



South Central Hockey AREA Disciplinary ADMINISTRATOR (ADA)

Purpose

To provide leadership to ensure effective management and delivery of all aspects of 'Area' Discipline and undertake tasks assigned by the National Disciplinary Panel (NDP). To support the review of disciplinary processes across the sport.

Commitment

The time commitment will fluctuate as it is demand-driven by spontaneously arising reports. Attendance at planned meetings also needs to be factored in. An average 4 hours per week is estimated to be primarily required during the Hockey season.

The Role

Appointed by and accountable to the South Central Area Board of Directors, the duties and responsibilities will include the following:

- To undertake the duties of the ADA in line with the England Hockey (EH) Disciplinary Regulations.
- To act as lead to the Area Discipline Panel (ADP), which will consist of several appointed Assistant Area Disciplinary Administrators (AADA) from whose number a Deputy ADA can be appointed. As required, convene meetings, maintain records, distribute communication and act as an advisor to the ADP.
- As lead of the ADP, be a member of the 8 Area Disciplinary Panel and the NDP. As a member of the 8 Area Disciplinary Panel and the NDP report to and attend meetings as required to contribute to the review and application of the regulatory process. Support the England Hockey Disciplinary Lead ("EHDL") in dealing with disciplinary cases assigned to the NDP and other delegated tasks.
- Report to and attend meetings convened by the Area Management Committee.
- Receive red card reports as described in the regulations and allocate members of the ADP to manage each case.
- Receive Misconduct Offence reports as delegated by the EHDL and allocate members of the ADP to manage each case.
- Ensure that details of all penalties (Misconduct Offence Complaints and Red Cards) applied under the EH Disciplinary process are recorded and stored on designated systems and Area statistics are maintained.
- Ensure consistency of processes and decisions across the Area in line with national guidance/tariffs.
- Support recruitment to and training of the ADP.
- Promote and advise affiliated bodies and the membership of the Area on discipline matters.



The ADA will:

- Be willing to commit to the time required.
- Have a good understanding of the EH Disciplinary Regulations and Spirit of Hockey (EH Code of Conduct).
- Be honest, consistent and impartial.
- Be able to achieve strict deadlines.
- Demonstrate integrity, good independent judgment, and understand requirements for confidentiality.
- Possess developed inter-personal skills with clear and accurate written and verbal communication skills.
- Have a keen eye for detail.
- Be comfortable using technology to email, attend online meetings and use basic IT tools for sharing files and maintaining records.
- Adhere to EH and Area Privacy notices and Disclosure of Information agreements

For more information about the role and the support from England Hockey, please contact Jo Pennycook - discipline@englandhockey.co.uk.

If this role appeals to you, please send your application to chair@southcentral.hockey.