

## Discipline Chair

### Purpose

To provide leadership and strategic planning ensuring efficient and effective management of all aspects of Discipline across the Area, in line with 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 to ensure they receive accurate timely and clear information, including an annual budget. Representing an unbiased view on discussions and having the 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, representing the Discipline Committee at Area Management meetings, including the preparation and presentation of 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, have excellent interpersonal skills, clear and concise oral and written communication skills, can work on your own initiative to meet objectives and have a keen eye for detail; coupled with a comprehensive understanding of disciplinary procedures and 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 discipline process.