



ULSTER HOCKEY LTD

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DISCIPLINARY PROCEDURES and REGULATIONS

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1.0 INTRODUCTION

1. These procedures and Procedures and Regulations set out a process by which the Ulster Hockey can adjudicate disciplinary matters in a fair and timely manner, allowing all Participants proper rights to be heard and put their case.
2. In these Procedures and Regulations:
 - Regulation headings herein are inserted for ease of reference only and shall not affect the construction or interpretation of these Procedures and Regulations;
 - Outdoor Hockey Leagues (including play-offs) and Cups shall be classified as one jurisdiction and Indoor Hockey¹ shall be classified as a distinct jurisdiction and any suspension(s) imposed by the Disciplinary Committee will apply only to the jurisdiction in which the suspension is appropriate, unless a time-bound suspension is imposed, in which case the suspension will apply to ALL hockey;
 - Any reference in these Procedures and Regulations to "writing" or "written" includes email and other forms of electronic messaging; and
 - Any reference in these Procedures and Regulations to the serving of documents or notification of a hearing or otherwise includes but is not restricted to postal service and communication by email and other forms of electronic messaging.

2.0 OVERVIEW – What Constitutes a Disciplinary Matter?

3. These Procedures and Regulations apply to all Participants. A disciplinary matter can arise where there is an alleged breach of any existing rule, regulation or policy. The points below provide detail of areas where an alleged breach may give rise to a disciplinary complaint:
 - I. Any breach, failure, refusal or neglect to comply with a provision of:
 - the Ulster Hockey Ltd Articles of Association, Procedures and Regulations, Byelaws or Standing Orders;
 - any policy, Code of Conduct, resolution or determination of the Ulster Hockey Management Board or Sub Committee(s);

¹ The Disciplinary Committee will approve the Disciplinary Procedures and Regulations to be applied to Ulster Indoor Hockey when the format and structure of Indoor Hockey is confirmed by Ulster Hockey Competitions.

- any Procedures and Regulations of an event including misconduct, except where such breach, failure, refusal or neglect is related to Ulster Hockey Anti-Doping Procedures and Regulations, or Safeguarding Policy - in such circumstances the matter shall be dealt with as set out in those specific regulations.
- II. Conduct that is opposed to the general interests of Ulster Hockey or the sport of hockey (including, without limitation, conduct that brings the sport into disrepute, discriminatory conduct, harassment and inappropriate behaviour).
 - III. Behaviour that is or is likely to be prejudicial to the smooth running of an event organised by or on behalf of Ulster Hockey or any event that Ulster Hockey is associated with.
 - IV. Any other matter raised by or about any member, Participant or anyone acting in any capacity on behalf of Ulster Hockey which raises the concern of the Ulster Hockey Management Board.

ANTI-DOPING PROCEDURES AND REGULATIONS

4. Ulster Hockey has adopted the Sport Ireland Anti-Doping Rules and all matters regarding doping shall be dealt under these rules which shall take precedence over these Disciplinary Procedures and Regulations.

SAFEGUARDING POLICY

5. In all cases where there is concern about the safety or protection of children, the Chair of the Disciplinary Sub-Committee must immediately refer the matter to the Ulster Hockey Safeguarding Officer. Ulster Hockey Safeguarding Policy, when appropriate, shall take precedence over these Disciplinary Procedures and Regulations.

3.0 THE DISCIPLINARY SUB-COMMITTEE

6. The Ulster Hockey Management Board shall each year approve and ratify the membership of the Disciplinary Sub-Committee. The Disciplinary Sub-Committee shall comprise of up to eleven (11) members. A minimum of four (4) members per gender shall make up the Disciplinary Sub-Committee. The Ulster Hockey Management Board shall approve the appointment of the Chair, Vice-Chair and up to nine (9) other members,

