



Meopham Ladies Hockey Club

Player Information Booklet

[www.meophamladieshc.co.uk](http://www.meophamladieshc.co.uk)

# HISTORY OF MEOPHAM LADIES HOCKEY CLUB

Founded in 1980 by a group of “Mums” at Meopham Mothers & Toddlers Group.

The “Mums” decided that they wanted to do something for themselves and running around a hockey pitch was something they had done all those years before at school!

The team initially played at Meopham School and were helped greatly by the PE Department at the time who lent them the school kit to play their first few matches—hence the team having Green in their kit.

The club has grown in size and strength and now operates a 2nd XI. Due to the constraints of the league all matches are now played on Astroturf and Meopham play home matches at Gravesend Rugby Club.

The club is very social and enjoy their hockey. Players have moved away from the area but when they have moved back they have come back to join the club too!

# Code of Conduct/ Ethics/ Behaviour

The following document sets out the Meopham Ladies Hockey Club's requirements relating to issues of conduct from Players, Team captains, Members of the Club Committee, Officials, Supporters, Coaches, Managers, Spectators, Parents, other Leaders and Health Professionals. All those associated with the Club are expected to accept, promote and implement this code in full even if away from home club premises and facilities.

The purpose of the Code of Conduct is to:

1. Establish the Code of Behaviour (expected minimum standards of behaviour and conduct) for all people involved within the club, and
2. Provide information on reporting and disciplinary procedures.

## **Generic Code of Conduct/ Behaviour of all associated with Meopham Ladies Hockey Club**

### **Terms of reference**

The content of this Code of Behaviour applies to all involved with the sport of hockey in England.

In order to protect the reputation of hockey in England, the Code also applies to all those associated with England Hockey who are involved in hockey whilst outside England.

### **Expected Minimum Standards of Behaviour and Conduct**

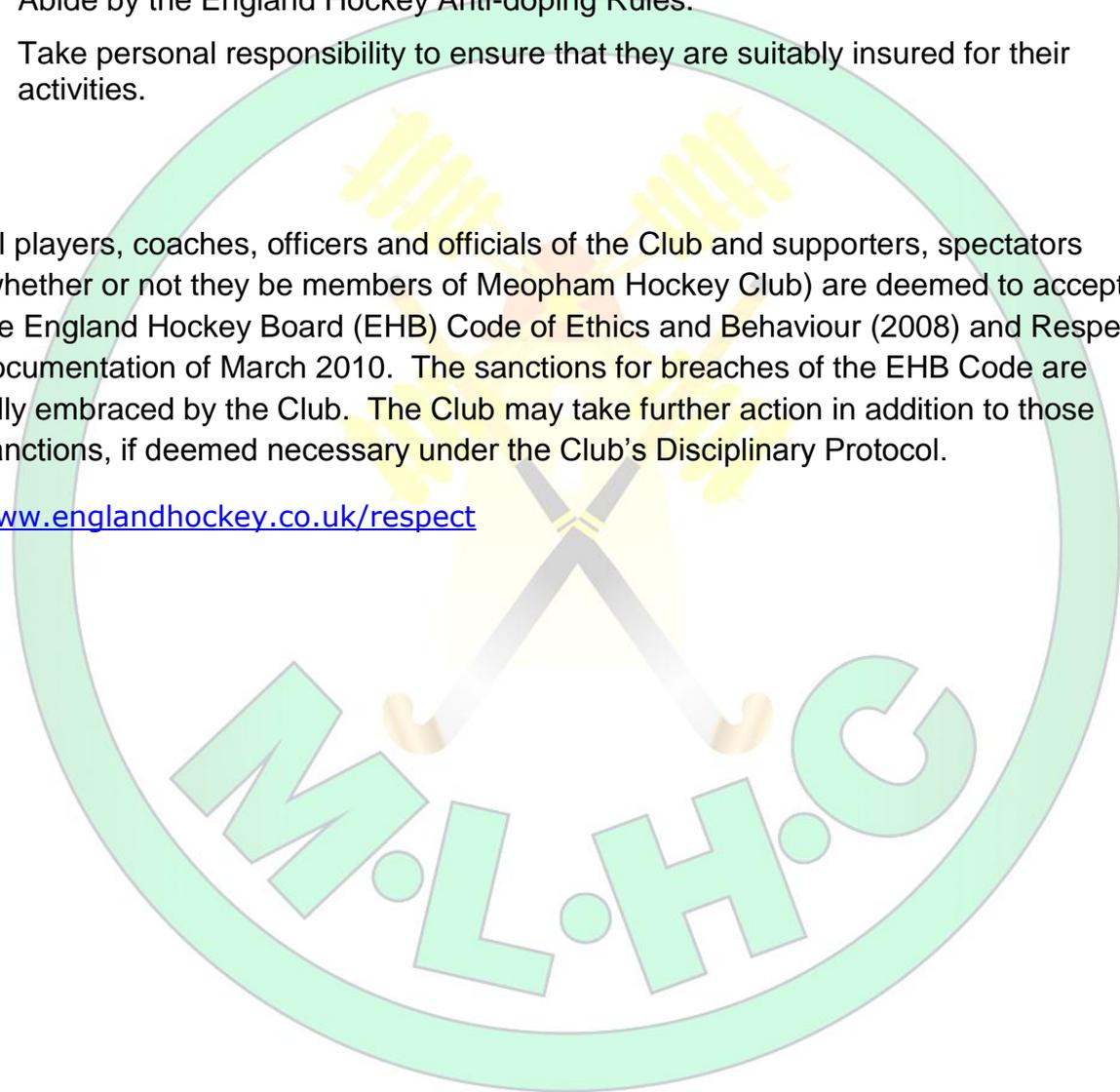
***All individuals involved in Meopham will, at all times:***

