUCT (BUT NOT POSSIBLE CHILD ABUSE) .....	78
8.5.6	INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POSSIBLE CHILD ABUSE.....	78
8.5.7	PRECAUTIONARY SUSPENSION.....	79
8.5.8	DISCIPLINARY INVESTIGATION .....	79
8.5.9	FALSE OR MALICIOUS ALLEGATIONS.....	79
8.5.10	HISTORICAL ALLEGATIONS OF ABUSE .....	80
8.5.11	PROTECTION OF CHILDREN (SCOTLAND) ACT 2003 .....	80

8.5.12	MEDIA.....	81
8.6	CONCERNS ABOUT THE CONDUCT OF VOLUNTEERS .....	82
<b>9.</b>	<b>CODE'S OF CONDUCT .....</b>	<b>83</b>
9.1	CODES OF CONDUCT FOR YOUTH.....	83
9.1.1	PLAYERS' CODE.....	83
9.2	COACHES AND TEACHERS CODE .....	83
9.3	COACH'S ROLE .....	86
9.3.1.1	TEACH YOUR PLAYERS THAT RULES OF THE GAME ARE MUTUAL AGREEMENTS WHICH NO ONE SHOULD EVADE OR BREAK. 86	
9.3.1.2	GROUP PLAYERS ACCORDING TO AGE AND PHYSICAL MATURITY WHENEVER POSSIBLE. ....	86
9.3.1.3	AVOID OVER PLAYING THE TALENTED PLAYERS. THE "JUST AVERAGE" PLAYERS NEED AND DESERVE EQUAL TIME.86	
9.3.1.4	REMEMBER THAT YOUTH PLAY FOR FUN AND ENJOYMENT AND THAT WINNING IS ONLY PART OF IT. NEVER RIDICULE OR SHOUT AT YOUTH FOR MAKING MISTAKES OR LOSING COMPETITIONS.....	86
9.3.1.5	ENSURE THAT EQUIPMENT AND FACILITIES MEET SAFETY STANDARDS AND ARE APPROPRIATE TO THE AGE AND ABILITY OF THE PLAYERS.....	86
9.3.1.6	THE SCHEDULING AND LENGTH OF PRACTICE TIMES AND COMPETITIONS SHOULD TAKE INTO CONSIDERATION AND MATURITY LEVEL OF YOUTHS.....	86
9.3.1.7	FOSTER RESPECT FOR THE ABILITY OF OPPONENTS, AS WELL AS FOR THE JUDGEMENT OF UMPIRES AND OPPOSING COACHES. ....	86
9.3.1.8	FOLLOW MEDICAL ADVICE WHEN DETERMINING WHETHER AN INJURED PLAYER IS READY TO PLAY AGAIN. IN ANY EVENT IF THERE IS ANY DOUBT DO NOT PLAY THE YOUTH. ....	86
9.3.1.9	REMEMBER THAT YOUTHS NEEDS A COACH THEY CAN RESPECT. BE GENEROUS WITH YOUR PRAISE FOR BOTH EFFORT AND SKILL WHEN IT IS DESERVED. SET A GOOD EXAMPLE, NOT ONLY WITH YOUR BEHAVIOUR, BUT ALSO WITH DRESS AND EQUIPMENT. ....	86
9.3.1.10	MAKE A PERSONAL COMMITMENT TO KEEP YOURSELF INFORMED OF SOUND COACHING PRINCIPLES AND THE PRINCIPLES OF GROWTH AND DEVELOPMENT OF YOUTHS.....	87
9.3.1.12	MAKE YOUTHS AWARE OF THE PHYSICAL FITNESS VALUES OF HOCKEY AND ALSO ITS LIFELONG VALUE BOTH REACTIONARY AND IN PERSONAL RELATIONSHIPS. ....	87
9.3.1.13	ENSURE THAT YOUTHS COMPETE SAFELY. BE AWARE OF SIGNS OF MENTAL AND PHYSICAL STRESS AND FATIGUE 87	
9.4	PARENTS CODE .....	87
9.4.1	DO NOT FORCE AN UNWILLING YOUTH TO PARTICIPATE IN HOCKEY. ....	87
9.4.2	REMEMBER YOUTHS IS INVOLVED IN ORGANISED SPORTS FOR THEIR ENJOYMENT, NOT YOURS.....	87
9.4.3	ENCOURAGE YOUR CHILD ALWAYS TO PLAY BY THE RULES. ....	87
9.4.4	TEACH YOUR CHILD THAT HONEST EFFORT IS AS IMPORTANT AS VICTORY. ....	87
9.4.5	TURN DEFEAT TO VICTORY BY ENCOURAGING YOUR CHILD TO WORK TOWARDS SKILL IMPROVEMENT AND GOOD SPORTSMANSHIP. ....	87
9.4.6	NEVER RIDICULE OR SHOUT AT YOUR CHILD FOR MAKING A MISTAKE OR LOSING A COMPETITION.....	87
9.4.7	REMEMBER THAT YOUTHS LEARN BEST BY EXAMPLE. APPLAUD GOOD PLAY BY BOTH TEAMS EQUALLY. ....	87
9.4.9	SUPPORT ALL EFFORTS TO REMOVE VERBAL AND PHYSICAL ABUSE FROM YOUTHS SPORTING ACTIVITIES.....	87
9.4.10	RECOGNISE THE VALUE AND IMPORTANCE OF VOLUNTEER COACHES. ....	87
9.4.11	REMEMBER THAT YOUTHS HAVE OTHER INTEREST, SO BE REASONABLE IN YOUR DEMANDS ON THEIR ENERGY, TIME AND ENTHUSIASM FOR HOCKEY.....	87
9.4.12	MAKE YOUTHS AWARE OF THE PHYSICAL FITNESS VALUES OF HOCKEY AND ALSO ITS LIFELONG VALUE BOTH REACTIONARY AND IN PERSONAL RELATIONSHIPS. ....	87
9.4.13	INSIST THAT YOUR CHILD USES PROTECTIVE EQUIPMENT SUCH AS A MOUTH GUARD AND SHIN PADS, TO ENABLE HIM TO ENJOY HOCKEY WITH SAFETY.....	87
9.4.14	DO NOT PACK YOUR CHILD OFF TO HOCKEY. GO WITH HIM/HER AND VOLUNTEER YOUR SERVICES. ....	87
9.5	UMPIRES CODE.....	88
9.5.1	ENCOURAGE MODIFIED RULES AND REGULATIONS TO MATCH THE PHYSICAL SKILL AND CAPACITY OF YOUTH PLAYERS. 88	
9.5.2	USE COMMON SENSE TO ENSURE THAT THE "SPIRIT OF THE GAME" IS NOT LOST BY OVER- UMPIRING. ....	88
9.5.3	ACTIONS SPEAK LOUDER THAN WORDS. ENSURE THAT BOTH ON AND OFF THE FIELD BEHAVIOUR IS CONSISTENT WITH THE PRINCIPLES OF GOOD SPORTSMANSHIP. ....	88
9.5.4	COMPLIMENT BOTH TEAMS AT THE END OF A GAME ON THEIR GOOD SPORTSMANSHIP AND PLAY. ....	88
9.5.5	BE CONSISTENT, OBJECTIVE AND COURTEOUS IN CALLING INFRINGEMENTS. ....	88
9.5.6	CONDEMN THE DELIBERATE FOUL AS BEING UNSPORTSMANLIKE. ....	88
9.5.7	PUBLICLY ENCOURAGE RULE CHANGES WHICH WILL REINFORCE THE PRINCIPLES OF PARTICIPATION FOR FUN AND ENJOYMENT, AND REWARD SKILL. ....	88
9.5.8	MAKE A PERSONAL COMMITMENT TO KEEP YOURSELF INFORMED OF THE RULES OF HOCKEY AND ALSO THE PRINCIPLES OF GROWTH AND DEVELOPMENT OF YOUTHS.....	88
9.5.9	BE PREPARED TO EXPLAIN THE RULES OF THE GAME AT EVERY OPPORTUNITY. ....	88
9.5.10	CO-OPERATE WITH OFFICIALS TO DISCOURAGE IMPROPER CONDUCT BY SPECTATORS.....	88

9.5.11	BE PROPERLY DRESSED AND EQUIPPED WHEN UMPIRING. ....	88
<b>9.6.</b>	<b>ADMINISTRATORS CODE .....</b>	<b>88</b>
9.8.1	ENSURE THAT EQUAL OPPORTUNITIES FOR PARTICIPATION IN YOUTH HOCKEY ARE MADE AVAILABLE TO ALL CHILDREN. 88	
9.8.2	INVOLVE YOUTHS IN THE PLANNING, LEADERSHIP AND EVALUATION OF YOUTH HOCKEY PROGRAMMES. ....	88
9.8.3	DO NOT ALLOW YOUTH HOCKEY PROGRAMMES TO BE DOMINATED BY THE NEEDS OF THE SPECTATORS, PARENTS OR SPONSORS. ....	88
9.8.4	EQUIPMENT AND FACILITIES MUST MEET THE SAFETY STANDARDS AND BE APPROPRIATE TO THE MATURITY LEVEL OF THE YOUTHS. ....	88
9.8.5	RULES AND DURATION OF GAMES SHOULD TAKE INTO CONSIDERATION THE SKILL AND MATURITY LEVELS OF THE YOUTHS AND BE GRADED TO PROVIDE EQUAL OPPORTUNITIES TO ALL YOUTHS. ....	88
9.8.7	DISTRIBUTE THESE CODES TO SPECTATORS, COACHES, PLAYERS, UMPIRES, PARENTS AND NEWS MEDIA. ....	88
9.8.8	ALLOCATE A FAIR SHARE OF YOUR ORGANISATION'S RESOURCES TO YOUTH HOCKEY. ....	89
9.8.9	ENSURE THAT PARENTS, COACHES, UMPIRES AND OTHER PARTICIPANTS UNDERSTAND AND IMPLEMENT THESE CODES. 89	
9.8.10	ENSURE THAT PROPER SUPERVISION IS PROVIDED BY ACCREDITED COACHES AND INFORMED OFFICIALS. ....	89
9.8.11	OFFER COURSES TO IMPROVE THE STANDARDS OF COACHING AND UMPIRING CONSISTENT WITH THESE CODES. ...	89
9.8.12	ENSURE THAT AN ORGANISATION RUNS EFFICIENTLY AND WITH THE MINIMUM OF FUSS SO FAR AS PLAYERS ARE CONCERNED. ....	89
9.8.13	REMEMBER THAT YOUTHS HAVE OTHER INTERESTS, SO BE REASONABLE IN YOUR DEMANDS ON THEIR ENERGY, TIME AND ENTHUSIASM. ....	89
<b>9.9.</b>	<b>SPECTATORS CODE.....</b>	<b>89</b>
9.9.1	REMEMBER THAT CHILDREN PLAY YOUTH HOCKEY FOR THEIR OWN FUN. THEY ARE NOT THERE TO ENTERTAIN YOU AND THEY ARE NOT MINIATURE PROFESSIONAL ATHLETES. ....	89
9.9.2	BE ON YOUR BEST BEHAVIOUR. DO NOT USE BAD LANGUAGE, SHOUT AT OR HARASS PLAYERS, COACHES OR UMPIRES. 89	
9.9.3	APPLAUD GOOD PLAY BY YOUR OWN TEAM AND THE VISITING TEAM. ....	89
9.9.4	SHOW RESPECT FOR YOUR TEAM'S OPPONENTS. WITHOUT THEM THERE WOULD BE NO GAME. ....	89
9.9.5	NEVER RIDICULE OR SCOLD A YOUTH FOR MAKING A MISTAKE DURING A GAME. ....	89
9.9.6	CONDEMN THE USE OF VIOLENCE IN ALL FORMS. ....	89
9.9.7	RESPECT THE UMPIRES' DECISION. ....	89
9.9.8	ENCOURAGE YOUTHS ALWAYS TO PLAY ACCORDING TO THE RULES AND CONDEMN DELIBERATE BREACHES. ....	89
9.9.9	RECOGNISE AND APPRECIATE THE VALUE AND IMPORTANCE OF VOLUNTEER COACHES AND OFFICIALS. ....	89
<b>9.10</b>	<b>MEDIA CODE.....</b>	<b>89</b>
9.10.1	UNDERSTAND THAT YOUTHS IS NOT MINIATURE PROFESSIONALS. DO NOT PLACE UNFAIR EXPECTATIONS ON YOUNG PLAYERS. ....	89
9.10.2	KNOW THE DIFFERENCE BETWEEN ADULT HOCKEY AND YOUTH PARTICIPATION IN HOCKEY PROGRAMMES. ....	89
9.10.3	SHOW THAT YOUTHS FAIR PLAY AND HONEST EFFORT CAN ALSO BE NEWSWORTHY AND OF INTEREST TO READERS. 90	
9.10.4	PLACE INCIDENTS OF UNSPORTSMANLIKE CONDUCT IN THERE PROPER CONTEXT. ....	90
9.10.5	KNOW THE DIFFERENCES BETWEEN THE GOALS OF HOCKEY AND THOSE OF PROFESSIONAL SPORTS. HOCKEY IS PLAYED FOR THE LOVE OF THE GAME AND THE LEVEL OF EXCELLENCE ACHIEVED. ENSURE THAT YOUR VIEWERS, LISTENERS AND READERS ARE MADE AWARE OF THE DIFFERENCES. ....	90
9.10.6	REPORT ALL YOUTH SPORT. DO NOT DISCRIMINATE ON GROUNDS OF POPULARITY OF A SPORT AT SENIOR LEVEL. 90	
9.10.7	REVEAL THE PROBLEMS OF YOUTHS IN ORGANISED SPORTS AND REPORT ANY VIOLATION AND DISTORTIONS OF THEIR RIGHTS AS PARTICIPANTS. ....	90
<b>10.</b>	<b>BULLYING AND HARRASMENT POLICY.....</b>	<b>91</b>
10.1	POLICY STATEMENT .....	91
10.2	DEFINITIONS OF BULLYING AND HARASSMENT .....	91
10.3	PROCEDURE.....	92
10.3.1	ACCESSING A CONFIDENTIAL CONTACT .....	92
10.3.2	INFORMAL STAGE .....	93
10.3.3	FORMAL STAGE .....	93
10.3.4	INVESTIGATION .....	94
10.3.5	DISCIPLINARY HEARING.....	94
10.4	VICTIMISATION.....	94
10.5	APPEALS .....	94
10.6	MONITORING .....	95
<b>REHABILITATION OF OFFENDERS POLICY.....</b>		<b>96</b>
<b>DATA PROTECTION POLICY &amp; PROCEDURES .....</b>		<b>96</b>

12.1	INTRODUCTION .....	96
12.2	NOTIFICATION.....	98
12.3	RESPONSIBILITIES OF STAFF AND MANAGEMENT .....	98
12.4	DATA SECURITY .....	98
12.5	POLICY BREACH.....	98
12.6	PROCEDURES.....	98
<b>CONFLICT OF INTERESTS POLICY .....</b>		<b>100</b>
13.1	INTRODUCTION .....	100
13.2	POLICY.....	100
13.3	PROCEDURES.....	100
13.4	DISPUTE.....	101
<b>PREVENTION OF FRAUD POLICY .....</b>		<b>102</b>
14.1	INTRODUCTION .....	102
14.2	WHAT IS FRAUD ?.....	102
14.3	RESPONSIBILITIES.....	102
14.4	ETHIC AND CONDUCT .....	103
14.5	REPORTING OF FRAUD .....	103
<b>UPDATES.....</b>		<b>103</b>

## **FOREWORD**

### **INTRODUCTION**

Welcome to The Scottish Hockey Union Limited (Scottish Hockey) Ethics Manual. This manual brings together all Ethical Codes, Policies and Procedures relevant to Scottish Hockey. This is important in maintaining our vision “ to provide the opportunity for more Scots to enjoy hockey in any of its forms to the highest level they desire throughout their lifetime”.

We believe that by committing to a core set of ethic standards within which we deliver our sport we will ensure that the positive environment provided will prove to be attractive to both current and potential participants.

### **RESPONSIBLE OFFICERS**

The following are the officers and officials who are responsible for each area of the Scottish Hockey’s Ethics Manual, if you have a question on it please do not hesitate in contacting them:

Ethical Lead Volunteer	Viv Scott
Ethical Lead Staff Member	Ben Glencross
Anti Doping	Viv Scott/Callum McLeod
Child & Vulnerable Adult Protection	Viv Scott/Ben Glencross
Equal Opportunities	Brent Deans, CEO
Conduct	Brent Deans, CEO
Field Discipline	Alistair Dick
Appeals Policy	Honorary President

(in the absence of an Honorary President the authority will default to the President)

### **ACKNOWLEDGEMENTS**

This is the Ninth version of our Ethics Manual. It has undergone a revision from the previous edition. Thanks go to Ben Glencross, Callum McLeod, Kay Macpherson, Martin Boag, Ruth Crawford, Colleen Reid, David Crighton and Brent Deans.