- who may include a current player and a minimum of two (2) representatives from umpiring.
7. The Disciplinary Sub-Committee shall select one (1) person from its membership to the role of Secretary who shall record proceedings of all the Disciplinary Sub-Committee meetings.
 8. A Disciplinary Hearing or Disciplinary Sub-Committee meeting shall be convened by the Chair or Secretary. In the event that the Chair cannot attend; or is excluded from attending due to a conflict of interest, the Vice-Chair shall assume the responsibilities and authority of the Chair of the Disciplinary Sub-Committee. In the event that the Chair and Vice-Chair cannot attend; the Disciplinary Sub-Committee will elect one of its members to act as temporary Chair who shall assume the responsibilities and authority of the Chair of the Disciplinary Sub-Committee.
 9. A quorum shall be five (5) persons including the Chair.
 10. All decisions of the Disciplinary Sub-Committee shall be made by a simple majority. In the event of an equality of votes, the Chair of the Disciplinary Sub-Committee shall have a casting vote.
 11. Any Disciplinary Sub-Committee Member who has an interest in, or direct knowledge of, the subject matter of the Disciplinary Hearing shall declare their interest or knowledge to the Chair of the Disciplinary Sub-Committee, in advance of the hearing. The Chair of the Disciplinary Sub-Committee shall decide whether to exclude a Disciplinary Sub-Committee Member from the hearing. In the event that the Chair cannot attend or is excluded from attending the hearing due to a conflict of interest, the Vice-Chair will decide whether to exclude a Disciplinary Sub-Committee Member. For the avoidance of doubt, where a member of the Disciplinary Sub-Committee is an Umpire, or a Technical Official² in a match which is being considered by the Disciplinary Hearing, they will NOT be permitted to participate in the hearing or decision-making process.
 12. In the event that a Disciplinary Hearing meeting is inquorate, the Chair will ask the participant and the Disciplinary Sub-Committee whether they wish to proceed with the Disciplinary Hearing or adjourn and reconvene

² A Technical Official may be able to participate in a Disciplinary Hearing where they have not had direct involvement in the incident being considered.

at a later date. If the participant and the Sub-Committee agree the hearing can proceed as planned; otherwise the hearing will be re-scheduled according to Regulation 73

13. The Disciplinary Sub-Committee shall consider all cases where:
 - a Participant receives a Red Card;
 - a Participant accumulates five (5) or more yellow cards during the playing season;
 - a request is received from the Ulster Hockey Management Board;
 - a Matchday Misconduct or valid Code of Conduct Report has been received;
 - a Complaint has been received regarding an Umpire's behaviour; and
 - any other disciplinary matter that has been referred to it by the Ulster Hockey Management Board in accordance with these Procedures and Regulations.
14. The following decisions, while not exhaustive are available to the Disciplinary Sub-Committee and may be applied to a Participant / Club:
 - dismiss the case
 - no further action required
 - issue advice & guidance to participants
 - issue warning as to future conduct
 - suspension for a number of matches
 - suspension for a period of time
 - suspension "sine die" with or without a defined minimum time period of suspension
 - suspension imposed but "deferred" for a period of time
 - fine imposed on Club or a Participant
15. When deliberating on a decision, the Disciplinary Sub-Committee may consider the following:
 - any sanction imposed on the Participant by the Participant's Club / School in respect of the offence; and
 - the Participant's previous record over the past five (5) years.

4.0 OFFENCE CATEGORIES

16. There are three offence categories:
- a. **Category 1.** This category is reserved for the most serious offences and will be applied for offences such as an act of violence, spitting, striking, physical assault (causing injury), racial, sectarian, homophobic abuse, direct repeated or foul-mouthed verbal abuse and sexual harassment. This is not an exhaustive list and other offences will be considered on a case-by-case basis.
 - b. **Category 2.** This category is to be used for offences that do not meet the criteria for a Category 1 offence;
 - where a Participant receives two Yellow Cards³ in the same match;
 - offences that relate to serious breaches of Ulster Hockey's Code of Conduct; or
 - issues that relate to an Umpire Complaint.
 - c. **Category 3.** This category relates to minor offences that do not meet the criteria for a Category 2 offence and which:
 - may have occurred under Ulster Hockey's Code of Conduct Policy; or
 - relates to allegations of Umpire misbehaviour which are considered frivolous, trivial, superficial, or where insufficient evidence is presented.
17. On receipt of a Red Card, a Matchday Misconduct Report, a valid Code of Conduct Report or Umpire Complaint, the Chair, Vice-Chair or Secretary of the Disciplinary Sub-Committee, will carry out a preliminary assessment of the offence to determine whether the classification of the offence as per Regulation 16. Where there is doubt regarding the classification of the offence, a quorate group of the Disciplinary Sub-Committee will carry out an assessment and determine the classification of the offence.