- Respect the spirit of fair play in hockey. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity and worth of others.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the club and take all possible steps to prevent it from being brought into disrepute.

- Protect themselves and others involved in the game/ club from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by the Clubs Grievance Procedure where an issue arises
- Abide by the England Hockey Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.
- Abide by the England Hockey Equity Policy.
- Abide by the England Hockey Anti-doping Rules.
- Take personal responsibility to ensure that they are suitably insured for their activities.

All players, coaches, officers and officials of the Club and supporters, spectators (whether or not they be members of Meopham Hockey Club) are deemed to accept the England Hockey Board (EHB) Code of Ethics and Behaviour (2008) and Respect documentation of March 2010. The sanctions for breaches of the EHB Code are fully embraced by the Club. The Club may take further action in addition to those sanctions, if deemed necessary under the Club's Disciplinary Protocol.

[www.englishockey.co.uk/respect](http://www.englishockey.co.uk/respect)



## **Discipline Protocol for Breaches of the MLHC and/or EHB Codes of Conduct and Behaviour**

All perceived breaches of any of the Codes should be reported to the Discipline Officer as soon as possible after the event. The Discipline Officer will, take steps to resolve the issue locally and informally, if possible; consulting with other Officers of the Club if required.

If required, breaches will be reported on to other Disciplinary bodies following the procedures under the relevant Codes and liaising between all parties as required.

The Discipline Officer may, in any event, carry out any of the following on behalf of the Club:

- Write to the person(s) involved in the reported incident;
- Call a review meeting with the Chairman of the Club, any other Club Officers and the person(s) involved in the incident;
- Following any review meeting, make the decision to apply further sanction(s), in consultation with the other parties involved in the incident.

In the case of any additional sanction(s) applied by the Club, the person(s) involved will have the right of appeal to the General Committee of the club either in person or writing.

### **PLAYER GRIEVANCE PROCEDURES**

Should a player have a grievance with any aspect of the club either from the playing aspect or other they should follow the following procedure:

- Approach their playing team Captain to discuss the situation
- If it is felt that their playing Captain is not the appropriate member to have the discussion with, then the player should approach the Chairperson.

It is expected that the discussion is conducted in an appropriate format and face to face is positively encouraged.

Players are reminded to ensure that any communication is considered and carried out in a respectful manner to the club and individuals.

Any grievance will be considered and the player will be kept up to date with any ensuing discussions at committee level and any decisions or outcomes of these.

Players that do not follow appropriate or respectful grievance procedures will find that the committee will take the necessary sanctions against them.

## Player selection

- **Fundamental issues**

Selection Committee and Team Captains will ensure full implementation of the parts of the Code which relate to players.

- Players will be selected openly on merit to play at the appropriate level.
- Lower teams must release players to play in higher teams while higher teams must respect lower teams' needs and not make unreasonable demands on them.

- **Selection Policy**

At the start of each season players will be placed in a team squad by the Selection Committee in consultation with captains, based upon past season performances/ level of play and pre-season trials/friendly matches.

The squad lists will be reviewed through the season.

Selection will be based upon:

- player performance;
- needs of higher teams, taking impact on lower teams into account;
- development of improving/youth players; and
- training and club commitment.

Teams will be selected from the top downwards, starting with the 1<sup>st</sup> XI.

