

Area Discipline

Administrator



Purpose

To provide leadership and strategic planning ensuring an efficient and effective management of all aspects of Discipline across the West in line with the England Hockey guidance. To oversee the Discipline Committee ensuring partnership working between the West and the Counties.

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 West Board of Directors who receive accurate, timely and clear information, including an annual budget. Presenting 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 West. 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 West Area Disciplinary Appeal Panel.

3. Reporting and representation

Accountable to the West Area Board of Directors and represent the Discipline Committee at West Management meetings, including monthly reports. Ensure the Discipline Committee is represented at any County, 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 interpersonal skills, with a keen eye for detail both orally and in writing, and a comprehensive understanding in disciplinary procedures in the England Hockey Code of Ethics & Behaviour, you could establish and maintain close working relationship with key partners, ensuring that West Hockey delivers a fair and consistent process.

Area Discipline

Assistant (AADA)



Purpose

To be a member of the West Area Discipline Panel (ADP) delivering effective management all aspects of Discipline across the West (as defined by England Hockey). To support the Area Disciplinary Administrator (ADA) including review of Disciplinary processes across the sport.

Key Tasks of the Role

1. 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 primarily required during the Hockey season.

2. The Role

Appointed by the Area Board of Directors and accountable to the Area Disciplinary Administrator (ADA), the duties and responsibilities will include the following:

- ❖ Be a member of the ADP which will consist of a number of appointed AADA's from whose number a Deputy AADA can be appointed.
- ❖ Report to and attend ADP meetings when convened.
- ❖ Receive red card matchday misconduct offence reports from the ADA and administer to the regulations.
- ❖ Receive Disrepute reports as delegated by the ADA and administer to the regulations.
- ❖ Ensure that details of all penalties (Disrepute Complaints, Red Cards and Matchday Misconduct Offences) applied under the EH Disciplinary process are recorded and stored on designated systems.
- ❖ Ensure consistent application of processes and decisions across the Area in line with national guidance/tariffs.
- ❖ Support recruitment to and training within the ADP.
- ❖ Promote and advise affiliated bodies and the membership of the Area on discipline matters.

Is this Role for you?

- ❖ Be willing to commit to the time required.
- ❖ Have a good understanding of the EH Code of Ethics and Behaviour.
- ❖ 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.