

# **EASTERN GAUTENG HOCKEY ASSOCIATION**

## **DISCIPLINARY PROCEDURES.**

### **1. The umpire/person/club making the charge needs to:-**

- a. Submit complaint within 24 hours from the date of the incident with the President of the association
- b. Supply within 48 hours a written complaint/a brief account of events without emotions to the head of disciplinary committee DC
- c. Supply names, email addresses and cell numbers of parties concerned.
- d. The head of the DC should invite the relevant parties to a disciplinary meeting within 5 working days taking note of the availability of all concerned.

### **2. The head of the Disciplinary Committee needs to:-**

- a. Check with the EGHA if Code of Conduct was signed, at beginning of the indoor and outdoor hockey season, each year by their respective parties. (On behalf of players/umpires, Club Chair – In depended Umpires by Chair Rules & Technical.)
- b. Review the complaint
- c. Decide if action is to be taken
- d. If NO action – report back to the person making the complaint and state why no further action is to be taken
- e. If ACTION is to be taken - draw up a formal disciplinary hearing letter.
  - This must state Charge
  - Constitution reference i.e. Section 37-page 23/24  
League rules under reference e.g. no 13. **Misconduct page 9**
  - State date, place and summary of complaint
  - SET DATE, PLACE and TIME of hearing
  - Nominate and verify availability of disciplinary committee members
  - SET DATE, PLACE and TIME of appeal hearing
  - State in the letter of appearance what penalties could be. This would be the MAXIMUM that could happen
  - Circulate the above within 24hours of receiving written complained.
  - Appoint a scribe

### **3. The head of the Disciplinary Committee then needs to:-**

- ✓ Circulate all written reports received to the parties involved (those who will be attending the hearing) within 24 hours of receiving them.
- ✓ Formulate and circulate the agenda for the hearing.

### **4. AT THE HEARING**

- a. Ensure notes are taken for minutes to be done.
- b. Tape the proceedings with a tape recorder/video recorder (if possible)
- c. Effectively control the proceedings by: -
  - Ensure those present are entitled to be present
  - State up front who speaks 1<sup>st</sup>, 2<sup>nd</sup>, last etc.

- Ensure that NO interruptions take place whilst testimony is given (except by the chair)
- Summarize and agree on key points after each person has testified – This ensures that all agree on precisely what the meant is understood.
- Excuse all those who have given testimony and ask that the accused remain outside whilst the committee confer.
- Recall the accused and state the findings: -
  - a. Guilty with a sentence of .....
  - b. Or NOT Guilty
- Once sentence has been passed ensure that the accused knows exactly what they have been penalised with.
- The accused then **MUST** state **ACCEPTANCE** or **APPEAL**.
- If **ACCEPTANCE** meeting closed
- If **APPEAL** state date of appeal hearing as per original letter.

**5. AFTER THE HEARING**

- a. Within one (5) working days provide minutes of the meeting and circulate to all present at the disciplinary.
- b. Circulate written confirmation within one (one) working day to the accused if sentence was agreed upon
- c. Circulate the above to the Chairperson of the club within 1 (one) working day.
- d. Circulate the above to the executive of EGHA within 3 (three) working days
- e. File all documents and tapes with the Association for future reference within 5 (five) working days.

**6. Reference Government Arbitration Rules apply in case of unresolved matters. (dispute)**

- **“ARBITRATION RULES OF THE SPORT DISPUTE RESOLUTION FORUM OF THE GAUTENG PROVINCIAL GOVERNMENT”**  
**(see EGHA constitution section ..... “dispute resolution; “arbitration rule... page 24 to 28)**

SAMPLE - EMAIL/LETTER TO: -

DATE: <<\_\_\_\_\_>>

Dear Mr << name and surname>>

**Re: Disciplinary Hearing**

You have been called to attend a disciplinary hearing which is to be held at <<VENUE>> on the <<DATE >> at <<TIME>>.

According to the section <<number>> of the constitution/or reference to the EGHA R&R rule item no.13 "Misconduct", you have been accused of bringing the game of hockey into disrepute.

This accusation arises from the match between <<TEAM A>> and <<TEAM B>> which was played on the <<DATE>> at <<VENUE>>.

It has been alleged that you \_\_\_\_\_ Mr/s <<name and surname>>  
\_\_\_\_\_ [Describe the charge].

The maximum penalty which could be handed out by the disciplinary committee is a \_\_\_\_\_  
[Specify penalty] (e.g. SUSPENSION OF 1 (one) YEAR FROM ALL HOCKEY WITHIN SA WITH A FURTHER  
SUSPENDED SENTENCE OF 3 YEARS, SUSPENDED FOR A 2 (two) YEAR PERIOD\_.

The disciplinary committee will consist of: -

Chairperson, <<name and surname of at least 2 other members>>

You are entitled to have your Chairperson or one (1) member of your club committee present.

Should you wish to call witnesses please supply the Chairperson of the Disciplinary committee with their full names, contact numbers, email address within 24 hours. THE RESPONSIBILITY OF THESE WITNESSES APPEARANCE IS YOURS.

Should you wish to supply written testimony please ensure that this is submitted to the Chairperson within 24 hours.

FAILURE TO ATTEND THE DISCIPLINARY HEARING WILL AUTOMATICALLY INCUR IMMEDIATEATE  
SUSPENSION FROM ALL ACTIVITIES IN HOCKEY WITHIN THE PROVINCE AND SAHA UNTIL SUCH TIME  
AS MATTER IS HEARD AND RESOLVED.

Once the disciplinary hearing has been held you will have the opportunity to accept the sentence of the disciplinary committee or alternatively you may appeal.

The appeal hearing will be heard at <<VENUE>> on the <<DATE >> at <<TIME>>. The committee for the appeal hearing will be NAME AND SURNAMES OF AT LEAST 3 people.

At the appeals hearing you will have the opportunity to provide further evidence and witnesses. Please note that you need to provide the names, contact numbers and email addresses of witnesses which you intend to call. These need to be provided at least 24 hours prior to your appeal.

The responsibility of these witness's appearance is yours

Should you have any further queries with regards to the above kindly contact the President /Administrator.

Yours sincerely

Name and surname

**Chairperson**

**Disciplinary Committee.**