### **COPYRIGHT**

No part of this Manual should be reproduced or copied without permission from The Scottish Hockey Union Limited. Please contact Brent Deans, Chief Executive Officer for more details.

Lee Cousins  
President  
August 2010

Ver10 agreed by the Board August 2010

## Statement of Ethics

The Scottish Hockey Union Limited (Scottish Hockey) is committed to organising the sport of hockey within a strict ethical framework. The values that the Scottish Hockey holds can be stated as:

- 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; and
- 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.

To ensure these values are upheld the Scottish Hockey organises its activities with regards to a number of codes and policies as found in the Scottish Hockey Ethics Manual.

Statement.

The Board delegates, within agreed terms, authority to the Executive (President & CEO) to ensure the delivery and management of the Business Plan.

The President has overall responsibility for the Union; in the absence of the President not contactable for a period of 5 working days the responsibility will default to the CEO.

In the event of both members of the Executive being not contactable the responsibility will revert to the Board of Directors.

# 1 POLICY AND PROCEDURE FOR DEALING WITH THE CONDUCT OF PARTICIPANTS

## 1.1 INTRODUCTION

The Scottish Hockey is committed to providing a sporting environment in which the ethical principles contained in the *Scottish Hockey Ethics Manual* are respected and promoted. Scottish Hockey believes that these values and ideals shall guide the communications and actions of all participants in the activities of Scottish Hockey.

## 1.2 APPLICATION

As a legal entity Scottish Hockey has the authority to establish policies to govern its own affairs and to prescribe, monitor and enforce the conduct of participants. In this context participant refers to any member/player/coach/umpire/volunteer/helper functioning within an activity governed by Scottish Hockey pursuant to such policies.

The participant shall conduct themselves in a manner consistent with the principles, codes of conduct and ethical standards set out in the Scottish Hockey Ethics Manual. Participants who fail to meet this standard shall be subject to the disciplinary sanctions identified in this policy.

Participants who are sanctioned under this policy may be subject to the disciplinary rules and processes of other associations, clubs and Governing Bodies in which they are involved. In serious cases, participants may also be subject to criminal or civil prosecution.

Matters of Field Discipline are considered under the Policies and Procedures of the Scottish Hockey Field Discipline Committee.

## 1.3 CONDUCT PANEL

Scottish Hockey shall identify a conduct panel to manage the policy and procedure for dealing with the conduct of participants.

## 1.4 MEMBERSHIP

The **Conduct Panel** shall consist of:

3 members, one of which shall be from the Legal Task Force, who will be chair. The other 2 being from District Executive with no connection to the complainant as invited by the President

- Legal Task Force; see Operational Framework Manual

## 1.5 PANEL MEETINGS

The Conduct Panel shall be called into existence when there is the need for action as identified through this policy.

## **1.6 CONFLICT OF INTEREST**

The President or their delegate shall not invite any member to a Panel hearing if he/she has been involved in any way with the case in question, or if he/she is a member of the club(s) of the player involved.

## **1.7 REMIT**

The Conduct Panel shall be responsible for all disciplinary matters in relation to the activity of participants as previously identified, excluding that covered by the Code of field Discipline, or any matter referred to it by the Board of Directors of Scottish Hockey. The authority of the Conduct Panel shall extend to all those in membership of affiliated clubs.

## **1.8 COMPLAINT**

A complaint about a participant of Scottish Hockey may be made by any member of the general public including but not limited to a performer, a representative of a club or sport organisation, a coach, a parent or any participant or representative of Scottish Hockey. This section does not cover field discipline as this is covered under section 2

Complaints shall be directed to the CEO in the first instance, at the Office of Scottish Hockey.

A complaint concerning the conduct of an Scottish Hockey participant shall:

- a) Be made in writing; (email accepted form)
- b) Identify the Scottish Hockey participant against whom the complaint is made;
- c) Set out details of the complaint;
- d) Identify the name and address of the complainer; and
- e) Be signed by the complainer.

## **1.9 SCREENING**

As soon as is practicably possible, the CEO shall, upon receiving a complaint:

- a) Ensure that the complaint is made in the proper form, as described in Section 1.8; and
- b) Determine whether the complaint comes within the scope of this policy.

If, in the sole discretion of the CEO the complaint does not fall within the scope of this policy, the CEO shall inform the complainer in writing (email accepted form), after which time the matter shall be considered closed.

## 1.10 INVESTIGATION

A complaint made in the proper form and that falls within the scope of this policy shall lead to the CEO appointing a Complaint Officer. That being an officer having the appropriate association to the complaint. (if none then the President)

The Complaint Officer, will undertake the formal process of dealing with the complaint.

Within 3 business days of receiving the complaint, the Complaint Officer shall provide a copy of the complaint, to the participant against whom the complaint has been made.

The participant shall have 5 ~~10~~ business days from the date of receiving the complaint to respond in writing to the Complaint Officer. In extraordinary circumstances, the Complaint Officer may extend this timeline, upon the request of the participant.

Taking into consideration the nature of the complaint and the reply of the participant, the Complaint Officer/shall determine:

- a) That the complaint is without merit, in which case the Complaint Officer/shall inform both the complainer and the participant against whom the complaint is made, of this decision in writing after which time the matter shall be considered closed;
- b) That disciplinary action against the participant is warranted, in which case the Complaint Officer/ shall initiate a formal hearing; or
- b) That further investigation is required.
- c) For child protection refer to sections 7&8.

## 1.11 FURTHER INVESTIGATION

If the Complaint Officer in consultation with the Conduct Panel Chair, determines that further investigation is required, the Conduct Panel shall interview each of the parties and any witnesses who, in the opinion of the Conduct panel, may have relevant information concerning the complaint.

At the conclusion of the investigation the Conduct panel shall determine:

- a) That the complaint is without merit, in which case the Complaint Officer shall inform both the complainer and the participant against whom the complaint is made, of this decision in writing, after which time the matter shall be considered closed; or
- b) That the matter should go to a formal hearing.

The Conduct panel may determine that the alleged offence is of such seriousness as to warrant suspension of the participant from Scottish Hockey pending the hearing and decision of the Conduct Panel. The CEO has the authority to authorise such a suspension.

The Conduct panel should prepare a written report outlining the details of the investigation and the action taken in accordance with Section 1.13. A copy of this report shall be provided within 5 ~~40~~ business days of the end of the investigation.

## **1.12 HEARING**

If the Conduct panel determines that the matter should go to a formal hearing, the participant against whom the complaint is made shall be informed within 5 ~~40~~ business days of the end of the investigation and shall be provided with a copy of the panel's report.

The Conduct Panel shall hold the hearing as soon as possible, but not more than 15 business days after the participant is first notified of the hearing by the Complaint Officer

The Conduct Panel shall govern the hearing as it sees fit, provided that:

- a) The participant subject to the complaint shall be given 7 business days written notice of the day, time and place of the hearing;
- b) The hearing may be conducted in person or by telephone or video conference;
- c) The participant and the complainer may participate in the hearing;
- d) The hearing may proceed in the absence of either the participant or the complainer;
- e) The participant subject to the complaint shall receive a copy of all materials which are to be considered by the Conduct Panel;
- f) Quorum shall be all three Panel participants;
- g) Decisions shall be by majority vote, where the Chair carries a vote;
- h) The participant subject to the complaint may be accompanied by a representative, any costs of which shall be borne by the participant;
- i) The participant subject to the complaint shall have the right to present evidence and argument;
- j) The hearing shall be held in private; and
- k) The Conduct Panel may request that witnesses to the incident be present or submit written evidence.

The Conduct Panel shall render its decision with written reasons within 5 business days of the conclusion of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing, all Panel members, Complaint Officer and the CEO.

Once appointed, the Conduct Panel has the authority to abridge or extend timelines associated with all aspects of the hearing.

Where the participant acknowledges the facts of the complaint he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

### **1.13 SANCTIONS**

The following disciplinary sanctions, singly or in combination, may be applied by the Conduct Panel:

- a) A written reprimand to be placed in participants file;
- b) A verbal and /or written apology;
- c) Further education, training or counselling;
- d) Publication of the details of the sanction;
- e) Suspension from the activities of Scottish Hockey for a specified period of time;
- f) Termination of membership of Scottish Hockey;
- g) Monetary fine;
- h) Payment of part of all costs of the hearing, investigation or both; and / or
- i) Any other sanction(s) deemed appropriate in the circumstances.
- j) Scottish Hockey will refer to Scottish Ministers the cases of any member of staff (including volunteer staff) who has harmed or placed a child at risk of harm as per 8.5.11.

No publication of a decision or sanction shall take place until the time for appeal has expired or an appeal has been decided.

In applying these sanctions, the Conduct Panel may have regard to the following aggravating or mitigating circumstances:

- a) The nature and severity of the offence;
- b) Whether the incident is a first offence or has occurred repeatedly;
- c) The participants acknowledgement of responsibility;
- d) The participants extent of remorse;
- e) The participants extent of co-operation with the procedures set out in this policy;

- f) The age, maturity or experience of the participant;
- g) The participants prospects for rehabilitation; and / or
- f) The extent to which others were harmed by the participant's actions.

Unless the Conduct Panel decides otherwise, any disciplinary sanctions applied shall not take effect until the time period for appeal has expired or an appeal has been decided.

#### **1.14 AUTOMATIC SANCTION**

Notwithstanding the procedures set out in this policy, any participant who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault, while imprisoned may not participate in the activities of Scottish Hockey and may face further disciplinary action by Scottish Hockey in accordance with this policy. If no custodial sentence is delivered the participant may nonetheless face further disciplinary action by Scottish Hockey. Any participant whose name is placed upon the Disqualified from Working with Children List, Sex Offenders Register or other such lists will automatically be suspended from the activities of Scottish Hockey for so long as that registration remains.

#### **1.15 DELEGATION**

The Board may identify another Complaint Officer if the CEO/ President are absent or there is deemed a conflict of interest.

#### **1.16 APPEALS PROCEDURE**

Except where otherwise provided, an appeal of any conduct matter shall be conducted according to the Appeals Policy of Scottish Hockey.

## **2 CODE OF FIELD DISCIPLINE**

### **2.1 THE COMMITTEE**

The Field **Discipline Committee** shall consist of:

- a) a Chairman elected at the open forum of the Annual General Meeting (or failing any nomination appointed by Scottish Hockey Board);
- b) a Secretary (appointed ratified by Scottish Hockey Management);
- c) District Representatives from nominations made by the District Associations

(2 nominations per Joint District Association and 1 nomination per Men's or Women's District, with no nominee being a current Director of Scottish Hockey.)

The Field Discipline Committee shall hold a meeting prior to the start of each season and shall elect a Vice-Chairman from their number.

The Scottish Hockey National Administrator will carry out the administration of the Field Discipline Committee.

The Field Discipline Committee will report to Management through the Competitions Committee.

### **2.2 QUORUM**

At any meeting of the Field Discipline Committee, a quorum shall be half the membership plus one.

- 1.2.1 The Chairman, Secretary and 3 District representatives shall be called to a meeting of a Field Discipline Panel to consider an incident;
- 1.2.2 The quorum for a Field Discipline Panel shall be 3. Each member shall have one vote with the Chairman having a casting vote when required.

### **2.3 CONFLICT OF INTEREST**

The Discipline Convenor shall not invite any member of the Field Discipline Committee to a Panel hearing if he/she has been involved in any way with the case in question, or if he/she is a member of the club(s) of the player involved. Should the Chairman or Vice-Chairman be unable to take the Chair if he or his club has a personal interest or involvement, then the Field Discipline Panel shall elect one of their numbers to take the chair for that part of the meeting. Further, any member of the panel who is seen to have a conflict of interest in a case shall not take part in any proceedings related to that case.

## 2.4 REMIT

The Scottish Hockey Board will finally determine any question regarding the remit of the Field Discipline Committee or their procedures that is not covered by this Code.

The Field Discipline Committee shall be responsible for all disciplinary matters in relation to matches within the jurisdiction of the Committee or any matter referred to it by the Board of Directors of Scottish Hockey.

The authority of the Field Discipline Committee shall extend to all those in membership of affiliated clubs. Its responsibilities shall include the proceedings on the field of play and indiscipline before or after any match as reported by the umpires or by any Tournament Director appointed by Scottish Hockey. (The issuing of cards should be restricted to the game and half time and penalty stroke competitions. Matters out with this should be reported as a match incident)

The Field Discipline Committee will apply equity and fairness to all proceedings.

Matters out-with Field Discipline should be referred by letter to the CEO, who will pass to the most appropriate officer.

## 2.5 METHOD OF OPERATION

The Umpires officiating in any Scottish Hockey fixture shall report in writing on a match report form all temporary suspensions (yellow card) and sending's off (red card) and shall also give a written report of any other matters of discipline. The match report form shall be sent to the Office as soon as possible but not later than **5 business days** after the date of the match. The National Administrator shall send a list of all temporary suspensions and sending's off each week to the Secretary and Chairman of the Field Discipline Committee who shall maintain a record of all such reports and all matters reported to him/her.

Tournament Directors officiating at outdoor tournaments, National Outdoor League, Scottish Cups, National Indoor League and Indoor Cup stages who, on their own accord, have suspended a player from any match or asked any official to leave the pitch shall send a written report to the National Administrator at the Scottish Hockey Office as soon as possible but not later than **5 business days** after the date of the match.

2.5.1 Matches (outdoor and indoor) which are within the exclusive jurisdiction of the Field Discipline Committee:

- Trials and other fixtures arranged by Scottish Hockey;
- National Indoor Leagues & Cups;
- National, Regional and Reserve League;
- Scottish Cup and Plate;
- National League Cup and Plate;

- District and Reserve Cups and Plates;
- Matches played by any team representing and organised by Scottish Hockey;
- Inter-District competitions
- Any Youth Competition organised at a national level as identified in the Youth Competition Byelaws
- Any other event designated for the purposes of this rule by the Board of Directors of Scottish Hockey; or
- Any other matter reported to the committee to deal with.

A record of the proceedings of every Field Discipline Committee & Panel shall be taken by the Meeting Secretary and sent to the Scottish Hockey Office.

2.5.2 Matches (outdoor and indoor) which are not within the jurisdiction of the Field Discipline Committee:

- University matches;
- Summer hockey;
- Friendly matches or events which are not organised by Scottish Hockey;
- Matches under the jurisdiction of District Field Discipline Committees

## 2.6 CATEGORIES

### 2.6.1 Yellow Card

A temporary suspension from matches is applicable where a player receives a yellow card.  
 Explanatory Note: A second yellow card leading to the issue of a red card in the same match will not be separately recorded and count towards any accumulated yellow card period of suspension.

### 2.6.2 Penalties

On accumulation of four yellow cards, in either outdoor or indoor competitions, within a period of twelve calendar months, a player will be automatically suspended for two nominated matches, within that competition. The Discipline Convenor by way of the National Administrator will nominate the matches.

There shall be no appeal against any automatic suspension or nomination of matches.

### 2.6.3 Red Card

Sending off (Red Card) is to be divided into 2 categories:

- Class 1 - for violent conduct involving a player, umpire, official, volunteer or spectator.

Explanatory Note: Offences under this class would but isn't limited to include punching, kicking, head butting, spitting or throwing or directing an item of equipment or other object at a player, umpire, official or spectator.

- Class 2 - for repeated or foul mouthed verbal abuse, persistent fouling or a single serious foul.

Explanatory Note: Offences under this class would include but isn't limited to deliberate tripping, shoving, threatening behaviour and generally the type of offence which is more serious than that meriting a yellow card but falls short of a violent physical assault.

Whenever a red card is awarded the umpire at the end of the match shall inform the manager or captain of the offender's team or their substitute whether the red card is a class 1 or class 2, and in the case of a class 1, shall indicate the nature of the offence.

As defined in the FIH rules the player must leave the 'playing facilities and the surrounds' this includes spectator areas and second pitches. The player must not return to the playing facility or surrounds in any capacity until the game has been completed and the teams and umpires have left the area.

There shall be no appeal against the merits of any yellow or red card.

## 2.7 PENALTIES

Any player in receipt of a Red Card class 1 will be suspended automatically from all hockey (under Scottish Hockey's jurisdiction, see 2.5.1) until the Field Discipline Panel has met and reached a verdict. In the case of the award of a Red Card class 1 where a period of time is specified in the penalty suspension, this period will apply to all hockey at any level (under Scottish Hockey's jurisdiction, see 2.5.1).

Any player in receipt of a Red Card class 2 will receive an automatic suspension for 2 matches (National League or Cup, indoor or outdoor) as nominated by the Discipline Convenor by way of the National Administrator. There shall be no appeal against any such automatic penalty or the nomination of matches.