³ In such a scenario, the first Yellow Card will be recorded on Ulster Hockey's Record of Temporary Suspensions. The second Yellow Card will not be recorded.

18. There shall be no appeal against the classification of an offence save for mistaken identity. In the event that a case of mistaken identity is confirmed, the Disciplinary Sub-Committee, shall be entitled to apply the offence to another Participant whom the Disciplinary Sub-Committee can confirm was responsible for the alleged misconduct.

5.0 MISCONDUCT REPORTING

Match Card / Match Report Form

19. For each match, the Umpires, or if appointed a Match / Technical Official(s), shall complete a Match Card / Match Report Form. All Yellow and Red Cards must be reported on the Match Card / Match Report Form – umpires should confirm the identity of the Participant who has been ‘carded’ with Team Captains / Coaches / Managers, before completing the Match Card / Match Report Form, so to avoid mistaken identity.
20. The Match Card / Match Report Form must be signed by each Umpire and, if applicable, each Match / Technical Official, and by the Captain of each team.
21. Once the Match Card / Match Report Form has been completed, if the Umpires have recorded **ANY** Yellow or Red Cards on the Match Card / Match Report Form then the umpire⁴ / Match / Technical Officials, **MUST** take a digital image of the Match Card / Match Report Form and send it by e-mail to disciplinary@ulsterhockey.com, with the subject line including details of the match (League, Home Team & Away Team). The Match Card / Match Report Form must be received within two (2) days of the date of the relevant match.

Red Cards

22. A Red Card may only be issued in respect of an offence committed during a match. A match shall be deemed to be the time between the commencement of a game of hockey and its completion and shall include any extra time played and/or any ‘run in’ competition, the half-time interval and any other interval between the aforementioned phases of

⁴ If both umpires have issued Yellow cards, the umpires should agree who will send the digital image of the Match Card / Match Report Form to Ulster Hockey. There is no need for both umpires to send in the same Match Card / Match Report Form.

the match. A Red Card may be issued to any Participant in the match, including players on the pitch, substitutes and team officials (managers, coaches, physiotherapists and doctors who are part of a team's squad) whether or not a formal team sheet has been submitted.

23. If a Red Card has been recorded on the Match Card / Match Report Form, then in addition, a separate Red Card Report **MUST** be sent by the Umpire or Match / Technical Official who awarded the Red Card by e-mail to disciplinary@ulsterhockey.com. The Red Card Report should be emailed within 48 hours following the conclusion of the match to disciplinary@ulsterhockey.com.
24. Umpires / Match / Technical Officials are responsible for emailing Red Card Reports to disciplinary@ulsterhockey.com that must be received within 48 hours of the conclusion of the match. Where such reports are not received within this timescale, they may be referred to the Umpire's Committee by the Secretary of the Disciplinary Sub-Committee.
25. Following receipt of a Red Card report, the offence will be classified in accordance with Regulation 16.
26. For the purposes of the accumulation of Red Cards, the Red Card shall be treated as having been issued on the date of the match not the date that the Red Card report was submitted.

Matchday Misconduct

27. Matchday Misconduct offences can only be reported by the match umpires or Match / Technical officials and relate to offences by Participants that occur either before or after a match, when it would not be appropriate for an umpire / Match / Technical Official to issue a Red Card in respect of the offence.
28. Matchday Misconduct Reports should be emailed within 48 hours following the conclusion of the match to disciplinary@ulsterhockey.com.
29. Following receipt of a Matchday Misconduct report the offence will be classified in accordance with Regulation 16.