There will be a degree of discretion in selection to allow for any late changes caused by illness, injury or work related absence.

**Captains** will confirm to players their selection by Wednesday evening each week.

**Captains** should ensure there remains close liaison between the other team captains to assist in ensuring that unavailability of a squad member due to game timings are conveyed and if possible an alternative game is offered.

**Players** should provide advance notice of non-availability.

If a player misses two games without prior notice it may result in her being dropped and/or starting the match on the bench.

If a player is injured, she may be required to play for a lower team until match fit.

Players are asked to show their commitment to the club by making every effort to attend training regularly and making yourself available as much as you can – this will help to create team spirit and improve team play.

## CLUB FEES

Fees are formally set at the club AGM. Fees include annual player subscriptions and individual match fees.

Annual player subscriptions should be paid at the start of the season, (1<sup>st</sup> league game), the latest deadline for subscriptions is 30<sup>th</sup> November (by agreement with Membership Secretary & Treasurer). If a member has a hardship issue that prevents them from meeting this deadline they need speak to the Club Treasurer and/or Membership secretary, to make a suitable arrangement for both club and individual.

An Annual Membership form must be completed by all members.

**NEW** playing members joining during the season will be charged a pro-rata subscription fee as follows:

Up to end of October: Full Subscription

Up to end of November: 83% of full subs

Up to end of December: 66% of full subs

After Christmas: 50% of full subs

Match Fees should be paid to nominated collector after each match.

Non-payment of subscription charges may result in non-selection of a player for that week-ends game.

## **MEOPHAM LADIES HOCKEY COMMITTEE**

The following roles are designated as making up the Club's Committee:

Chairperson

Secretary

Treasurer

Membership Secretary

Fixture Secretary

Social Secretary

Discipline Officer

Safe Guarding Officer

Umpire Secretary

1<sup>st</sup> XI Captain

1<sup>st</sup> XI Vice-Captain

2<sup>nd</sup> XI Captain

2<sup>nd</sup> XI Vice-Captain

### **SELECTION COMMITTEE:**

Chairperson

1<sup>st</sup> XI Captain

1<sup>st</sup> XI Vice-Captain

2<sup>nd</sup> XI Captain

2<sup>nd</sup> XI Vice-Captain

Roles of these positions are found on the Club Website.

## Club/ Player Insurance

Meopham has an insurance policy that is a **basic level** of cover for players and spectators.

The Insurance is taken out with Perkins-Slade through England Hockey, covering Civil Liability and Personal Accident (which has specific cover requirements).

If you require further details of the policy please ask either the Treasurer or Chairperson.

Players are recommended to ensure that they have adequate personal insurance that covers them should an incident occur which results in injury or requirement of medical treatment. Players should also take a personal responsibility for their own welfare by ensuring they have and use the necessary protective equipment eg shin pads, gum shields, gloves, goal-keeping clothing etc

Any player that injures themselves and feels that medical attention or treatment may be required after the event needs to inform their captain and complete an accident form after the game.

Players are reminded that they should complete the necessary medical information section on the membership form and make sure the membership secretary is kept updated with their emergency contact numbers.



# Incident/accident report form 20?? – 20?? *Meopham Ladies Hockey Club*



Please ensure that this form is completely legible and is signed and dated.

1. Name and location of facility		
2. Full name of the injured person (if applicable)		
3. Full address of the injured person (if applicable)		
4. Date of Incident/accident	Time of Incident/accident	
5. Nature of incident/accident and extent of injury (including location on body):		
6. FULL details of the incident/ accident including;- how it happened, where it took place:		
7. What activity was being performed (eg training game, getting changed, etc):		
8. Witness name(s) and address(es):		
9. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):		
Police called:	Yes / No	Ambulance called: <span style="float: right;">Yes / No</span>
Facility manager informed:	Yes / No	Facility accident book completed <span style="float: right;">Yes / No</span>
Parent informed	Yes / No	
10. Other actions?		

**Section to be completed by injured person**

I confirm that the above details are correct and accurate to the best of my knowledge.

Print name:		
Signature:		Date:

## Safe Guarding & Social Networking Issues

Members are reminded about their responsibilities towards other club members.

Social networking sites are increasingly used as a form of communication – members need to be considerate to other members' wishes as to whether images/ comments are posted on such sites.

At no time should any such postings be done in such a way that the impression is given that it is "Club Comment or Views" that are being written.

Any images of U18 members must have parental permission to be published on such sites.

Members are reminded of their responsibilities as role models to members that are U18. Playing standards, etiquette and behaviour should be appropriate and uphold the Club's standards.