Suspensions for the accumulation of Yellow cards or Red class 2 will result in suspension from the same competition as the ban was gained, for the purposes of this clause the outdoor leagues and cups are counted as one 'competition' and the indoor leagues and cups are counted as one 'competition'

### 2.7.1 For All Above Classes Of Card:

The Discipline Convenor by way of the National Administrator shall intimate the penalty to both the club and player concerned in writing (email accepted form) stating the period of

Ethics Manual

Page 19 of 104

21/08/2010



suspension or nominated matches. The relevant District Secretary and Competitions Vice-Convenor and or the Performance Manager will be informed.

In the case of a penalty of suspension for specific National League or Cup matches either outdoor or indoor, the suspension will apply to all hockey (see 2.5.1) on the specified dates; if the match is postponed, the suspension will apply to the rescheduled date.

#### 2.7.2 Second Or Subsequent Automatic Suspension Offence:

If a player receives a card that would normally result in an automatic suspension, and that this suspension is not their first suspension in a period of twelve calendar months then a Field Discipline Panel shall consider the player's record. If in their opinion no further action is necessary the player will receive their automatic suspension. If in their opinion, further action is necessary, a Field Discipline Panel meeting shall be convened following the same procedures as in the case of a Red Card Class 1. No player subject to a meeting due to a second or subsequent automatic suspension offence can be suspended for less than the automatic ban period.

## 2.8 PROCEEDINGS OF THE PANEL

On receipt of the match report form containing the Umpire's written report on the incident(s) leading to the award of a Red Card Class 1 the Discipline Convenor by way of the National Administrator shall convene a meeting of the Field Disciplinary Panel or if appropriate a Virtual Meeting of the Field Discipline Panel (see below).

In the event of a failure to produce a match report form when an umpires report of a Red class 1 has been received the matter will be dealt with following the same procedures as for a Match Incident.

The National Administrator will inform the club concerned of the decision to convene the meeting, which the player and a Scottish Hockey registered representative of his club will be invited to attend so that his/her version of the offence is made known to the meeting. A copy of such notification shall also be sent to the player, using the last known postal or email address, as held by Scottish Hockey, of the player. Notification to both club and player shall also include a copy of the official Match Report Form. Any additional reports will be copied and distributed to the player and his representative at the meeting. (Additional reports may be invited from the umpire, the disengaged umpire, and the tournament director if applicable).

The Field Discipline Panel may also invite to the meeting:

- 1) The Umpire who suspended the player in question.
- 2) The technical delegate if applicable.
- 3) Other witnesses may be invited to attend so long as they were listed on the MRF and that the Chairman feels they will be adding new information to

the proceedings and that the Chairman feels they can provide relevant evidence or information.

Where a club is subject to discipline proceedings, 2 Scottish Hockey registered members of that club may attend.

NOTE - Should the player be under eighteen years of age then the parent or guardian will be invited to accompany the player in addition to the club's representative.

Video evidence is permissible at the discretion of the Chairman and on the condition that those wishing to use it provide the necessary equipment

A meeting of the Field Discipline Panel shall be convened to consider all cases within 15 business days of the date of the issue of a Red Card class 1. No decision or proceedings of the Field Discipline Panel shall be invalidated by virtue of an accidental failure to comply with the foregoing time limit provided that no injustice arises. In considering the period of suspension, the Field Discipline Panel shall have due regard to the number of matches from which the player has been suspended prior to the meeting of the Field Discipline Panel.

The Field Discipline Panel may adjourn to obtain such further information it considers necessary in order to reach a fair decision.

#### 2.8.1 Proceedings For Youth Competitions

For any Field Discipline Panel required involving youth competitions, the youth convenor will be invited to participate in place of one of the ordinary members. In these cases the age, experience and level of competition involved will be taken in to consideration in deciding the case at hand.

#### 2.8.2 Virtual Meeting / Conference Meeting

Where the player or their representative have stated their wish not to attend the meeting, the facts of the case are not in dispute and the Chairman does not feel a meeting is required then a Virtual Meeting may be held.

Should any of the above criteria not be met then a meeting will be held under the normal procedures.

#### 2.8.3 Procedure For A Virtual Meeting / Conference Meeting

All members of the Field Discipline Panel will be sent the paperwork relating to the case along with a note from the Chairman indicating the kind of sentence handed out in similar cases and the players record (if any). A minuted Conference Call will then take place and a decision taken. A minute of this discussion and the decision will be kept on file. The player will be informed of the decision as per the normal discipline procedures. The quorum for a virtual meeting is the same as a normal meeting of the Field Discipline Panel.

The time-scale for a Virtual Meeting will mirror that of a normal meeting.

Ethics Manual

Page 21 of 104

21/08/2010



#### 2.8.4 Match Incidents

On receipt of an umpire's/ tournament director's/ or official's (appointed to the game by Scottish Hockey) written report of a before, during or after match incident, the Field Discipline Convenor and Secretary will consider the report. If in their opinion, further action is necessary, a Field Discipline Panel meeting shall be convened following the same procedures as in the case of a Red Card Class 1.

Notice of the decision of the disciplinary meeting will be conveyed in writing **to both the club and player concerned** from the National Administrator within 7 business days of the meeting.

In the event of a breach of suspension, the Field Discipline Panel will deal with the player. In addition, the relevant Competitions Vice-Convenor shall be notified and may impose such penalty on the club as is deemed appropriate.

### 2.9 APPEALS

Appeals will be dealt with in the manner laid down in the Scottish Hockey Appeals Policy, a copy of which can be found in Section 3 of the Scottish Hockey Ethics Manual.

### 2.10 DISTRICT ASSOCIATION

District Associations shall establish Field Discipline Committees to deal with matches within their jurisdiction whose procedure shall be similar to that of the Scottish Hockey Field Discipline Committee. An appeal against a District Field Discipline decision shall lie to the Scottish Hockey Appeals Panel. All District Field Discipline decisions shall be reported to the National Administrator at the Scottish Hockey Office.

### 2.11 COMPOSITION OF THE FIELD DISCIPLINE COMMITTEE

The District Field Discipline Committee will follow the same selection process as Scottish Hockey.

## **3 THE APPEALS POLICY**

### **3.1 SCOPE OF THE APPEAL**

Any participant (as defined in the Policy and Procedure for Dealing with the Conduct of Participants) of Scottish Hockey who is subject to a decision pursuant to the Scottish Hockey Conduct Policy, Field Discipline Code or any Scottish Hockey Authorised Committee, role, byelaw or Code shall have the right to appeal that decision.

The participant who wishes to appeal a decision (Appellant) shall have 10 business days from the date on which he/she received notice of the decision, to submit written notice of his/her intention to appeal, along with detailed reasons for the appeal, to the Appeals Officer. A Fee of £75 must accompany the written appeal. This fee is retained subject to any appeal outcome. If the appeal fails to meet the grounds for appeal the fee will be retained.

Any Participant wishing to initiate an appeal beyond the 10 business day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow or not allow an appeal outside the 10 business day period shall be at the sole discretion of the Appeals Officer responsible.

### **3.2 APPEALS OFFICER**

The Scottish Hockey Board will appoint an Appeals Officer at their first meeting of the season. This shall be the Honorary President.

The Scottish Hockey Board will maintain a list of appropriate people to form an appeals panel when required. (see Operational Framework Manual)

The Appeals Officer should appoint a panel of 3 from the list of appropriate people, 1 of which must have legal expertise, who should chair the appeal.

### **3.3 PANEL**

The Panel shall consist of 3 persons appointed by Scottish Hockey from the Appeals Panel List, 1 of whom shall be a lawyer or have legal expertise. The Appeals Officer may attend the Appeals Panel hearing. (Legal Task Force & District Executives, see Operational Framework Manual)

The participants of the Panel shall have no significant relationship with the appellant, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict.

### **3.4 GROUNDS FOR APPEAL**

An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the Scottish Hockey or its representatives:

- a) Making a decision for which they did not have authority or jurisdiction as set out in Scottish Hockey's governing documents;

- b) Making an error in procedure;
- c) Making a decision in the absence of material evidence which was not available at the time of the original decision;
- d) Making an unreasonable decision.
- e) Making a decision which carries unreasonable punishment

### **3.5 SCREENING OF APPEAL**

Within 3 business days of receiving the notice of appeal, the Appeals Officer responsible shall decide whether or not there are sufficient grounds for an appeal. In the absence of the Appeals Officer, a participant of the Appeals Panel shall perform this function. At the request of the Appellant a decision to refuse an appeal for these reasons will be subject to review by another member of the panel whose decision is final.

If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Appeals Officer responsible and may not be appealed. If the Appeals Officer is satisfied that there are sufficient grounds for an appeal, he/she shall direct that an Appeal Panel (the Panel) be appointed to hear the appeal.

The decision of the Appeals Officer will be final.

### **3.6 APPEAL ON THE RECORD**

An appeal shall consist of a Review of the Record by the Panel supplemented by the Appellants oral argument.

### **3.7 THE RECORD**

The Appeals Officer with assistance where necessary from Scottish Hockey office staff will provide the complete record to the Panel. The record shall include, but not be limited to:

- a) The decision under appeal;
- b) Reasons for the decision;
- c) The original complaint;
- d) All documentary evidence, including the investigation report; and
- e) Transcripts of evidence (excluding transcripts of argument) if taken during the original hearing.

### **3.8 PROCEDURES FOR THE HEARING**

The Panel shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:

- a) The hearing shall be held within 15 business days of the Panels appointment;
- b) The appellant shall be given 5 ~~10~~ business days written notice, of the date, time and place of the appeal hearing;
- c) A quorum shall be all 3 appointed participants of the panel, and decisions shall be by majority vote; and
- d) The Appellant may be accompanied by a representative.

### **3.9 APPEAL DECISION**

Within 5 business days of concluding the appeal, the Panel shall issue its written decision with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker and may decide:

- a) To annul or confirm the decision being appealed;
- b) To refer the matter back to the initial decision-maker for a new decision in accordance with the advice of the Appeals Panel; and/or
- c) To determine if all, part or none of the appeal fee should be returned to the appellant.
- d) To determine whether any additional costs of the appeal shall be allocated, if at all.

A copy of this decision shall be provided to the Appellant and to the Appeals Officer and original Discipline Officer.

The decision of the appeals panel will be final.

### **3.10 TIMELINES**

If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these timelines be shortened. If the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may extend the timelines.

### **3.11 JURISDICTION**

This policy shall be governed and construed in accordance with the laws of the Scotland.

**No action or legal proceeding shall be commenced against the Scottish Hockey in respect of a dispute unless Scottish Hockey has refused or failed to abide by the provisions for appeal of the dispute, as set out in this policy.**

## 4 Equity Policy

### 4.1 EQUITY

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structures of sport to ensure that it becomes equally accessible to all members of society, whatever their gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy.

In relation to hockey this means

- Making sure that everyone who wants to participate in hockey has the opportunity to do so;
- Taking steps to remove barriers to participating in hockey - either overt or less obvious forms;
- Ensuring no discrimination occurs within hockey; and
- Taking positive steps to address inequalities.

### 4.2 STATEMENT OF POLICY

Scottish Hockey is committed to promoting and achieving equity, and to ensuring that unlawful discrimination is eliminated.

Scottish Hockey believes that equity means more than equality, it is not just about equal numbers, but is concerned more with the principles of fairness, justice, inclusion and respect.

Scottish Hockey will take action to ensure that everyone has an equal opportunity to participate if they choose to do so, and that no one is discriminated against (including harassment and victimisation) for reasons including but not limited to gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy.

### 4.3 PURPOSE OF THE POLICY

Scottish Hockey recognises that currently all sections of the population do not participate in hockey, potentially due to discrimination. This could be detrimental to the game and hockey wishes to ensure that everyone who wants to participate is not discriminated against.

This policy has been produced to prevent/tackle any potential/current discrimination, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

This policy applies to all areas of the organisation and the work of the entire organisation, including but not limited to

Ethics Manual

Page 26 of 104

21/08/2010



- The selection, recruitment and training of all those participating or working for or on behalf of Scottish Hockey;
- The format and content of all competitions, syllabi, regulations and assessments;
- The delivery of all programmes and services by Scottish Hockey; and
- The preparation, production and distribution of all materials produced by or on behalf of Scottish Hockey.

Scottish Hockey aims to be an equal opportunity employer. Scottish Hockey has a separate Equal Opportunities Employment Policy that meets the needs of this specific area, but includes the principles set out in this policy.

#### **4.4 RESPONSIBILITY**

The Board of Scottish Hockey is responsible for ensuring that this Equity Policy is followed, with a lead volunteer identified from the board members.

The Chief Executive has the overall responsibility for the implementation of the Equity Policy.

A specific member of staff, designated by the Chief Executive, has the overall responsibility for achieving the equity action plan and this will form part of their work programme.

All employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy and, where appropriate, individual work programmes will be amended to include equity related tasks.

#### **4.5 RESPONSIBILITIES OF EMPLOYEES, VOLUNTEERS AND MEMBERS OF SCOTTISH HOCKEY.**

It is recognised that individuals acting on behalf of Scottish Hockey at all levels have responsibilities morally, legally and in terms of Scottish Hockey's policy for assisting in the promotion of hockey.

In particular, individuals:

- Must co-operate with measures introduced by Scottish Hockey to promote equity and eliminate all forms of unfair discrimination;
- Must not themselves discriminate unfairly against other individuals;
- Must not induce or attempt to induce others to practise either direct or indirect discrimination;

- Are required to draw to the attention of Scottish Hockey Chief Executive any suspected discriminatory acts or practices;
- Must not victimise any individuals who have made complaints or who have provided information about discrimination;
- Must not harass any individuals, as defined in Scottish Hockey Harassment and Bullying Policy;
- Must not abuse or intimidate others on any grounds or otherwise act in a discriminatory manner; and
- Must ensure that, in any dealing with client groups and members of the public, no actions are undertaken that can be held as discriminatory.

Discriminatory acts or omissions committed by employees, volunteers, members and partners of Scottish Hockey, or failure to report such acts, will be viewed seriously and could result in disciplinary action being taken, which may include suspension or termination of registration.

#### **4.6 IMPLEMENTATION AND COMMUNICATION**

Scottish Hockey will produce and maintain an action plan to ensure the intent of this policy is delivered. This will include appropriate communication, integration into all activities and policies of the organisation and training as required to ensure all staff and volunteers in decision making roles are aware of their responsibilities. This action plan will include meeting the requirements to implement the Equity Standard; A framework for Sport.

Equity affects the whole organisation and therefore the Equity action plan will have an impact on all areas of the organisation's work. This action plan will form part of all relevant areas of the overall business delivery plan.

Scottish Hockey recognises that, in some cases, to achieve the principle of equity, unequal effort is required and, if appropriate, will consider positive action to tackle under-representation.

Scottish Hockey will continue to comply with its statutory and legislative obligations to eliminate discrimination and increase equity in hockey and will ensure that it remains aware of new developments in discrimination and equity legislation.

Scottish Hockey will ensure sufficient resource is available to implement the agreed action plan for equity.

Scottish Hockey will ensure the policy is communicated to all staff members and senior volunteers. In addition it will be made available to all members and the public as a whole.

Scottish Hockey will endeavour to promote the participation of all sections of Scottish society in hockey through its promotional material, media releases and other forms of communication.

Scottish Hockey reserves the right to limit competitions to persons of specific groups, including but not limited to age, gender or disability groups, where this is deemed necessary to ensure equitable, safe and equal competition.

#### **4.7 MONITORING AND EVALUATION**

Once approved, the policy will apply for three years before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment. At the time of the review, a mechanism will be put in place to allow staff, volunteers and members to be part of the review process.

The equity action plan, created to ensure the intent of the policy is delivered, will be reviewed by the Chief Executive and the member of staff with the responsibility for its implementation, through regular monitoring and review of action plans as part of our ongoing review cycle.

Scottish Hockey will develop and maintain procedures and systems for collecting relevant information and statistics to monitor the progress of the policy in practice and ensure equity. On an annual basis, this information will be produced by the Chief Executive for the Board, and will be published internally and externally, to show the impact of this policy. All information will be processed in accordance with the Data Protection Act 1998.

#### **4.8 GRIEVANCE AND DISCIPLINARY PROCEDURES**

The principles of equity outlined in this policy sit within the wider ethical framework as delineated in the Scottish Hockey Ethics Manual.

In accordance with the Scottish Hockey Ethics Manual an employee, volunteer or member who believes he/she has suffered inequitable treatment within the scope of this policy may raise the matter through the procedures set out in the Ethics Manual.

#### **4.9 DISCRIMINATION, HARASSMENT AND VICTIMISATION**

Discrimination can be described as the action that people take on the basis of their prejudices, which results in unfair and unjust treatment.

Discrimination can take the following forms:

- Direct Discrimination. This means treating someone less favourably than you would treat others in the same circumstances.
- Indirect Discrimination. This occurs when a requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one

sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the task(s) at hand.

When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the task(s) involved.