Yellow Cards

30. All Yellow Cards MUST be noted on the Match Card / Match Report Form, against the Participant who was awarded the Yellow Card. For each entry, the Umpire / Match / Technical Official must record the duration of the suspension i.e. five (5) or ten (10) minutes, the type of the Yellow Card offence (refer to the descriptions on the Match Card / Match Report Form) and who awarded the Yellow Card (either by using the Umpire's / Match / Technical Official's initials, or using either the 'A' or 'B' code (dependent on which umpire has signed the Match Card / Match Report Form as Umpire A and Umpire B). Where the offence is classified as 'Other', it would be helpful if the Umpire / Match / Technical Official could provide a brief explanation of the offence at the bottom of the Match Card / Match Report Form
31. When a Participant receives a Yellow Card it will result in either a
 - five (5) minute temporary suspension; or
 - ten (10) minute temporary suspension.
32. Where a Participant accumulates any combination of Yellow Cards that results in a total temporary suspension of twenty (20) minutes or more, in the same competition, the Participant will be issued with an automatic one (1) match suspension. The suspension will be effective 24 hours following the issue of the Suspension Notice (by e-mail) to the Secretary of the Participant's Club (with the date and time taken from the e-mail timestamp).
33. Should a Participant accumulate five (5) or more yellow cards in a season then a Disciplinary Hearing will be convened as described in Section 8.
34. There shall be no appeal against any suspension issued under Regulation 32 save for mistaken identity. In the event that a case of mistaken identity is confirmed, the Chair of the Disciplinary Committee, shall be entitled to rescind the Yellow Card and then transfer the Yellow Card to another Participant whom the Disciplinary Committee can confirm was responsible for the misconduct.

Code of Conduct / Referrals from Ulster Hockey

35. In normal circumstances, where a Code of Conduct Report is submitted by a Participant against another Participant, it MUST be supported by either another report from another Participant who has seen or heard the alleged Code of Conduct offence; OR the Code of Conduct Report MUST be accompanied by either a video or audio recording that supports the alleged Code of Conduct offence. Valid Code of Conduct Reports should be emailed within seven (7) days of the date of the incident to disciplinary@ulsterhockey.com
36. Notwithstanding Regulation 35, the Disciplinary Sub-Committee may decide to accept an uncorroborated Code of Conduct Report where the alleged offence is so serious that it could bring Ulster Hockey, or the sport of hockey into disrepute if not investigated; OR may decide to accept a complaint received later than seven (7) days after the alleged code of conduct complaint.
37. Where a Code of Conduct Report is submitted NOT in compliance with Regulation 35, the Secretary of the Disciplinary Sub-Committee will advise the Participant that their report needs to be corroborated. If no supporting information is provided within seven (7) days the Disciplinary Committee will consider the matter closed.
38. Following receipt of a valid Code of Conduct report, the offence will be classified in accordance with Regulation 16.
39. For Category 1 and 2 offences, the Secretary of the Disciplinary Sub-Committee will arrange for all the correspondence to be sent to the Secretary of the Club or directly to the Participant.
40. The Secretary of the Club or Participant to whom the report refers must provide a response to the Secretary of the Disciplinary Sub-Committee within seven (7) days from the date that the request is made.
41. On receipt of a response, the Secretary of the Disciplinary Sub-Committee will copy the correspondence to the Chair & Vice-Chair of the Disciplinary Sub-Committee who will determine how to proceed.
42. Between the date that the Code of Conduct / Referrals from the Ulster Hockey Management Board is received and the date of the hearing, the Chair, Vice-Chair or Secretary of Disciplinary Sub-Committee shall be

entitled to request, or seek such additional information or evidence deemed necessary for consideration by the Disciplinary Sub-Committee.

43. For Category 3 offences, the Secretary of the Disciplinary Sub-Committee will advise the Secretary of the Club that as Ulster Hockey view the allegation as a Category 3 offence, that no formal proceedings will take place and will direct the club to follow Regulations 69 and 70.

