



London Hockey is looking for two dedicated and professional individuals for our [Area Disciplinary Panel](#). We need to recruit both an:

- **Area Discipline Administrator (ADA)** overseeing disciplinary matters within the London Hockey area, and
- **Assistant Area Discipline Administrator (AADA)** who will work closely with the ADA and their colleague AADA in the management of disciplinary cases, ensuring that all procedures are carried out fairly, consistently, and in accordance with England Hockey policies.

We have been very fortunate to have Rupert (ADA) and Alistair (AADA) since the London Area began but both their positions are now vacant or about to become so. These voluntary positions provide excellent opportunities to contribute to maintaining discipline and ensuring fairness in the sport of hockey, in alignment with **England Hockey Disciplinary Regulations**.

The ADA is a Member of the London Hockey Management Committee and a job summary is linked [here](#). The primary responsibility they and their panel has is to deal with any **Red Card** issued to a team member of a club based within the Area's jurisdiction. In addition, they deal with complaints of **Misconduct** against members of London clubs that are referred to the Area for determination.

AADA Responsibilities:

- Assist the Area Discipline Administrator (ADA) in overseeing all disciplinary matters within the London Hockey area
- Help ensure compliance with **England Hockey Disciplinary Regulations** and **London Hockey** disciplinary policies
- Maintain accurate records of all disciplinary incidents, hearings, sanctions, and resolutions
- Support the coordination of disciplinary hearings, ensuring relevant documentation is available and accessible
- Communicate with players, coaches, and officials regarding disciplinary matters and decisions, and help address any queries
- Assist in gathering evidence and providing administrative support for investigations into disciplinary incidents
- Support the ADA in ensuring all disciplinary processes are transparent, consistent, and uphold the integrity of our sport
- Stay informed of any updates or changes to **England Hockey** regulations and guidelines and ensure they are adhered to.

Key Requirements:

- A strong understanding of **England Hockey Disciplinary Regulations** and a commitment to promoting fairness and integrity within the sport
- Strong organisational and communication skills, with the ability to manage multiple tasks effectively



- Ability to handle sensitive and confidential information with discretion and professionalism
- High attention to detail and accuracy in maintaining records
- Experience in administration or sports governance is desirable but not essential
- Ability to work independently and collaboratively within a team
- A passion for hockey and a desire to contribute to the sport's integrity and development
- A commitment to volunteering time for the role as required

For information - the current Panel has had around 20 - 30 Red Card and Misconduct complaints to consider each season; some of which are more straightforward than others!

How To Apply:

If you are passionate about supporting the integrity of hockey and ensuring fair play within London Hockey, we encourage you to apply for these voluntary roles. To discuss either, or both, roles please contact [Rupert Allen](#) .

To apply, please submit your CV and a brief cover letter outlining your interest and any relevant experience to [Mark Bennett](#) . Please include "ADA Application" or "AADA Application" as appropriate in the subject line. The applications will be reviewed by a Nominations Panel involving Directors as set out in our Articles.

We look forward to receiving your application by 25 April 2025.