Harassment is described as a form of action, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of the previously mentioned conditions.

Scottish Hockey is committed to ensuring that its employees, members and volunteers are able to conduct their activities free from harassment or intimidation.

Victimisation is defined as when someone is treated less favourably than others because he or she has taken action against Scottish Hockey under one of the relevant Acts/regulations (as outlined below) or provided information about discrimination, harassment or inappropriate behaviour.

Scottish Hockey regards discrimination, harassment or victimisation, as described above, as serious misconduct and any employee, member or volunteer who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action as set out in the Scottish Hockey Ethics Manual.

#### **4.10 LEGAL REQUIREMENTS**

Additional to the intent set out within this policy, Scottish Hockey recognises its obligations in relation to a suite of Parliamentary Acts, the most pertinent of which are detailed below.

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Sex Discrimination Act 1986
- Rehabilitation of Offenders Act 1974
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1976 and the Race Relations Amendment Act 2000
- The Disability Discrimination Act 1995
- The Human Rights Act 1998
- The Scotland Act 2000
- The Employment Equality (Religion or Belief) Regulations 2003

- The Employment Equality (Sexual Orientation) Regulations 2003
- The Gender Recognition Act 2004
- The Civil Partnership Act 2004
- Employment Equality (Age) Regulations 2006
- Any later amendments to the above Acts/regulations, or future Acts/regulations that is relevant to Scottish Hockey.

## 5 SELECTION POLICY & PROCEDURES

### 5.1 ETHICAL FRAMEWORK

The basic principle of sport ethics is that behaviour and considerations leading to fair play are not optional but vital elements of all sporting activity, policy and management. They apply at all levels of ability and commitment. The principle of ethics should allow everyone involved, at any level, to enjoy the role they play within sport. It is important to provide a sound ethical framework for sport to combat the pressures in modern-day society, which appear to be undermining the traditional foundations and values of sport. Selection forms part of the ethical portfolio because it is one of the most visible expressions of the way in which a sport conducts its affairs; because of its wide reaching effects on athletes' careers and their confidence in the system; and because of the associated legal implications.

### 5.2 SELECTION FRAMEWORK

Hockey is a team sport. Whilst athletes can do a great deal to develop in an individual environment ultimately the athlete has to be able to realise their potential and perform within a team. To provide athletes with development opportunities and to provide athletes and staff the opportunity to test their performance in competition Scotland operates a team structure that includes; U16, U18, U21 and Seniors. Beyond that for the exceptionally talented athlete is selection into a Great Britain squad and the opportunity to compete in an Olympic Games. Great Britain selection is co-ordinated by Great Britain Hockey Board Ltd.

In order for selection to be coherent and rational selection groups can be identified:

- Great Britain Squads: Athletes selected into GB Senior Squads in order to prepare and compete at senior international hockey events.
- Scottish Institute and Area Institute Programmes: Athletes are selected into programmes for the Scottish Institute and Area Institutes in order to benefit from extra services available to Institute athletes. This selection process is governed by Institute Guidelines copies of which are available on request.
- Scotland Senior Squads: Athletes selected into Scotland Senior Squads in order to prepare and compete at senior international hockey events.
- Junior (U21) Squads: Athletes selected to take part in preparation and international events or training opportunities.
- Commonwealth Games Squads: Athletes selected to take part in the Commonwealth Games of Scotland team.
- Youth Squads: Athletes selected to take part in activities which will enable them to be developed and assessed. Teams involved with Youth Squads will be: Scotland U18 and Scotland U16.

### 5.3 CONSULTATION AND COMMUNICATION

Scottish Hockey's Selection Policies and Procedures will be transparent and accessible. At all times the policy will be widely communicated and obviously adhered to.

The development of this policy included wide consultation to ensure all viewpoints were considered.

Scottish Hockey's Selection Policy and Procedures will be made available to all members. In particular all athletes identified to enter the selection process will be provided with a copy.

All athletes involved in the selection process will be informed of their individual selection outcome by letter or email.

All athletes involved in the selection process will be informed of the final squad composition by letter or email.

All non-selected athletes may request written feedback from the squad coach to clarify the selection decision.

At any time any athlete involved in the selection process may seek further clarification from the squad coach or Performance Manager.

Any changes in the selection policy and/or procedures will be communicated widely and, in particular, to all squad athletes.

### 5.4 CONSISTENCY

Scottish Hockey's Selection Policies and Procedures will be consistent. At all times the provisions of the policy will be applied consistently and rigorously.

Scottish Hockey's Performance Standards will provide the selection criteria for all Squads.

All selection decisions will be formally recorded with explanations of decisions made.

Acknowledgement is made that in a team sport, combinations of athletes, the balance of the squad and the ability of athletes to play more than one position are primary considerations in selection.

### 5.5 ACCOUNTABILITY

Scottish Hockey's Selection Policies and Procedures will be accountable.

Accountability is to the appropriate board ( Scottish Hockey for Scotland and GBHBLtd for GB) through the following management group:

- Great Britain: The Great Britain Performance Management Group is responsible for ensuring the selection of athletes to represent Great Britain

follows the policy and procedures stated. This is achieved through the selection panels identified in section 7 and 8.

- Scotland: The International Committee is responsible for ensuring the selection of athletes to represent Scotland at each age group follows the policy and procedures stated. This is achieved through the selection panels identified in sections 7.3 to 7.7.

It is desirable that the chair of each panel and the selectors have no direct club or District links when they undertake selection duties. In the event that this does not occur during a selection meeting, the affected selector must declare an interest in the athlete under discussion and withdraw prior to the decision being made.

The chair of each panel will have responsibility for ensuring the Scottish Hockey Selection Policies and Procedures are adhered to at every selection opportunity.

The selection dates for all squads will be determined prior to the start of each programme and all athletes undertaking the selection process will receive this information.

All selection decisions will be based upon the Scottish Hockey Performance Standards and will be formally noted with explanations of decisions made.

## **5.6 PRINCIPLES OF SELECTION**

Scottish Hockey's Selection Policies and Procedures will be fair. No athlete will receive less favourable treatment on the grounds of gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy or will be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

This selection policy outlines the guidelines for selection for National, Junior and Youth Squads.

The primary purpose of the selection programme is to provide the best possible squads to perform at major international competition.

For senior squads the ultimate focus is on winning at major competition; the Preparation & Competition Programme will outline priorities at different periods of the programme.

For the Junior and Youth Squads the competition focus is development.

A Squad may consist of between 16 and 30 athletes. A Team will comprise 16 or 18 athletes. A touring party will generally comprise of between 16 and 25 athletes but this may be changed with the approval of the Performance Manager.

In general circumstances a Team and touring party will be selected from a Squad. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for selections.

#### **5.7 TO BE ELIGIBLE FOR SELECTION INTO A SQUAD AN ATHLETE SHALL:**

for Great Britain, be affiliated through a National Association (Scot,Wales,Eng), and shall:

- hold, or be eligible to hold, a British passport
- have not played for an international team except GB, Scotland, England or Wales in an FIH competition during the last 3 years

for Scotland, be affiliated through a Club, or Youth Club, or be a pupil attending an affiliated school, or hold an individual membership of Scottish Hockey and shall:

- hold, or be eligible to hold, a British passport; and
  - i) have been born in Scotland; or
  - ii) have one or both parents who were born in Scotland; or
  - iii) have been resident in Scotland for 3 years prior to selection

Note: A player to whom (iii) applies remains qualified notwithstanding a change in Residence or Club.

- have not played for another international team in an FIH competition during the last 3 years other than GB
- At U16 and U18 level evidence of residence in Scotland will be accepted in lieu of a British passport.

Inclusion in any Scotland squad means the individual athlete will benefit from sportscotland funding of the International Programmes and should the athlete meet other requirements laid down by sportscotland they may be eligible for further support through the Scottish Institute of Sport Network programme. There is however no assurances that an athlete will receive Institute support.

Inclusion in a Great Britain squad means that the individual athlete will benefit from UK Sport / Sport England / sportscotland funding of the Great Britain aspects of the International Performance Programmes and they may also be considered for individual support from their own sports council funding mechanism. There are however no assurances that an athlete will receive funding.

Scottish Hockey Performance Standards form the basis of selection for all squads.

Squad selection takes place at appropriate times as indicated in the Competition & Training Programmes. Athletes selected into a squad will enjoy a range of training opportunities as determined by the squad coach and Performance Manager.

Athletes selected into a squad will be required to meet training targets set in consultation with the squad coach and based upon the Scottish Hockey Performance Standards. Failure to do so may result in the de-selection of the individual from the programme and individual lottery funding.

The ongoing failure of any athlete to meet training targets could result in de-selection from the squad.

Athletes who meet training targets shall remain in the squad and will be reviewed in the squad selection process for the duration of the squad's Competition & Training Programme.

Any athlete may choose to withdraw from any squad voluntarily. Such a withdrawal must be done in writing to the Performance Manager and copied to the squad coach.

A Competition & Training Programme will be produced annually and distributed to all training and competition dates. It will by its very nature be updated on a regular basis.

The selection process is open. This means that new athletes may be invited into the squad at any time if correct procedures are followed. These procedures are outlined in detail in Section 7, The Selection Process.

This selection policy is subject to annual review and update.

## **5.8 THE SELECTION PROCESS**

### **5.8.1 Great Britain**

Great Britain Hockey Board has a separate selection policy of which Scottish Hockey is a signatory.

All Great Britain athletes will be selected subject to this policy.

A copy of this policy is available from GBHB or the Scottish Hockey Performance Manager.

### **5.8.2 Scotland National Senior And Junior Squads**

National Selection Panels (Men / Women) are responsible for the selection of the National Senior and Junior squads for each identified Scottish Hockey competition or training programme. The squads included are (Men/Women): Senior, U21.

Each National Selection Panel is chaired by the Performance Manager or deputy and consists of: HP Coach (Institute), Senior Coach and U21 Coach. At times in the programme others may be invited to join the Panel i.e. Manager, Area Institute or High Performance Coaches, Physiologist, etc.

Selectors will identify the National Senior and Junior Squads based upon observations of athlete performance in the International Programmes or within domestic competition.

Athletes not already involved in the programmes will be placed in a “Viewing Group” for close observation during domestic competition.

All athletes will be expected to attain a minimum fitness level before they can be considered for inclusion in the squads. The sport science protocols of the screening programme will ensure that all athletes are treated equally throughout the testing process.

The squad management team (coach, assistant coach, and manager) will ensure that all athletes who are fit will receive equal opportunities to be observed by the Selectors.

In making final selections for the squads the Squad Coach will have the final say over any disputed athletes provided the decision can be justified to the Performance Manager and meets the Selection Policy and Performance Standards.

All athletes will have an individual selection outcome letter available to them at the conclusion of the selection period. Each athlete may choose to collect this letter or have it sent.

The Performance Manager and the coach of each squad will be available after the selection meeting to discuss the selection results with any athletes who wish to take up this opportunity.

Any discussion with an athlete regarding non-selection will take place with two of the following staff members present, the coach, the manager, the Performance Manager. The discussion will be documented; copies of the notes will be provided to the athlete and a second copy will be held centrally at the Scottish Hockey Office.

Any disputes that arise from this process must be referred in writing to the as per the Scottish Hockey Appeals Process detailed in the Scottish Hockey Ethics Manual.

Athletes may enter the squad programme at any time at the invitation of the management team following a minimum of two observations of athlete performance in domestic competition by a minimum of 2 selectors from the National Selection Panel.

### 5.8.3 Scotland National Senior and Junior Squads For International Competition

The National Senior Squad to play in approved competitions will be identified by the National Selection Panel. This Panel consists of the Performance Manager or deputy (to Chair the Panel), Head Coach and assistant coach.

This Selection Panel is responsible for the selection of the Junior Squads for each identified Scottish Hockey competition or training programme (including Scotland U21 Men/Women). The Panel will be joined by the Head Coach of the squad.

Final selections of competition Squads will take place at an identified training camp or formal meeting. There will be recognition of previous performances in domestic and international training and competition in making final decisions. There will also be

recognition of the importance of team combinations, the strengths and weaknesses of the opposition and the ability of athletes to fill more than one role during matches.

The management team will ensure that all athletes who are fit and available to participate in the selection process will receive equal opportunities to be observed by Selectors.

In making final selections the Squad Head Coach will have the final say over any disputed athletes provided the decision can be justified to the Panel members and meets the Selection Policy and Performance Standards.

Athletes not selected for competition purposes may remain part of the squad and as such will be expected to continue their pursuit of training targets.

In the event of the withdrawal of a selected team member the replacement athlete should be taken from within the existing squad structure. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for replacements. Any replacement must be agreed with the Chair of the Selection Panel and must meet the Selection Policy and Performance Standards.

#### 5.8.4 Scotland Youth Squads

Youth Squad Selection Panels (Men / Women) are responsible for the selection of the Youth squads for each identified competition or training season.

U18 and U16 programmes fall within the meaning of Youth Squads.

Each Youth Squad Selection Panel is chaired by the Performance Manager or deputy and consists of: Coach and Assistant Coach (if one is in position), and an independent selector. At times in the programme others may be invited to join the Panel i.e. Institute Coaches, Managers, Physiologist.

Youth Squads will be identified based upon observations of athlete performance in domestic competition (inc. Inter-District Competition), assessment camps, and, if appropriate, international competitions.

Youth Squads will be announced, where possible, at least one month prior to the commencement of the Youth Squad training programme in that year.

Notification of all Youth Squads will be communicated to all squad members and published on the Scottish Hockey website.

Youth Squad members will receive details of the Selection Policy, Anti-Doping Policy, and the Competition & Training Programme for the year.

Youth Squads may be modified following observation by a minimum of 2 Panel members at assessment camps, training camps, domestic or international competition. Any modification must be agreed by the Panel Chair.

A sport science screening process will take place during the training programme.

The sport science protocols of the screening programme will ensure that all athletes are treated equally throughout this process.

The Youth Squad Management Team will ensure that all athletes who are fit and available to participate in each training camp will as far as possible receive equal pitch time.

All athletes will receive an individual selection outcome letter at the conclusion of each training camp at which selection takes place.

Any disputes that arise from this process must be referred in writing to the Performance Manager. See point 8, Grievance and Appeals Process.

#### 5.8.5 Youth Squads For International Competition

Squads to play in competitions will be identified by the Chair of the Selection Panel, the team coach and assistant coach. This group will comprise the Selection Panel.

Final selections of competition Squads will take place at an identified training camp. There will be recognition of previous performances in domestic and international training and competition in making final decisions. There will also be recognition of the importance of team combinations, the strengths and weaknesses of the opposition and the ability of athletes to fill more than one role during matches.

The Management Team will ensure that all athletes who are fit and available to participate in the selection process will receive equal opportunities to be observed by the Selection Panel.

In making final selections the Squad Coach will have the final say over any disputed athletes.

Athletes not selected for competition purposes will remain part of the squad and as such will be expected to continue their pursuit of training targets.

In the event of the withdrawal of a selected team member the replacement athlete should be taken from within the existing squad structure. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for replacements.

#### 5.8.6 Commonwealth Games

There is a separate policy for this squad which meets Commonwealth Games of Scotland selection criteria. See appendix 1

### 5.9 GRIEVANCE AND APPEALS PROCESS

There are only two grounds for appeal within the Selection process. These are:

- Selection was not made according to the Selection Policy.

- There was unreasonable bias or conflict of interest in one or more of the Selection panel.

Any appeal against a selection decision must in the first instance be referred in writing to:

- Great Britain: the Chair of Great Britain Hockey Board Ltd.
- Scotland: as per the guidelines laid down in the Scottish Hockey Appeals Policy within Section 3 of the Scottish Hockey Ethics Manual.

## **6 ANTI DOPING POLICY AND PROCEDURES**

### **6.1 INTRODUCTION**

Scottish Hockey is the governing body for the sport of hockey in Scotland, under the jurisdiction of the International Hockey Federation (FIH).

Scottish Hockey condemn the misuse of drugs in sport, further Scottish Hockey believes doping contravenes the ethics of both sport and medical science.

The FIH is a signatory to the World Anti-Doping Code produced by the World Anti-Doping Agency (WADA). Scottish Hockey, in keeping with the requirements of the FIH and its national responsibility has adopted the UK Anti-Doping Rules; which comply fully with the World Anti-Doping Code. Any player under the jurisdiction of Scottish Hockey is bound by the UK Anti-Doping Rules.

The UK Anti-Doping Rules, the list of prohibited substances (the 'Prohibited List' produced and revised by WADA) and further details about the testing procedures and medications can be found on the following websites FIH Web-site [www.fihockey.org](http://www.fihockey.org), [www.awda-ama.org](http://www.awda-ama.org), [www.ukad.org.uk](http://www.ukad.org.uk) and [www.100percentme.co.uk](http://www.100percentme.co.uk), [www.globaldro.com](http://www.globaldro.com).