Umpire Complaints

44. Umpires are responsible for setting and upholding the highest standards of honesty and integrity to ensure its reputation is, and remains, at the highest level. Umpires are therefore expected to behave in a manner that is consistent with the aims and objectives of Ulster Hockey, in line with its Code of Conduct policy and always act appropriately, and professionally in their role as ambassadors for Ulster Hockey and / or their club.
45. A complaint occurs where there is a conduct by an individual at any time that is contrary to the standards of behaviour set out in Ulster Hockey's Code of Conduct or otherwise brings or is liable to bring the Ulster Hockey or the sport of hockey into disrepute. An offence may be a single act or omission, a series of similar incidents, or a course of conduct.
46. Complaints about individual decisions or matters of interpretation during a match will **NOT** be accepted.
47. All umpire complaints or Code of Conduct allegations regarding an Umpire should be made in writing and sent to the Secretary of the Disciplinary Sub-Committee (disciplinary@ulsterhockey.com) by the Secretary of the Club making the complaint and should be received within 14 days of the date on which the issue(s) giving rise to the complaint occurred. Where the complaint concerns a series of similar incidents or a course of conduct, the period of fourteen (14) days shall run from the date of the last act or omission alleged to have occurred.
48. Notwithstanding Regulation 47, the Disciplinary Sub-Committee may, at its discretion, decide to accept a complaint received later than fourteen (14) days after the date on which the issue(s) giving rise to the complaint occurred.
49. Following receipt of an Umpire Complaint report the offence will be classified in accordance with Regulation 16.

50. For Category 1, 2 offences (and optionally Category 3 offences), the Secretary of the Disciplinary Sub-Committee will seek the Umpire's comments on the complaint. In the case of a Club Umpire, the Secretary of the Disciplinary Sub-Committee will ask the Umpire's Club Secretary to arrange for the Club Umpire to provide a response within seven (7) days. In the case of an Ulster Hockey Panel Umpire, the Secretary of the Disciplinary Sub-Committee will ask the Chair of the Ulster Umpires Executive Committee to arrange for the umpire to provide a response within seven (7) days.
51. If required, the Secretary of the Disciplinary Sub-Committee will issue notification of the Disciplinary Hearing and all necessary documentation to either the Umpire's Club Secretary or to the Chair of Umpires Sub-Committee via email giving at least seven (7) days' notice.

6.0 EMERGENCY SUSPENSION

52. Emergency Suspension Notices are only issued for offences that have been classified as a Category 1 offence.
53. The Secretary of the Disciplinary Sub-Committee will issue an Emergency Suspension Notice to the Secretary of the Participant's Club that is effective immediately and will remain in place until midnight on the day AFTER the date of the Disciplinary Hearing.
54. If the Disciplinary Hearing does NOT take place within ten (10) working days, then the Emergency Suspension will lapse, unless the Disciplinary Sub-Committee meet and agree to issue another Emergency Suspension Notice, which can remain valid for no longer than ten (10) working days. In normal circumstances, an Emergency Suspension Notice can only be renewed once for the same misconduct offence.
55. In exceptional circumstances, the Chair, Vice-Chair or Secretary of the Disciplinary Sub-Committee may seek approval from the Ulster Hockey Management Board to approve the issue of an indeterminate Emergency Suspension Notice until such time as a hearing can be convened.
56. If the Ulster Hockey Management Board approves the issue of an indeterminate Emergency Suspension Notice, this will lapse on the day after the date of the hearing.

57. During the period of an indeterminate Emergency Suspension, the Secretary of the Disciplinary Sub-Committee will keep the situation under regular review and at the earliest opportunity will convene a Disciplinary Hearing to consider the Category 1 offence.
58. Between the date that the Emergency Suspension Notice is sent to the Secretary of the Participant's Club and the date of the Disciplinary Hearing, the Chair of Disciplinary Sub-Committee shall be entitled to request such additional information or evidence as they see fit for consideration by the Disciplinary Committee.

7.0 THE DISCIPLINARY PROCEDURES

Category 1: Offences

59. For Red Card, Matchday Misconduct or Code of Conduct offences classified as a Category 1 offence, a date will be set for the Disciplinary Hearing which will be conducted in accordance with Section 8. It is expected that a Disciplinary Hearing will take place within 10 working days of the initial classification of the offence.

Category 2 Offences

60. In normal circumstances, Category 2 Red Card or Matchday Misconduct offence will NOT result in a formal hearing. Category 2 Code of Conduct allegations may result in a formal hearing, if the Disciplinary Sub-Committee cannot reach a decision from the information available; OR the alleged Code of Conduct offence requires further investigation. However, for all types of cases the Disciplinary Sub-Committee reserves the right to convene a hearing, following the process described in Section 8.

Decision Offer

61. As soon as practicable, following receipt of a Red Card, Matchday Misconduct Report or Code of Conduct which is classed as a Category 2 offence, the Secretary of the Disciplinary Sub-Committee shall issue the Participant / Club with a Decision Offer which may range from a fine (not exceeding £500), a warning to future conduct to a suspension which will not exceed three (3) matches.

