



Role Descriptions - Discipline Chair

Purpose

To provide leadership and strategic planning ensuring an efficient and effective management of all aspects of Discipline across the Area in line with the England Hockey guidance. To oversee the Discipline committee ensuring partnership working between the Area and sub-areas.

Key Tasks of the Role

1. Arrange and lead meetings

Arrange and chair Discipline meetings, working closely with local Disciplinary Administrators to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Discipline committee, reporting to the Board of Directors who receive accurate timely and clear information, including an annual budget. Unbiased view on discussions and casting vote on any unresolved issues.

2. Implementation and delivery

Effectively manage the local Disciplinary Administrators to ensure consistency of processes and decisions across the Area. Be conversant with the England Hockey Code of Ethics and Behaviour, which sets out the responsibilities of Disciplinary Administrators. Oversee the Appeal Procedures as necessary with the Area Disciplinary Appeal Panel.

3. Reporting and representation

Accountable to the Area Board of Directors and represent the Discipline Committee at Area Management meetings, including monthly reports. Ensure the Discipline Committee is represented at any Sub-Area, Area and National meetings.

Is this Role for you?

If you are process driven and can meet objectives on own initiative with excellent communication and inter-personal skills, with a keen eye for detail both orally and in writing, and have a comprehensive understanding of disciplinary procedures in the England Hockey Code of Ethics & Behaviour, you could establish and maintain close working relationship with key partners, ensuring that the Area delivers a fair and consistent process.