Scottish Hockey is committed to the education of its participants in matters relating to Anti-Doping and to a testing programme approved by the National Anti-Doping Organisation in the UK in order to prevent doping in Hockey.

All registered players fall under the jurisdiction of Scottish Hockey for all matters related to doping in sport. All player support personnel will be subjected to the same rules and whilst not subject to testing, can commit an anti-doping rule violation if found for example, to be tampering with doping control, possessing a prohibited substance, trafficking a prohibited substance or method, administering a prohibited substance or method to a player or aiding and abetting a player in committing or evading an anti-doping rule violation.

Any player under the jurisdiction of Scottish Hockey, when approached to take a test by an authorised official is obliged to do so.

Each player and official selected to participate in Scottish Hockey activities will receive a copy of this Anti-Doping Rules They will be required to sign a written acknowledgement stating that they have received, read, understood and agree to be bound by the Scottish Hockey Anti-Doping Policy

### **6.2 TESTING DURING SCOTTISH HOCKEY COMPETITION, TRAINING, SQUAD TESTING & OUT OF COMPETITION**

Testing may take place at any competition, training, and squad training or out of competition. Testing will be in accordance with WADA's International Standard for Testing. Testing will be conducted at no advance notice.

### **6.3 SANCTIONS:**

The player will remain ineligible for selection for Scotland for the duration of any ban imposed by Scottish Hockey, Great Britain Hockey Board (GBHB) or FIH, whichever is the longer or greater.

#### **6.3.1 Doping Offences Under Other Governing Body Rules:**

Scottish Hockey will recognise and implement any disciplinary action imposed by the FIH, European Hockey Federation, Great Britain Hockey Board or other Home Nation disciplinary committees relating to doping offences. Scottish Hockey will recognise sanctions imposed by other sports recognised by the National Anti-Doping Organisation in the UK.

### **6.4 REVIEW OF THE POLICY**

This policy is regularly reviewed by the Technical Committee of Scottish Hockey with all changes being approved by the Board of Directors.

## 7 CHILD PROTECTION POLICY AND PROCEDURES

### 7.1 CHILD PROTECTION POLICY

Scottish Hockey is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Scottish Hockey's commitment to protecting children.

For the purposes of this policy and these procedures the term participant includes anyone who is involved with the activities of Scottish Hockey whether as a member, player, coach, umpire, official or in any other voluntary capacity.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Scottish Hockey will:

- Promote the health and welfare of children by providing opportunities for them to take part in **Hockey** safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.

- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

#### 7.1.1 Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Scottish Hockey**..
- Following any issues or concerns raised about the protection of children within **Scottish Hockey**..

In all other circumstances, at least every three years.

## 7.2 WHAT ARE WE PROTECTING CHILDREN AGAINST?

The following examples are ways in which children may be abused or harmed, either within or out with sport.

### 7.2.1 Child Abuse

In Scotland child abuse is defined as follows:

‘Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).’<sup>1</sup>

---

<sup>1</sup> Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely;

- |                        |                      |  |
|------------------------|----------------------|--|
| (i) Emotional Abuse    | (ii) Physical Injury | (v) Non-organic Failure to Thrive <sup>2</sup> |
| (iii) Physical Neglect | (iv) Sexual Abuse    |  |

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well.

### 7.2.2 Identifying Child Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

For further details of types of abuse, examples of abuse and indicators of abuse please see the section “WHAT ARE WE PROTECTING CHILDREN AGAINST?” in the appendices.

## 7.3 THE ROLE OF SCOTTISH HOCKEY IN PROTECTING CHILDREN

### 7.3.1 Why Protecting Children Is Important

There are many reasons why Scottish Hockey needs to address, plan and implement the protection of children and young people. It:

- Will help to ensure Scottish Hockey and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value Scottish Hockey places on children and their participation in Hockey.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and you will put safeguards in place to minimise risk to all.

---

<sup>2</sup> Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

- Sets the standards and expectations for everyone working in Hockey and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of Hockey.
- Reduces the risk of successful legal action against Scottish Hockey by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

#### **7.4 ROLES AND RESPONSIBILITIES IN CHILD PROTECTION**

Scottish Hockey will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in **Hockey**.
- Actively work jointly with parents and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

The Child Protection Officer for Scottish Hockey will:

- Be supported by Scottish Hockey and be appropriately trained.
- Implement and promote Scottish Hockey Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Technical Committee and then to the Management committee and Board of Directors.
- Act as the main contact within Scottish Hockey for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.

- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review the Scottish Hockey Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance
- Each District and Club within The Scottish Hockey will be encouraged to adopt appropriate Child Protection Policies and Procedures and appoint a Child Protection Officer. Where Clubs do not have their own Child Protection Officer they will be required to promote the details of the Scottish Hockey's Policy and Procedures to ensure that all participants in The Scottish Hockey activities have access to information and support. Template documents can be found on The Scottish Hockey website at [www.scottish-hockey.org.uk](http://www.scottish-hockey.org.uk)

Within member Districts and Clubs of Scottish Hockey the Club Child Protection Officer will:

- Be supported by Scottish Hockey and be appropriately trained.
- Implement and promote appropriate District or Club Child Protection Policy and Procedures.
- Regularly report to the appropriate District or Club Committee.
- Act as the main contact within the District or Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with Scottish Hockey Child Protection Officer.

- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to Scottish Hockey Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

## 7.5 PROCEDURES FOR IMPLEMENTING THE POLICY

### 7.5.1 Recruitment And Selection Of Staff And Volunteers To Child Care Positions

**Scottish Hockey** will take all reasonable steps must be taken to ensure unsuitable people are prevented from working, or volunteering, with children. Further, we have a legal duty to ensure that individuals who are fully listed on the *Disqualified from Working with Children List* (DWCL) are not engaged (either paid or unpaid) in child care positions within **Scottish Hockey**.

This recruitment and selection procedure has two functions. It:

- 1) Provides **Scottish Hockey** with an opportunity to assess the suitability of the individual to work/volunteer with children.
- 2) Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure should be completed for all positions deemed to be child care positions in the organisation (in terms of Schedule 2 of the Protection of Children (Scotland) Act 2003).

### 7.5.2 Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of **Scottish Hockey** and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.

- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of **Scottish Hockey** open and positive stance on ethical matters including child protection.
- A statement that the position applied for is a child care position (exempted post) and requires a Disclosure Certificate check which will be requested before the appointment is confirmed and after the applicant has been offered the position.

### 7.5.3 Pre-Application Information

Pre-application information for childcare positions will be sent to applicants and will include:

- A description of the position including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children required).
- Application and self-declaration forms and guidance notes.
- Information on **Scottish Hockey** and related topics.

Evidence of qualifications will always be verified.

### 7.5.4 Application And Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

### 7.5.5 References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

### 7.5.6 Interview

Interviews will be carried out for all childcare positions. Where appropriate e.g. the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

### 7.5.7 Offer Of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of **Scottish Hockey**, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to **Scottish Hockey**. A volunteer agreement will be completed for voluntary positions.

#### 7.5.8 Disclosure Scotland Certificates

**Scottish Hockey** is registered with **Central Registered Body in Scotland**. Prior to appointment an Enhanced Disclosure check and/or equivalent international check (if applicable) will be completed for all individuals appointed to child care positions. This will require the applicant to complete and submit a Disclosure application form, which will be returned to **Scottish Hockey**.

**Scottish Hockey** will assess the suitability of each individual for the role applied for in part on the basis on their Self Declaration Form and Disclosure Scotland check. If a decision has to be made, a panel made up of three of the following people, **Scottish Hockey** Child Protection Officer, Performance Manager, Chief Executive Officer or Development Manager. If further information is required it will be obtained prior to any decision being made. Any decision by this panel will be subject to normal **Scottish Hockey** appeals procedure.

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Lead Signatory for **Scottish Hockey** and satisfactory references have been received and checked.

#### 7.5.9 Overseas Applicants

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure check.

Applicants from overseas will also be requested to provide a recent police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

#### 7.5.10 Induction

The induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.

- Clarification of the expectations, roles and responsibilities of the position.

#### 7.5.11 Training

Newly appointed staff/volunteers will complete the following training over an agreed period:

- Protecting children.
- Working effectively with children (including presentation skills, developing child friendly resources and activities).
- Any other identified training needs.

#### 7.5.12 Probation

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

#### 7.5.13 Monitoring And Performance Appraisal

All staff in childcare positions will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

All volunteers in childcare positions will be supervised.

#### 7.5.14 Retention Of Staff And Volunteers

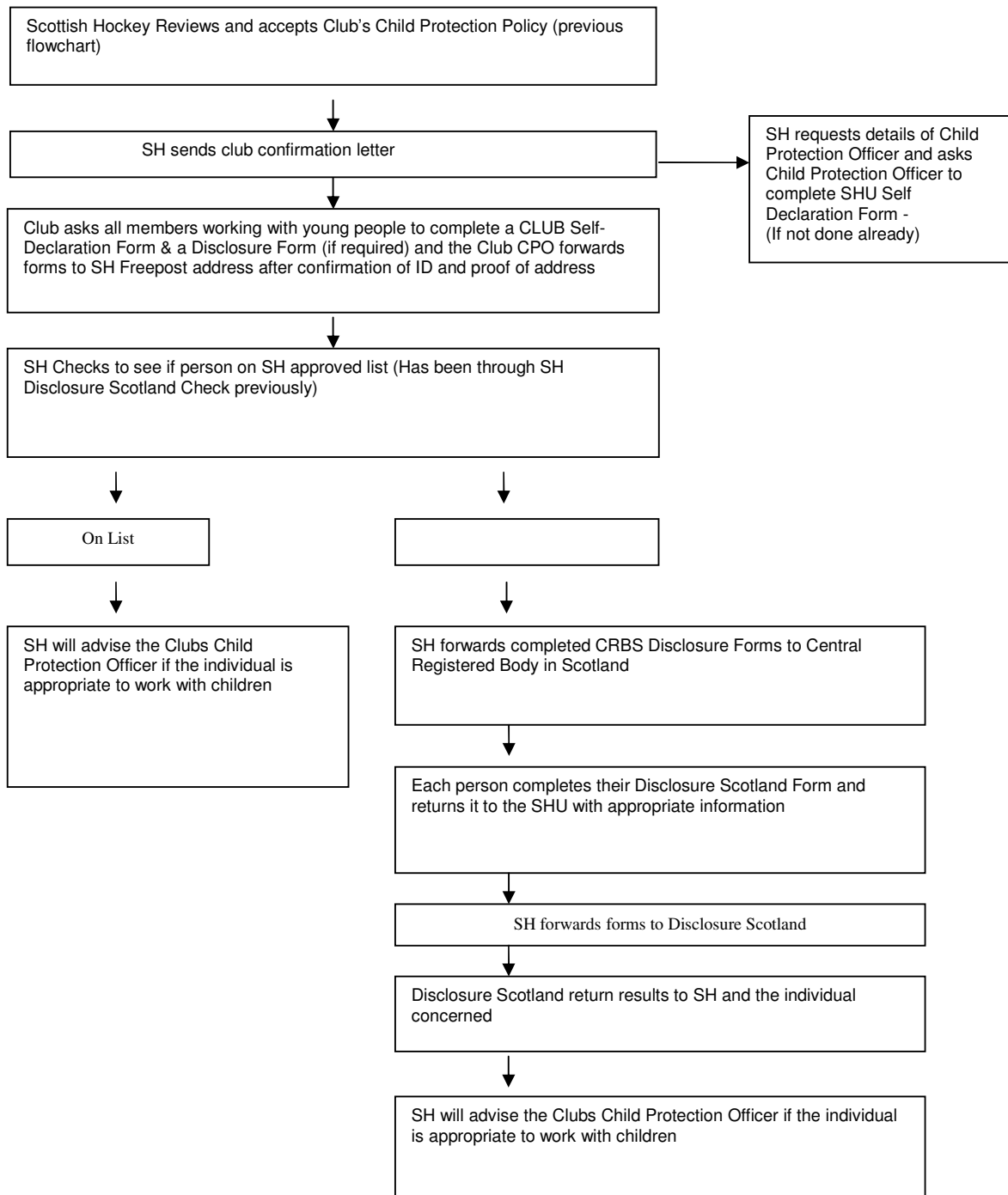
**Scottish Hockey** recognises the contribution of all staff and volunteers to achieving the aims of **Scottish Hockey** and will ensure that measures are in place to support the retention of staff and volunteers.

#### 7.5.15 Retention and Destruction of Disclosure Certificates

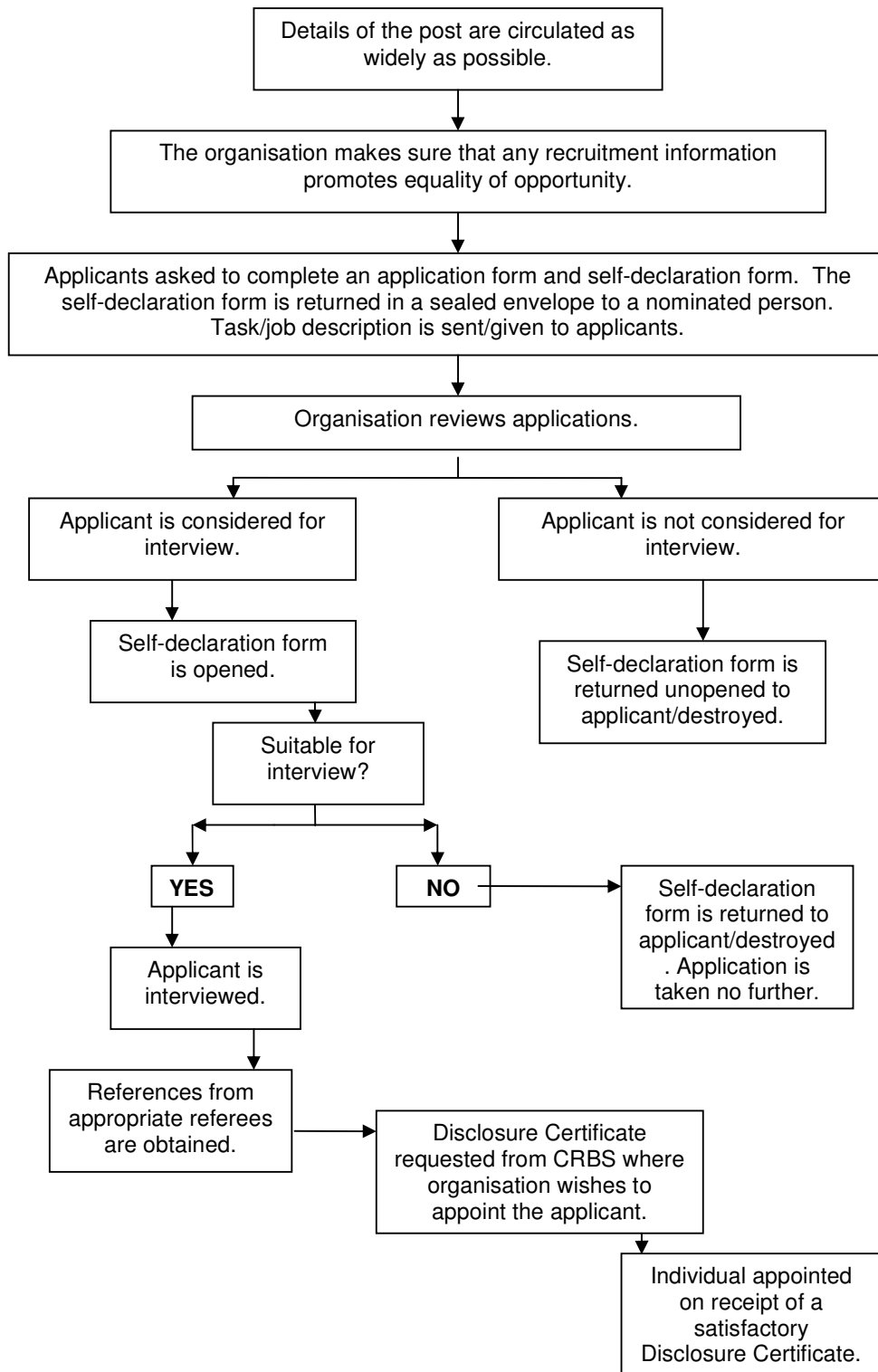
Scottish Hockey will provide Disclosure Scotland checks on behalf of its member Districts and Clubs. This will include the processing of checks, the evaluation of suitability to work in a child care position and the retention of Disclosure Scotland Certificates. Disclosure Scotland numbers from these certificates will be transferred to the Scottish Hockey CRM and any additional backup system in place. These certificates will be kept for a period of no longer than three months, when they will be destroyed by shredding by a additional signatory. This period will be flagged up by the CRM. “

.