62. The Club Secretary will have three (3) days from the date of receipt of a Decision Offer in which to notify the Secretary of the Disciplinary Sub-Committee that they wish to reject the offer.
63. If the Club Secretary does not reply to the Decision Offer within three (3) days, the Decision Offer shall be deemed to have been accepted.
64. If the Decision Offer is rejected, the Decision Offer will be withdrawn, and the Disciplinary Hearing will take place in accordance with Section 8.0, but for the purpose of notification of the hearing, this will be taken from the date that the Decision Offer was issued.
65. If the Decision Offer is rejected by the Participant / Club and at a subsequent hearing the Red Card, Matchday Misconduct, or Code of Conduct offence is proven and the Participant / Club offers no meaningful mitigation, there is a risk that the sanction from the Disciplinary Hearing will be greater than that indicated in the Decision Offer.
66. Between the date that the Red Card, Matchday Misconduct, or Code of Conduct Report is received and the date of the hearing or the issue of a Decision Offer, the Chair, Vice-Chair or Secretary of Disciplinary Sub-Committee shall be entitled to request or seek such additional information or evidence deemed necessary for consideration by the Disciplinary Sub-Committee.
67. For Category 2 Red Card offences, the Participant may continue to participate in hockey, until the effective date of the Decision Offer; or until the date of the Disciplinary Hearing (it is expected that a Disciplinary Hearing will take place within 10 working days from the initial classification of the offence).

Umpire Misconduct

68. Formal Disciplinary Hearings will be convened to consider all Category 2 Umpire Misconduct / Complaints, following the process described in Section 8.

Category 3 Offences

69. In normal circumstances, Category 3 Offences will NOT initially result in a formal hearing. Instead, the clubs will be asked to resolve the matter

between themselves. If the clubs fail to resolve the matter amicably, then the matter can be referred back to the Disciplinary Sub-Committee.

70. Should the matter be referred back to the Disciplinary Sub-Committee, the Disciplinary Sub-Committee may decide to convene a formal hearing to consider the dispute and sanctions may be issued to one or both clubs.
71. For Category 3 offences the Secretary of the Disciplinary Sub-Committee will advise the Secretary of the Club that as the Disciplinary Sub-Committee consider the allegation to be a Category 3 offence, a fee of £300 must be paid within seven (7) days if the Club wish the Disciplinary Sub-Committee to consider the case further. If no fee is received within seven (7) days, the Disciplinary Sub-Committee will consider the complaint to be closed.

8.0 HEARINGS

Adult Disciplinary Hearings

72. The Chair or Vice-Chair of the Disciplinary Sub-Committee shall decide the most appropriate method for conducting Disciplinary Hearings. The expectation is that the **ALL** hearings, where appropriate, will be conducted by video link. In exceptional cases, or in cases involving Participants under 18, the Chair or Vice-Chair of the Disciplinary Sub-Committee may determine that in-person hearing will be held.
73. Notice of the Disciplinary Hearing, which will include details of the meeting, including the date, time, & video link details will be forwarded by the Secretary of the Disciplinary Sub-Committee to the Secretary of the Participant's Club, at least seven (7) days in advance of the date of the Hearing.
74. In exceptional circumstances, it may be necessary to convene a Disciplinary Hearing at short notice and in such instances, the Secretary of the Disciplinary Sub-Committee will provide the Secretary of the Participant's Club with as much notice as is practically possible.
75. The Secretary of the Disciplinary Sub-Committee will issue details of the Disciplinary Hearing and copies of all necessary documentation to members of the Disciplinary Sub-Committee via e-mail in advance of the meeting.

76. The Disciplinary Hearing will consider the evidence and representations from the Participant or on behalf of the Participant and decide whether or not any additional sanction or penalty will be imposed on either the Participant or to the Participant's Club.
77. Where a hearing is convened to consider a case, the following shall be adhered to:
- the Participant has the right to be accompanied or represented (virtually) by an officer of the Club / School;
 - the Chair will introduce themselves and explain the procedure;
 - the Participant will be asked to confirm that they understand the procedure;
 - Umpire's (or other) report(s) is/are read by the Chair of Disciplinary Hearing;
 - the Participant is asked for their comments on the report and can elect to present evidence⁵;
 - the Participant's accompanying person (if any) is asked for their comments and can elect to present evidence²;
 - Throughout the hearing the Disciplinary Sub-Committee may pose questions;
 - the Participant is advised that they will be notified of the decision as soon as possible;
 - the Participant and the Participant's accompanying person (if any) leaves the hearing;
 - the Disciplinary Sub-Committee discusses the case and reaches a decision;
 - A Decision Letter will be sent by the Secretary of the Disciplinary Sub-Committee to the Secretary of the Participants Club.
78. If the Participant / Club and / or Disciplinary Sub-Committee experience technical problems that cannot be resolved in a reasonable timeframe, the hearing will be rescheduled within seven (7) days.

⁵ Such evidence can be given in any form (e.g. orally, written, audio or video). The Participant is responsible for ensuring that the evidence can be presented to the Disciplinary Hearing using the technology being used for the video link

Under 18 Hearings (Club Hockey)

79. Where a Disciplinary Hearing is convened to consider a case of a Participant under 18 (participating in Club Hockey), the following shall be adhered to:
- the Disciplinary Sub-Committee is reduced to four (4) members including the Chair.
 - the Participant MUST be accompanied (either virtually or physically) by an officer from her / his club. A parent / guardian may also attend as an observer (either virtually or physically). If the Participant is unaccompanied by an officer of their Club, the hearing will be adjourned and will be re-scheduled for a later date.
80. Aside from these changes the Disciplinary Hearing will follow the same procedure as described for Adult Hearings.

Under 18 Hearings (Schools Hockey)

81. Only Red Card / Matchday Misconduct charges will be dealt with by the Disciplinary Sub-Committee. Where a Disciplinary Hearing is convened to consider a case of a Participant under 18 (participating in School Hockey), the following shall be adhered to:
- the Disciplinary Sub-Committee is reduced to three (3) members including the Chair, plus one (1) member of the Joint Schools Committee whose gender is the same as the Participant.
 - the Participant MUST be accompanied by a member of staff from his / her School. A parent / guardian of the Participant may also attend as an observer. If the Participant is unaccompanied by a member of staff from his / her School, the hearing will be adjourned and will be re-scheduled for a later date.
82. Aside from these changes the Disciplinary Hearing will follow the same procedure as described for Adult Hearings.

Umpire Hearings

83. Where a hearing is convened to consider an Umpire Complaint case, the following process shall be adhered to:

- the Umpire has the right to be accompanied (virtually) by an officer of the Club (if a Club Umpire), or Ulster Hockey Panel Umpire or anyone else;
 - The Chair will introduce themselves and explain the procedure;
 - the Umpire will be asked to confirm that they understand the procedure;
 - the complaint will be read by the Chair of the Disciplinary Sub-Committee;
 - the Umpire will be asked for their comments on the complaint and will be offered the opportunity to provide additional detail on any written reports that have been submitted;
 - The Disciplinary Sub-Committee is given the opportunity to pose questions;
 - the Umpire's accompanying person (if any) is asked for their comments;
 - the Umpire is advised that they will be notified of the decision as soon as possible;
 - the Umpire and the Umpires accompanying person (if any) leaves the meeting;
 - the Disciplinary Sub-Committee discusses the case and reaches an outcome;
 - A Decision Letter will be issued by the Secretary of the Disciplinary Sub-Committee by email to either the Umpire, or the Umpire's Club Secretary and to the Chair of Umpires Sub-Committee
84. The outcome of the process, including any recommendations, from the Disciplinary Hearing will be reported to the Ulster Hockey Management Board and the Chair of the Umpires Executive Committee.
85. If a fee has been charged to hear the Umpire Complaint, the Disciplinary Sub-Committee will make a recommendation to Ulster Hockey whether the fee is to be retained or returned to the club or school.

Non-attendance at Hearings

86. Where a Participant is not able to participate at a hearing, the Participant's Club or School Secretary **MUST** notify the Secretary of the Disciplinary Sub-Committee in advance of the meeting.