## CHILD PROTECTION DISCLOSURE FLOW CHART



## 7.5 Recruitment and Selection Procedure for Child Care Positions



## 7.6 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard staff by encouraging them to adhere to agreed standards of practice
- sets out for children and parents the standards of practice which they and the organisation should expect from those who work/volunteer with children

Scottish Hockey supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Scottish Hockey's Policy and Procedure for dealing with the conduct of participants and/or Procedure for Responding to Concerns about Child Abuse.

### 7.6.1 Good Practice

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.

- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

### 7.6.2 Practice To Be Avoided

In the context of your role within Scottish Hockey, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

### 7.6.3 Practice Never To Be Sanctioned

In the context of your role within Scottish Hockey, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance.

In some circumstances older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

## 7.7 SAFE IN CARE GUIDELINES

These guidelines have been introduced to provide practical guidance for those working and/or volunteering directly with children on practices to keep the child safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Code of Conduct for the Protection of Children in Sport. Breach of these guidelines may be dealt with under Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns About a Child.

Sports organisations have a duty of care towards all children involved in activities. Children under the age of 16 years should not be placed in positions of responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so.

As sport takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

### 7.7.1 Adult To Child Ratios

As a guide, the following ratios are recommended in the National Care Standards Early Education and Childcare up to the age of 16 (Scottish Executive, 2005):

Age: 3 and over     1:8

If all children are over 8     1:10

All activities should be planned to involve at least two adults, preferably one male and one female. Scottish Hockey recommends coaching ratios of 1 coach per team (1:16), but also that coaches should never work alone. Therefore for a coaching activity you could have one coach and a helper to provide the appropriate supervision ratios.

As a general guide, the following factors will also be taken in to consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.

- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.

There may be other considerations which are specific to the sport or environment in which the sport takes place.

#### 7.7.2 Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/ volunteers should work with parents and children to develop practiced routines for personal care so that parents and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

#### 7.7.3 FIRST AID And THE TREATMENT OF INJURIES

All staff/ volunteers must ensure:

- Where practicable all parents of children under 16 have completed a Partnership with Parents form before their child participates in Hockey.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.

- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

#### 7.7.4 Managing Challenging Behaviour

Staff/volunteers who deliver activities to children may, from time to time, require to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take in to consideration the needs of the all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

#### 7.7.5 Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to either, the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also

identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

#### 7.7.6 Agreeing Acceptable And Unacceptable Behaviours

Staff, volunteers, children and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a 'List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour' that will govern their participation in the group/team, they tend to arrive at a very sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join.

#### 7.7.8 Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out- from the activity, group or individual work.
- Reparation- the act or process of making amends.
- Restitution- the act of giving something back.
- Behavioural reinforcement- rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation- talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child and parents to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved Hockey, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be debarred from activity in the sport.

#### 7.7.9 Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.

- All forms of physical intervention should employ only a reasonable amount of force- the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Significant Incident Form and passed to the Child Protection Officer as soon as possible.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

#### 7.7.10 Transporting Children

Where it is necessary to transport children, the following good practice is required:

- Where parents make arrangements for the transportation of children to and from the activity, out with the knowledge of Scottish Hockey it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where Scottish Hockey makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles are correctly insured for the purpose.
  - Ensuring the driver has a valid and appropriate license for the vehicle being used.
  - All reasonable safety measures are available i.e. fitted, working seatbelts, booster seats for under 12's
  - An appropriate ratio of adults per child.

- Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parental consent will be requested if staff/ volunteers are required to transport children.

To safeguard the member of staff/volunteer the following good practice is required:

- Agree a collection policy with parents which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents that you are giving them a lift and inform them when you expect to arrive.

#### 7.7.11 Trips Away From Home (Involving Overnight Stays)

##### 1) Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the group leader's co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated contact for Scottish Hockey and parents.

##### 2) Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

### 3) Travel Arrangements

See page 61 Guidelines on Transporting Children. Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

Children should be informed of local custom regulations

### 4) Adult to Child Ratios

All trips away should be planned to involve *at least* two adults, preferably one male and one female where possible. The guidelines on adult to child ratios (see page 57) will inform an assessment of the numbers of adults required to safely supervise the group.

Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by Scottish Hockey Child Protection Policy, procedures and Code of Conduct.

### 5) Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue/ accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.

## 6) Exchange Visits/ Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/ families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately Disclosure Scotland Checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

## 7) Residential at a Facility/Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been Disclosure Scotland checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

## 8) Involving Parents

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour.

Parents must complete a Safe in Care - SGB Partnership with Parents Form and provide emergency contact details.

In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in place to support the child on hearing any distressing news.

## 9) During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that

they are in a position of trust at all times. The use of alcohol and/ or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the well being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

#### 10) After the Trip

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

### **7.8 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

#### 7.8.1 Photographs, Film and Video

##### *Scope*

Scottish Hockey will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Hockey has no power to prevent individuals photographing or filming in public places.

Scottish Hockey reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

##### *Notification*

Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in hockey. This could be for one of the following reasons:

- (i) Video footage for performance development.
- (ii) Media coverage of an event or achievement.

(iii) Promotional purposes e.g. website or publication.

Materials promoting events will state, where possible, photography and filming will take place.

Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification.

Information about what to do if concerned about photographing and filming will be available at all events.

Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

### *Permission*

Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.

Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by the person responsible for the event.

Scottish Hockey will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Scottish Hockey will be based on the best interests of the child.

### *Use of Images and Information*

No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.

No photographing or filming will be permitted in changing areas.

All images and accompanying information will comply with Scottish Hockey Safe in Care Guidelines, where this is within the control of Scottish Hockey. Scottish Hockey will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.

Images will not be shared with external agencies unless express permission is obtained from the child and parent.

### *Concerns*

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the

circumstances should be reported to the person in charge on the day or Scottish Hockey Child Protection Officer.

Where appropriate concerns should also be reported to the police.

### 7.8.2 Internet

#### *Permission*

Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.

Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.

Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

#### *Use of Images and Information*

Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to Scottish Hockey.

Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

#### *Concerns*

Any concerns or enquiries about publications or the internet should be reported to Scottish Hockey Child Protection Officer.

### 7.8.3 Mobile Phones

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to "groom" children. This area is now specifically

addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

#### 7.8.4 Texting

Staff/volunteers must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.
- staff/volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about Child Abuse.

#### 7.8.5 Cameras/ Videos

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

## **8. RESPONDING TO CONCERNS**

### **8.1 WHY IT IS IMPORTANT TO RESPOND TO CONCERNS**

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- help to avoid those receiving information from engaging in judgements.
- reassure those who report concerns that an appropriate course of action will ensue.
- support those charged with managing concerns by providing them with a step-by-step process to follow.
- safeguard the rights of those against whom complaints or allegations have been made.

It is not the job of anyone in the Scottish Hockey to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns

### **8.2 CONFIDENTIALITY**

The following is taken from *Sharing Information About Children at Risk: A Guide to Good Practice* (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

### **8.3 DEFAMATION**

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate

authority “in response to a duty, whether legal, moral or social or in the protection of an interest” (Norrie K, Defamation and Related Actions in Scots Law, 1995). Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

(Taken from Guidelines for Child Protection Prepared for the Independent Schools in Scotland, Kathleen Marshall, Second Edition, January 1997)

## **8.4 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD**

These procedures apply to all staff and volunteers involved in Scottish Hockey.

### **8.4.1 Concerns About The General Welfare Of A Child (NOT Involving Concerns About Child Abuse)**

Scottish Hockey is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well being of their children.

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form and reported to Scottish Hockey Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Hockey Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

### **8.4.2 What To Do If A Child Tells You About Abuse**

No member of Scottish Hockey shall investigate allegations of abuse or decide whether or not a child has been abused.

Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

### *Respond*

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

### *Avoid:*

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, the Scottish Hockey Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

If Scottish Hockey's Child Protection Officer is unavailable or an immediate response is required the police and social work services must be consulted for advice. They have a

statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

If you are concerned about the immediate safety of the child:

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice.

#### 8.4.3 Record

Make a written record of the information as soon as possible using the Significant Incident Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

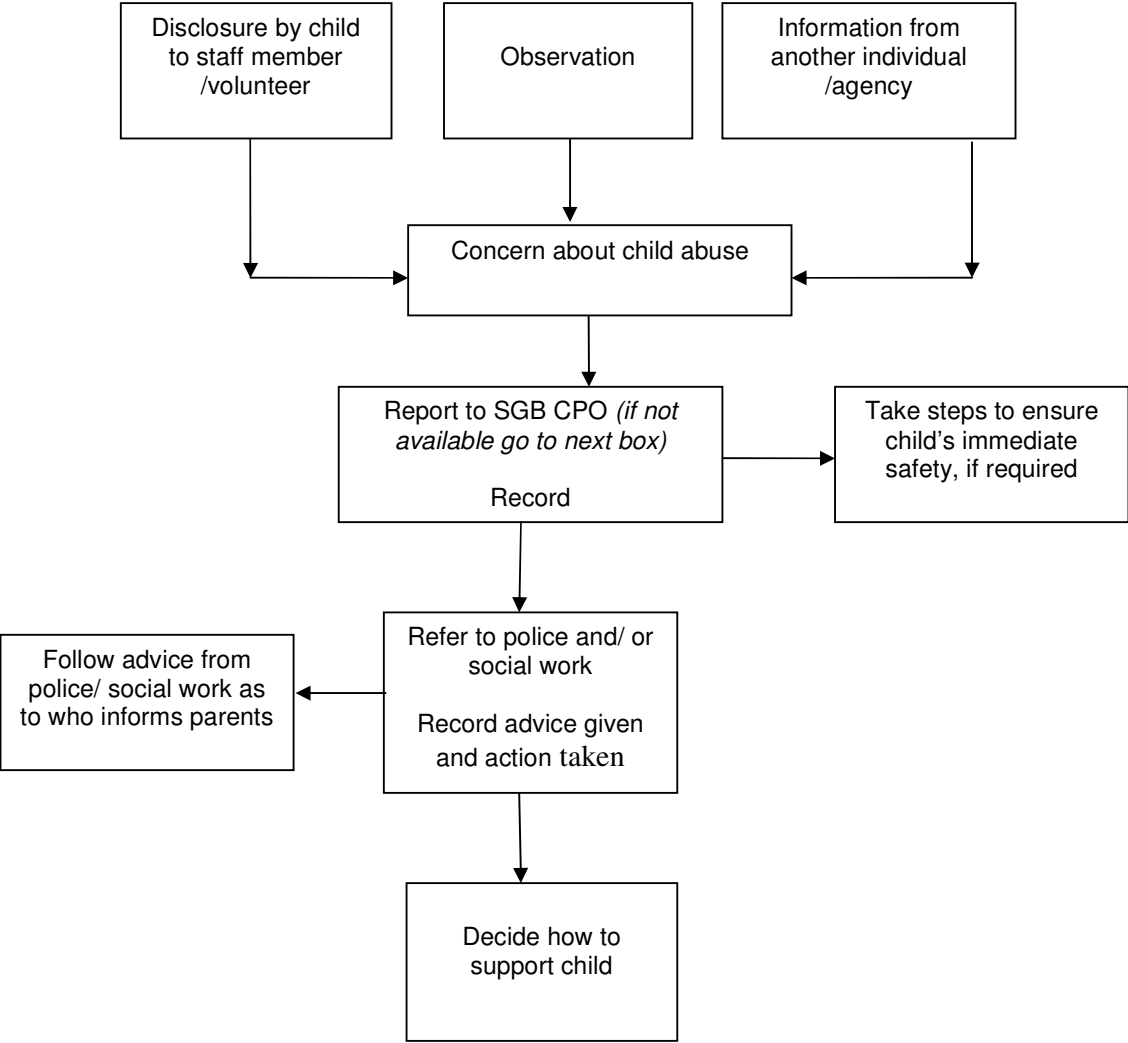
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said using the child's own words.
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Scottish Hockey Child Protection Officer that day.

#### 8.4.4 Sharing Concerns With Parents

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.

# RESPONDING TO CONCERNS ABOUT CHILD ABUSE



## **8.5 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER**

This section of the procedures should be read in conjunction with the Scottish Hockey Policy and Procedures for Dealing with the Conduct of Participants. Section 8.4 (above) 'What to do if a Child tells you about Abuse', applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff or volunteer appointed by Scottish Hockey or representatives (referred to as staff).

These procedures aim to ensure that all concerns about the conduct of a member of staff are dealt with in a timely, appropriate and proportionate manner. No member of staff of Scottish Hockey in receipt of information that causes concern about the conduct of a member of staff towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

**In the event of an investigation in to the conduct of a member of staff all actions will be informed by the principles of natural justice:**

- Employees will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee.
- An employee will be given an opportunity to put forward their case.
- Scottish Hockey will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff towards children, the welfare of the child will be the paramount consideration.

At any point in the management of concerns about the conduct of a member of staff, advice may be sought from the police or social work services.

### **8.5.1 Initial Reporting Of Concerns**

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the line manager and/or Scottish Hockey Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or President.

### **8.5.2 Recording**

Concerns must be recorded using the Significant Incident Form as soon as possible. Reporting the concerns to the line manager and/or Child Protection Officer should not be

delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager and/or Child Protection Officer or the person appointed to manage the response to the concerns. Where Performance Management Procedures/ Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

### 8.5.3 Establishing The Basic Facts

Once the concerns have been reported, the line manager and/or Child Protection Officer will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns builds a significant picture of concern.

### 8.5.4 Conducting The Initial Assessment

The line manager and/or the Scottish Hockey Child Protection Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed the member of staff may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff is approached.
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non- leading questions solely with a view

to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.

- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- i) No further action (facts do not substantiate complaint).
- ii) Situation is dealt with under procedures to manage poor practice; and/or,
- iii) Disciplinary investigation (by the SGB).
- iv) Child protection investigation (jointly by police and social work services).
- v) Criminal investigation (by the police).
- vi) The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- vii) Civil proceedings (by the child/family who alleged abuse).

#### 8.5.5 Initial Assessment Supports Concerns About Poor Practice And/Or Misconduct (But Not Possible Child Abuse)

The line manager and/or Child Protection Officer will deal with the situation in line with the Scottish Hockey Policy and Procedures for Dealing with the Conduct of Participants.

Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff towards children (see section 1.11). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 8.5.11, Scottish Hockey has a duty to make a referral to Scottish Ministers (see section 8.5.11).

#### 8.5.6 Initial Assessment Supports Concerns About Possible Child Abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager and/or Child Protection Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The line manager and/or Child Protection Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the line manager and/or Child Protection Officer within 24 hours. A copy of the Significant Incident Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee.

Scottish Hockey will take all reasonable steps to support a member of staff against whom an allegation of abuse has been made.

#### 8.5.7 Precautionary Suspension

Suspension is not a form of disciplinary action. The staff member involved may be suspended whilst an investigation is carried out.

Suspension will be carried out by Conduct Panel in accordance with the Scottish Hockey Policy and Procedures for Dealing with the Conduct of Participants. At the suspension interview the member of staff will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member in accordance with the Scottish Hockey Policy and Procedures for Dealing with the Conduct of Participants.

#### 8.5.8 Disciplinary Investigation

Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the line manager and/or Scottish Hockey Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

#### 8.5.9 False Or Malicious Allegations

In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The staff member involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation will be destroyed.
- The line manager and/or Scottish Hockey Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Hockey will review the child's participation in Hockey.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

#### 8.5.10 Historical Allegations Of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

#### 8.5.11 Protection Of Children (Scotland) Act 2003

Scottish Hockey will refer to Scottish Ministers the cases of any member of staff who has (whether or not in the course of their role within the SGB) harmed a child or placed a child at risk of harm AND as a result:

- 1) Scottish Hockey has dismissed the staff member.
- 2) The staff member would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
- 3) Scottish Hockey has transferred the staff member to a position in Scottish Hockey which is not a child care position.
- 4) The staff member would have been dismissed or considered for dismissal where employment was not due to end at the expiry of a fixed term contract; or, the staff member would have been dismissed or considered for dismissal had the contract not expired.
- 5) Scottish Hockey will also refer the case of an staff member where information become available after the staff member has:
  - been dismissed by Scottish Hockey,

- resigned, retired or been made redundant,
- been transferred to another position in Scottish Hockey which is not a child care position; and,
- Scottish Hockey form the opinion (on the basis of the information) that they would have dismissed or considered dismissing the staff member on such grounds, had the information been available at the time of resignation/ redundancy/ retirement/ transfer.

Where Scottish Hockey receives information that a staff member who holds a child care position has been fully listed on the Disqualified from Working with Children List, the staff member will be removed from the child care position.

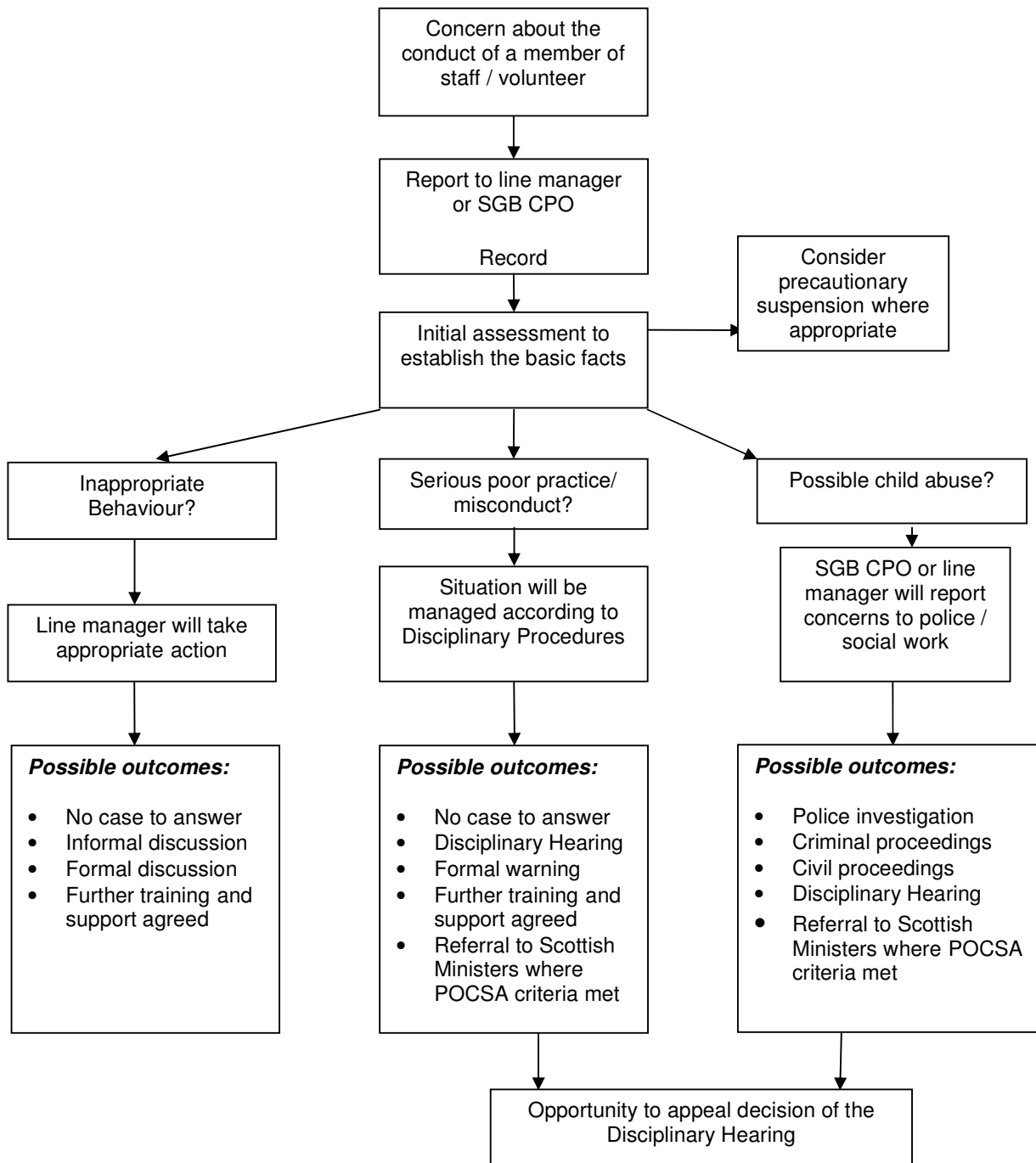
#### 8.5.12 Media

All media enquiries relating to the conduct of a member of staff will be referred to Scottish Hockey's Chief Executive Officer and/or the Child Protection Officer.

## 8.6 CONCERNS ABOUT THE CONDUCT OF VOLUNTEERS

The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.

### RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER



## **9. CODE'S OF CONDUCT**

### **9.1 CODES OF CONDUCT FOR YOUTH**

#### **PREAMBLE**

These codes reflect the policy of the Scottish Hockey for the conduct of Youth hockey throughout Scotland. They are intended to provide guidance to those persons who are associated with junior hockey players and in particular those responsible for directing their activities.

The codes are not an exclusive statement for the conduct of youth hockey. Rather they are a statement of ethics which should underline more detailed policies on such matters as skill acquisition, modified games and the structure of competitions all with the purpose of making youth hockey an even more attractive, healthy and worthwhile activity for children.

#### **9.1.1 PLAYERS' CODE**

- 9.1.1.1 The rules of the game enable both teams to play therefore no one should seek to evade or break them.
- 9.1.1.2 Hockey is a team game made up of individuals playing together and getting fun and enjoyment from it.
- 9.1.1.3 Give respect to your own players and officials, to your opponents, as well as the umpires and show good sportsmanship at ALL times.
- 9.1.1.4 Set a high standard for yourself in levels of skill, fitness, behaviour and dress.
- 9.1.1.5 Practise hard all the different aspects of the game.
- 9.1.1.6 Shake hands with your opponents at the end of every game and give them three hearty cheers.

### **9.2 COACHES AND TEACHERS CODE**

#### **Introduction**

The purpose of this Code of Conduct is to establish and maintain standards for sports coaches and to inform and protect members of the public using their services.

Ethical standards compromise such values as integrity, responsibility, competence and confidentiality.

Coaches, in assenting to this Code, accept their responsibility to performers, colleagues, their Governing Body and to society.

In pursuit of these principles, sports coaches subscribe to standards in the following areas:

1. Issues of Responsibility
2. Issues of Competence

This code of conduct is a framework within which to work. It is a series of guidelines rather than a set of instructions.

Sports' coaching is a deliberate undertaken responsibility and sports coaches are responsible for the observation of the principles embodied in this Code of Conduct.

### **Humanity**

Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally, within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

### **Relationships**

The good sports coach will be concerned primarily with the well being, health and future of the individual performer and only secondarily with the optimisation of performance.

A key element in a coaching relationship is the development of independence. Performers must be encouraged to accept responsibility of their own behaviour and performance in training, in competition, and in their social life.

Sports coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers. This is particularly important when the coach and performer are of opposite sex and/or when the performer is a young person. The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the performer, but also by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.

The relationship between sports coach and performer relies heavily on mutual trust and respect. In detail this means that the performer should be aware of the coach's qualifications and experience but must be given the opportunity to consent to or decline proposals for training and performance.

Sports coaches must treat opponents and officials with due respect both in victory and defeat and should encourage their performers to act in a similar manner.

Sports coaches must accept responsibility for the conduct of their performers insofar as they will undertake to discourage inappropriate behaviour.

### **Confidentiality**

Sports coaches inevitably gather a great deal of personal information about the performers in the course of a working relationship. Coach and performer must reach agreement as to what is to be regarded as confidential information i.e. not divulged to a third party without the express approval of the performer.

Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to performers when relevant to the following:

Evaluation of the performer within the sport for competitive selection purposes.

Recommendations concerning performers for professional purposes.

Pursuit of disciplinary action involving performers within the sport.

### **Abuse of Privilege**

The Sports coach is privileged, on occasion, to have contact with the performers and to travel and reside with performers in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.

### **Personal Standards**

The Sports coach must consistently display high personal standards and project a favourable image of their sport and of coaching – to performers, other coaches, officials, spectators, the media and the general public.

Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness, and functional efficiency.

The Sports coach should never smoke when coaching.

Coaches should not drink alcohol so soon before coaching that the smell will still be on their breath when working with performers.

### **Safety**

Sports coaches have a responsibility to ensure the safety of the performers with whom they work as far as possible within the limits of their control.

All reasonable steps should be taken to establish a safe working environment.

### **Public Criticism of Colleagues**

Coaches should refrain from public criticism of fellow coaches. 'Public' in this context means criticism expressed in any branch of the media or in a lecture or seminar. Any such public criticism of a fellow member will be regarded as a prima facie breach of this code.

### **Misrepresentation**

Coaches must ensure that they do not in any way misinterpret their qualifications, affiliations, or professional competence to any client or prospective client or in any publication, broadcast, lecture or seminar. Misrepresentation will be regarded as a serious breach of this Code.

### **Commitment**

When coaches enter into a commitment with an employer, with a team, or with an individual performer, the nature of that commitment should be specifically agreed. Any such contract of terms of reference should be set out in writing and include fees (if any) and method of

payment; the time commitment involved, and an indication of the expected outcome of the coaching.

### **Criminal Conviction**

Any conviction of a sports coach by a court of law is capable of reflecting adversely on the profession. Cases of a minor personal nature are unlikely to be regarded as breaches of this Code, but all reported cases will be considered.

### **Disciplinary proceedings by an Employer**

Disciplinary proceeding by an employer leading to dismissal from employment connected with sports coaching will normally be regarded as a breach of this Code. This applies even if the coach has been involved in related court proceedings, which have not resulted in convictions.

Other disciplinary proceedings by an employer (e.g. reprimand) will not be considered as a breach of this Code unless the circumstances are sufficient to fund a complaint under another section.

## **9.3 COACH'S ROLE**

- 9.3.1 Teach your players that rules of the game are mutual agreements which no one should evade or break.
- 9.3.2 Group players according to age and physical maturity whenever possible.
- 9.3.3 Avoid over playing the talented players. The "just average" players need and deserve equal time.
- 9.3.4 Remember that Youth play for fun and enjoyment and that winning is only part of it. Never ridicule or shout at Youth for making mistakes or losing competitions.
- 9.3.5 Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- 9.3.6 The scheduling and length of practice times and competitions should take into consideration and maturity level of Youths.
- 9.3.7 Foster respect for the ability of opponents, as well as for the judgement of umpires and opposing coaches.
- 9.3.8 Follow medical advice when determining whether an injured player is ready to play again. In any event if there is any doubt do not play the Youth.
- 9.3.9 Remember that Youths needs a coach they can respect. Be generous with your praise for both effort and skill when it is deserved. Set a good example, not only with your behaviour, but also with dress and equipment.

- 9.3.10 Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of Youths.
- 9.3.11 Remember that Youths have other interests, so be reasonable in your demands on their energy, time and enthusiasm.
- 9.3.12 Make Youths aware of the physical fitness values of hockey and also its lifelong value both reactionary and in personal relationships.
- 9.3.13 Ensure that Youths compete safely. Be aware of signs of mental and physical stress and fatigue

#### **9.4 PARENTS CODE**

- 9.4.1 Do not force an unwilling Youth to participate in hockey.
- 9.4.2 Remember Youths is involved in organised sports for their enjoyment, not yours.
- 9.4.3 Encourage your child always to play by the rules.
- 9.4.4 Teach your child that honest effort is as important as victory.
- 9.4.5 Turn defeat to victory by encouraging your child to work towards skill improvement and good sportsmanship.
- 9.4.6 Never ridicule or shout at your child for making a mistake or losing a competition.
- 9.4.7 Remember that Youths learn best by example. Applaud good play by both teams equally.
- 9.4.8 Do not publicly question the umpires' judgement and never their honesty.
- 9.4.9 Support all efforts to remove verbal and physical abuse from Youths sporting activities.
- 9.4.10 Recognise the value and importance of volunteer coaches.
- 9.4.11 Remember that Youths have other interest, so be reasonable in your demands on their energy, time and enthusiasm for hockey.
- 9.4.12 Make Youths aware of the physical fitness values of hockey and also its lifelong value both reactionary and in personal relationships.
- 9.4.13 Insist that your child uses protective equipment such as a mouth guard and shin pads, to enable him to enjoy hockey with safety.
- 9.4.14 Do not pack your child off to hockey. Go with him/her and volunteer your services.

## **9.5 UMPIRES CODE**

- 9.5.1 Encourage modified rules and regulations to match the physical skill and capacity of Youth players.
- 9.5.2 Use common sense to ensure that the "spirit of the game" is not lost by over-umpiring.
- 9.5.3 Actions speak louder than words. Ensure that both on and off the field behaviour is consistent with the principles of good sportsmanship.
- 9.5.4 Compliment both teams at the end of a game on their good sportsmanship and play.
- 9.5.5 Be consistent, objective and courteous in calling infringements.
- 9.5.6 Condemn the deliberate foul as being unsportsmanlike.
- 9.5.7 Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment, and reward skill.
- 9.5.8 Make a personal commitment to keep yourself informed of the rules of hockey and also the principles of growth and development of Youths.
- 9.5.9 Be prepared to explain the rules of the game at every opportunity.
- 9.5.10 Co-operate with officials to discourage improper conduct by spectators.
- 9.5.11 Be properly dressed and equipped when umpiring.

## **9.6. ADMINISTRATORS CODE**

- 9.6.1 Ensure that equal opportunities for participation in Youth hockey are made available to all children.
- 9.6.2 Involve Youths in the planning, leadership and evaluation of Youth Hockey programmes.
- 9.6.3 Do not allow Youth Hockey programmes to be dominated by the needs of the spectators, parents or sponsors.
- 9.6.4 Equipment and facilities must meet the safety standards and be appropriate to the maturity level of the Youths.
- 9.6.5 Rules and duration of games should take into consideration the skill and maturity levels of the Youths and be graded to provide equal opportunities to all Youths.
- 9.6.6 Remember that Youth hockey is played for its own sake.
- 9.6.7 Distribute these codes to spectators, coaches, players, umpires, parents and news media.

- 9.6.8 Allocate a fair share of your organisation's resources to Youth hockey.
- 9.6.9 Ensure that parents, coaches, umpires and other participants understand and implement these codes.
- 9.6.10 Ensure that proper supervision is provided by accredited coaches and informed officials.
- 9.6.11 Offer courses to improve the standards of coaching and umpiring consistent with these codes.
- 9.6.12 Ensure that an organisation runs efficiently and with the minimum of fuss so far as players are concerned.
- 9.6.13 Remember that Youths have other interests, so be reasonable in your demands on their energy, time and enthusiasm.

## **9.7. SPECTATORS CODE**

- 9.7.1 Remember that children play Youth hockey for their own fun. They are not there to entertain you and they are not miniature professional athletes.
- 9.7.2 Be on your best behaviour. Do not use bad language, shout at or harass players, coaches or umpires.
- 9.7.3 Applaud good play by your own team and the visiting team.
- 9.7.4 Show respect for your team's opponents. Without them there would be no game.
- 9.7.5 Never ridicule or scold a Youth for making a mistake during a game.
- 9.7.6 Condemn the use of violence in all forms.
- 9.7.7 Respect the umpires' decision.
- 9.7.8 Encourage Youths always to play according to the rules and condemn deliberate breaches.
- 9.7.9 Recognise and appreciate the value and importance of volunteer coaches and officials.

## **9.8 MEDIA CODE**

- 9.8.1 Understand that Youths is not miniature professionals. Do not place unfair expectations on young players.
- 9.8.2 Know the difference between adult hockey and Youth participation in hockey programmes.

- 9.8.3 Show that Youths fair play and honest effort can also be newsworthy and of interest to readers.
- 9.8.4 Place incidents of unsportsmanlike conduct in there proper context.
- 9.8.5 Know the differences between the goals of hockey and those of professional sports. Hockey is played for the love of the game and the level of excellence achieved. Ensure that your viewers, listeners and readers are made aware of the differences.
- 9.8.6 Report all Youth sport. Do not discriminate on grounds of popularity of a sport at Senior level.
- 9.8.7 Reveal the problems of Youths in organised sports and report any violation and distortions of their rights as participants.

## **10. BULLYING AND HARRASMENT POLICY**

### **10.1 POLICY STATEMENT**

Hockey has a continuing responsibility to maintain, as far as reasonably practicable, the health, safety and welfare of all individuals involved in hockey. In accordance with this, Scottish Hockey seeks to ensure that employees, volunteers and participants are treated with dignity and respect during the course of their duties. This includes providing an environment for hockey that is free from bullying and/or harassment.

The following procedures are designed to inform everyone in hockey of the types of behaviour which Scottish Hockey deems unacceptable and provide them with a recognised, structured means of resolving the problem should they be involved in bullying or harassment.

### **10.2 DEFINITIONS OF BULLYING AND HARASSMENT**

Bullying is defined as:

Persistent, offensive, abusive, intimidating, malicious or insulting behaviour, which makes the recipient feel upset, threatened, humiliated or vulnerable, undermines their self-confidence and may cause them to suffer stress.

Examples of bullying behaviour, which Scottish Hockey considers to be unacceptable, are listed below. However, please note that bullying has many forms and this list is not exhaustive.

- Persistently shouting at someone
- Persistent negative attacks on a colleague's personal or playing performance
- Criticising a colleague in front of others
- Spreading malicious rumours or allegations
- Threatening behaviour, both verbal and physical
- Isolating individuals by treating them as non-existent

Harassment can be defined as:

- Any behaviour or conduct, which is inappropriate or unsolicited, unwanted and unacceptable to the recipient making them feel isolated, threatened or humiliated.

People can be subjected to harassment on a variety of grounds including:

- Race, ethnic origin, nationality or skin colour

- Gender or sexual orientation
- Religious or political convictions
- Willingness to challenge harassment (may lead to victimisation)
- Membership, or non-membership of a club
- Disabilities, physical sensory impairments or learning difficulties
- Ex-offenders
- Age
- Real or suspected infection with AIDS/HIV

It is important to note, that it is not the intention of the perpetrator but the behaviour or actions and their impact upon the recipient, which constitutes harassment. Examples of harassment include:

- Physical contact, ranging from touching to serious assault
- Verbal or written harassment through jokes, offensive language, gossip
- Visual display of posters, graffiti, obscene gestures
- Isolation or non-cooperation at work, exclusion from social activities
- Intrusion by pestering, spying, stalking

### **10.3 PROCEDURE**

Scottish Hockey will communicate these procedures via the Ethics Manual, the web and verbally. Scottish Hockey expects everyone to be responsible for their behaviour and have knowledge of, and adhere to, this policy at all times.

To allow bullying and/or harassment to be minimised, Scottish Hockey will ensure that appropriate training programmes are available. These will focus on management and supervisory skills, teambuilding and good practice.

Where an individual believes that they have been bullied or harassed there are a number of options available to them dependent upon the circumstances of their situation. These options are listed below.

#### **10.3.1 Accessing A Confidential Contact**

Scottish Hockey recognises the sensitive nature of complaints involving bullying or harassment. Consequently, individuals who wish to discuss such complaints in confidence should contact the Chief Executive Officer or if unavailable, the President.

The person contacted will:

- Listen to your concerns sympathetically
- Explain or clarify Scottish Hockey's policy or other concerns regarding this matter
- Advise you on the courses of action available to you

### 10.3.2 Informal Stage

Scottish Hockey recognises that it is preferable for all concerned if complaints of bullying or harassment are dealt with informally wherever possible. It is hoped that this approach will produce speedy and effective solutions to minimise stress.

The individual being bullied/harassed should approach, or send a letter, to the alleged bully or harasser advising them that their behaviour is found to be offensive and why and to ask them to stop using such behaviours.

The individual should record any informal action including the date and the comments made by those involved.

In the event that the individual being bullied or harassed feels incapable of taking these steps they can request the presence of the confidential contact. If they feel that even this support is insufficient they may request that these said people explain to the alleged bully/harasser on their behalf.

### 10.3.3 Formal Stage

Scottish Hockey is aware that formal procedures will be necessary where the informal stage proves ineffective, for more serious instances of bullying or harassment, or where an individual prefers to use the formal procedure, this would then trigger Scottish Hockey's Disciplinary Procedure

Initially, complaints should be raised with the Performance Manager. If the complaint is against this individual the complainant should submit a formal letter of complaint to the President. This letter should include:

- The name of the harasser
- The nature of the harassment
- Dates and times when harassment occurred
- The names of any witnesses to the harassment
- Any action taken by the complainant to stop the harassment

#### 10.3.4 Investigation

Upon receipt of a complaint it will be referred to an Investigating Officer responsible for conducting a thorough investigation as quickly as possible, usually within 7 working days. The alleged bully or harasser will be informed in writing that an allegation has been made and the nature of the allegation. Where the alleged bullying or harassment is serious, the alleged bully or harasser may be suspended (on full pay in the case of paid staff) in accordance with the provisions of Scottish Hockey's Disciplinary Procedure.

The complainant, alleged bully or harasser and any witness may be supported or represented by a representative of their choice throughout the procedure.

It is expected that all employees involved in the investigation are to maintain confidentiality. A breach of confidentiality will be viewed seriously and will be dealt with in accordance with Scottish Hockey's Disciplinary Procedures.

After taking into consideration all the information available, the Investigating Officer will make a recommendation to the Chief Executive Officer, who in conjunction with the Chair of the Discipline Panel, will decide whether or not to proceed.

Where it is concluded that the allegation of bullying or harassment is unjustified or that evidence is insufficient or inconclusive, the complainant shall be informed in writing that no formal disciplinary action will be taken. All paperwork relating to the investigation will then be destroyed.

Where a disciplinary hearing is not considered appropriate, the Scottish Hockey may wish to consider counselling for the bully/harasser.

#### 10.3.5 Disciplinary Hearing

Where the Chief Executive Officer, in conjunction with the Chair of the Discipline Panel, deems a disciplinary hearing is appropriate, the matter will proceed as per Scottish Hockey's Policy And Procedure For Dealing With The Conduct Of Participants.

### **10.4 VICTIMISATION**

Victimisation occurs when an individual is harassed for making a complaint or giving evidence in regards to bullying or harassment. This is recognised as a serious matter and will be dealt with according to Policy And Procedure For Dealing With The Conduct Of Participants.

### **10.5 APPEALS**

If the complainant or the alleged bully/harasser is not satisfied with the way their complaint has been handled, the individual may ask for it to be considered by the Appeals Committee as per the Disciplinary Procedure. Such requests should be made in line with the procedures laid down in the Appeals Procedures.

It will be the responsibility of the line manager involved to discuss the action taken to date and what should be done in future if any further incidents occur. A file note should be kept detailing this information.

## **10.6 MONITORING**

Responsibility for monitoring the application of this policy will rest with The President. This policy will be reviewed on a regular basis with amendments being made as appropriate following consideration of staff, staff representation and management.

## **11 REHABILITATION OF OFFENDERS POLICY**

Positions (both paid and unpaid) within Scottish Hockey, and its affiliated clubs, are excepted from the Rehabilitation of Offenders Act 1974 on the grounds of there being access to children and other vulnerable groups (see Exceptions Order 1975).

In order to ensure fairness and an ability to appoint the best person for the job, whether through employment or volunteering, Scottish Hockey will apply the following when considering applications from people with criminal records.

- Require all potential volunteers and employees to disclose ALL previous convictions whether they are spent or not.
- Assess the relevance of convictions and carry out an informed risk assessment of the nature of conviction(s). NB Not all convictions necessarily bar anyone from working / volunteering with Scottish Hockey.
- Store and dispose of all information in line with our Data Protection Policy (available on request).
- Ensure information is only seen by essential personnel. If further advice is required for assessment, this will be sought from relevant professionals without disclosing any personal details.
- Guarantee that any personal information supplied will not be given or implied to any third party.
- Guarantee that information supplied will not be used to discriminate against applicants for any other purpose than using the nature of any convictions in assessing their suitability to work / volunteer.
- Scottish Hockey will request full details of ALL convictions and criminal investigations, through various means such as a Self Declaration Form or a personal letter of disclosure. Such letters should be returned under separate cover marked for the Confidential Attention of the Child and Vulnerable Adult Protection Officer. An Enhanced Disclosure Scotland Check will also be part of our recruitment processes, along with references and interviews.

All correspondence on this matter should be marked Confidential.

## **12 DATA PROTECTION POLICY & PROCEDURES**

### **12.1 INTRODUCTION**

Scottish Hockey is required by law to comply with the Data Protection Act, 1998 (“the Act”). It is the commitment of the organisation to ensure that all personal data is processed fairly

and lawfully in accordance with the Act. Scottish Hockey takes great care to safeguard the confidentiality of personal data and to uphold data protection good practice at all times.

The aim of this policy is to set out and support the principles of the Act in so far as they apply to Scottish Hockey; to protect the interests of individuals and organisations who may provide Scottish Hockey with personal data or process personal data on its behalf; and to support Scottish Hockey functions as defined in its Memorandum of Association.

The Principles of the Act are as follows:

- Personal data shall be processed fairly and lawfully and shall not be processed unless certain conditions as specified in the Act are met;
- Personal data shall be obtained only for one or more specified and lawful purposes and not be further processed in any manner incompatible with that/those purpose/s;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose/s for which they are processed;
- Personal data shall be accurate and, where necessary, kept up to date;
- Personal data shall not be kept for longer than is necessary for the purpose/s
- Personal data shall be processed in accordance with the data subject's rights under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory has an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The organisational policies that this policy supports and links with include:

- Online Data Protection Policy;
- Scottish Hockey's Policy and Procedure for dealing with the conduct or participants (in the event of a breach of this policy);
- The following data processing & confidentiality policies:
  - Fraud Policy
  - Personnel Policy

## **12.2 NOTIFICATION**

Scottish Hockey has notified the Information Commissioner about the personal data it processes; about the purposes for which it processes this data; and about the places overseas to which the data is transferred. To view our notification details contact the notification site on the Office of the Information Commissioner website. Website address: <http://www.dpr.gov.uk>

## **12.3 RESPONSIBILITIES OF STAFF AND MANAGEMENT**

The management team of Scottish Hockey support and encourage the adoption of this policy and will confirm amendments that may arise from time to time.

All Scottish Hockey staff is responsible for the processing of data in accordance with the Act, upholding the principles outlined in this policy and processing data in accordance with the Data Protection Policy Guidance Notes. Staff are expected to achieve data protection good practice at all times and ensure that the personal data they make available for processing by the organisation is kept accurate, up to date and secure.

Data protection enquiries or requests should be dealt with initially by the member of staff with designated responsibility for data protection in the organisation and can be forwarded to [rcrawford@scottish-hockey.org.uk](mailto:rcrawford@scottish-hockey.org.uk)

## **12.4 DATA SECURITY**

All staff is responsible for ensuring that any personal data they hold about other people is kept securely and is not disclosed to any unauthorised third party.

## **12.5 POLICY BREACH**

A breach of this policy will be treated as a serious matter as it is possible that it may also constitute a breach of the Data Protection Act 1998. Any suspected breach of this policy will be dealt with by the Chief Executive Officer and / or President, and the individual member or members of staff concerned may subsequently be disciplined in accordance with Scottish Hockey's Policy and Procedure for dealing with the conduct or participants. An appeal process is available for the review of disciplinary action.

## **12.6 PROCEDURES**

In order to ensure that Scottish Hockey complies with the principles laid down in the Act the following steps will always be followed:

- Scottish Hockey will put their name on all paperwork as appropriate and identify the use to which any information requested will be put.
- Any data held will be used responsibly and within the limits laid down in the Act
- The level and type of data collected will be reviewed on at least an annual basis
- Any error will be rectified as soon as possible after Scottish Hockey become aware of it; clubs are provided with lists of all the data held on their members annually for correction
- All financial records are kept for seven years or as long as is dictated by the law; personal data will be removed from the system following five years of non-membership
- All computer held personal or financial data is held on password protected computers to which only authorised users hold passwords
- All personal, financial and child protection data held in paper form is kept in a locked cabinet and can only be accessed by authorised personnel.
- Users of Scottish Hockey laptops are advised to be careful when using machines in places where unauthorised people can view the screen.
- The data held on Scottish Hockey server is backed up on a regular basis and copies taken off site.
- The offices are locked out of office hours and only authorised key holders may gain entry
- Manual Data is stored within Scottish Hockey Offices at Lanark Road and is destroyed when it is no longer required in line with the procedures for data held on the office system

Those on whom Scottish Hockey hold information has the right to:

- Be informed upon request (within 40 days) of all the information held on them.
- Prevent the use of their data for the purposes of direct marketing
- The removal or correction of any inaccurate data held about them

Scottish Hockey has the right to charge a fee (currently limited to £10) for this service.

## **13 CONFLICT OF INTERESTS POLICY**

### **13.1 INTRODUCTION**

Scottish Hockey recognises that there is potential for situations to arise where there may be a conflict of interest. In order to address this, the Directors of Scottish Hockey have adopted the following policy and procedures.

### **13.2 POLICY**

It is possible that Scottish Hockey volunteers or staff members may from time to time find themselves in a situation where a conflict of interest arises. In order to minimise this the Scottish Hockey requires all staff, Directors and members of the Management Committee to complete a Register of Interests form and to inform the Chairman of any meeting or their line manager of any situation where a conflict arises.

Should a conflict arise the Chairman may ask the person involved to leave the meeting while the issue is discussed.

Staff, Directors or Management Committee members should not represent their personal interests when in discussions with Scottish Hockey unless they have been asked to do so.

A conflict of interest includes the involvement of immediate family members in the area under discussion.

Scottish Hockey will not do business with companies or people who have an immediate connection with any person declaring a significant conflict of interest unless agreed by the Board of Directors.

### **13.3 PROCEDURES**

Staff, Directors and members of the Management Committee of Scottish Hockey are required to complete a Register of Interest form upon appointment or election. This form will then be updated each January.

If an item is raised where a conflict of interest appears then the person concerned must inform the Chairman of the conflict as soon as possible. The Chairman may require the person to take no further part in the discussions or even leave the room during the discussions.

Should anyone feel that a person has got a conflict of interest on a certain matter and that they have not declared it they should raise the matter with the Chairman or line manager. Should the non-declaring person be the Chairman or line manager the matter must be referred to the Company Secretary, or in the case of the Company Secretary being the non-declaring person, the President.

#### **13.4 DISPUTE**

Any areas of dispute relating to this policy shall, in the first instance, be referred to the Company Secretary and then, if he considers necessary, the Legal Task Force.

## **14 PREVENTION OF FRAUD POLICY**

### **14.1 INTRODUCTION**

Scottish Hockey requires all Directors, staff and volunteers at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible. Fraud is an ever present threat to these resources and hence must be a concern to all. The purpose of this statement is to set out the responsibilities with regard to the prevention of fraud.

### **14.2 WHAT IS FRAUD ?**

There is no precise legal definition of fraud; many of the offences referred to as fraud are covered by the Theft Acts of 1968 1978. The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. For practical purpose fraud may be defined as the use of deception with the intention of obtaining an advantage avoiding an obligation or causing loss to another party.

### **14.3 RESPONSIBILITIES**

The Board of Directors of Scottish Hockey is responsible for:

- developing and maintaining effective controls to prevent fraud;
- carrying out vigorous and prompt investigations if fraud occurs;
- taking appropriate legal and/or disciplinary action against perpetrators of fraud; and
- taking disciplinary action against supervisors where supervisory failures have contributed to the commission of the fraud.

Directors and Line Managers are responsible for:

- identifying the risks to which systems and procedures are exposed;
- developing and maintaining effective controls to prevent and detect fraud; and
- ensuring that the controls are being complied with.

Individual staff and volunteers are responsible for:

- acting with propriety in the use of official resources and in the handling and use of public funds whether they are involved in the use of cash or payments systems, receipts or dealing with contractors or suppliers; and
- reporting details immediately to the Company Secretary and their line manager if appropriate if they suspect that a fraud has been committed or see any suspicious acts or events.

## **14.4 ETHIC AND CONDUCT**

As stewards of public funds, Scottish Hockey Directors, staff and volunteers must have and be seen to have high standards of honesty, propriety and integrity in the exercise of their duties. They should not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity.

The attention of all is drawn to the Scottish Hockey Gifts and Hospitality Policy which lays down the guidelines for the acceptance of gifts etc.

## **14.5 REPORTING OF FRAUD**

On an annual basis all frauds that occur will be reported to the Auditors and may be noted in the Company Report if so recommended.

## **15 UPDATES**

### **UPDATES VERSION 4.0 (JAN 04)**

Field Discipline Code – the area that players must vacate following a red card has been defined and the competitions to which automatic bans apply has been clarified, as has the committee membership.

Selection Policies and Procedures – new section

Various – wording and language improved

### **UPDATES VERSION 5.0 (AUG 04)**

Field Discipline Code – allow for a Virtual meeting to be held

### **UPDATES VERSION 6.0 (SEPT 06)**

Up date Scottish Hockey Structure change new appointments

Field Discipline Code

– Delete Youth Commission, establish Discipline Com

– addition National Youth Competitions & Youth Inter-District.

### **UPDATES VERSION 7.0 (JAN 07)**

This version has undergone a major revision. All amendments have been recorded & saved.

Future updates will be added upon annual review.

### **UPDATES Version 8.0 Aug 08**

This version has referenced changes Scottish Hockey Union Limited to Scottish Hockey.

Ethics Manual

Page 103 of 104

21/08/2010



There have been changes to the management structure, new appointments, Honorary President taking responsibility as Appeals Officer

There have been amendments to the anti-doping to reflect the National Anti-Doping Tribunal c/o Sports Resolutions (UK) the detail of which sits in the Anti-doping Policy.

There has been the inclusion of the Coaches Code of Conduct in the Codes of Conduct section

UPDATES Version 9.0 Aug 09.

Section 1. Changes made in clarifying the conflict officer and the process.

Section 2. Changes to clarify the process for a virtual meeting

Section 3. A change to clarify the appeals fee's and process

Section 5. Changes to the Eligibility rule and the addition of the Commonwealth Games criteria, appendix 1

Section 6. A complete re-writes in-line with UK Sport Anti-Doping requirements

Section 9. Additions to code of conduct (Youth Section)

UPDATES Version 10.0 Aug 10

Section 1. Statement referring to Scottish Ministers

Section 3. Changed to 5 day's notice from 10 day's notice

Section 7. Addition 7.5.15

Section 8. Up-dated reference numbers