87. In the case of non-attendance, the Participant, the Participant's Club / School may provide a written submission to be considered by the Disciplinary Sub-Committee. Any such submission, in either electronic or hard copy format, must be received by the Secretary of the Disciplinary Sub-Committee at least two (2) days prior to the date of the hearing (or by a date & time agreed by the Chair of the Disciplinary Sub-Committee). In exceptional circumstances, late submissions may be considered.
88. The Disciplinary Sub-Committee shall have sole discretion in deciding whether or not to adjourn or postpone the Disciplinary Hearing. Nothing shall prevent the Disciplinary Sub-Committee from convening or proceeding with a Disciplinary Hearing without the Participant being present or being accompanied by an individual, except when Regulation 79 or 81 applies.
89. Where the Secretary of the Disciplinary Sub-Committee has not received notification by 12 noon on the day of the hearing, that a Participant / Club / School will not attend the arranged Disciplinary Hearing, a fine of £100 may be levied by the Disciplinary Sub-Committee on the Club / School. Details of any fine and payment procedures will be included in the notification letter issued to the Club / School.

9.0 DISCIPLINARY COMMITTEE DECISIONS & SERVING SUSPENSIONS

90. The Secretary of the Disciplinary Sub-Committee shall keep a record of all cases heard.
91. The Secretary of the Disciplinary Sub-Committee will also maintain a record of all Red & Yellow Cards issued during a season. Details may be shared electronically to the following persons:
- the Disciplinary Sub-Committee
 - the Chair, Vice-Chair and Secretary of the Umpires' Committee
 - the Ulster Hockey Executive Manager
 - Club Secretaries (on request and only related to their Club Participants).
92. Where a suspension is imposed, the suspension prohibits the player from participating in any capacity, i.e., playing, coaching, managing, umpiring, during the period of the suspension. Aside from 'Emergency Suspensions' which are effective immediately, sanctions imposed following a

Disciplinary Hearing will be effective 24 hours following the issue of the Suspension Notice (by e-mail) to the Secretary of the Participant's Club / School (with the date and time taken from the e-mail sent timestamp).

93. Suspensions will be served in all matches played under the auspices of Ulster Hockey, however, where a "time-bound" suspension is imposed, the suspension will be served in all hockey played under the auspices of Hockey Ireland and the European Hockey Federation.
94. The Participant must serve their suspension for matches played by the team that they are registered to play for. For the avoidance of doubt a 3rd XI player cannot count matches played by the 1st XI or 2nd XI as matches counting towards their suspension, nor may they play for any other team while serving their suspension. If a club can prove that the Participant regularly plays for a higher or lower team, then these matches may be included **IF** the Participant's name appears on all four (4) preceding Match Card / Match Report Forms for that team from the date of the suspension notice.
95. Suspensions which are not completed in full during a current season are carried over to the following season.

Reports to Management Board, Ulster Hockey

96. The Secretary of the Disciplinary Sub-Committee shall forward periodic reports to the Executive Manager, Ulster Hockey detailing the work of the Disciplinary Sub-Committee. The Reports will be made available to the Ulster Hockey Management Board and should contain details of all cases heard, decisions taken and any other issues to be considered by the Ulster Hockey Management Board.

Notification

97. The Secretary of the Disciplinary Sub-Committee will prepare Decision Letters following the Disciplinary Hearing and issue to the Secretary of the Participant's Club or School by e-mail.
98. Decision Letters will be issued to the Club no later than 24 hours following the Disciplinary Hearing.

Publicity

99. Ulster Hockey shall publish any suspensions imposed or rescinded under these Procedures and Regulations on the Ulster Hockey website and shall do so in a manner and in such form as Ulster Hockey determine.

Fines

100. Where a fine is imposed on a Club or School, details of the fine and payment procedures will be included in the Decision Letter issued to the Club or School.

Suspensions Served

101. When a suspension has been completed and **BEFORE** the individual is permitted to participate again, the Club is required to inform the Secretary of Disciplinary Committee by e-mail to disciplinary@ulsterhockey.com, of the details of the date(s) and match(es) in which the individual did not participate.
102. Where a Club fails to notify the Secretary of the Disciplinary Sub-Committee, a fine of **£100** will be imposed and the Disciplinary Sub-Committee may consider a further suspension.

Appeals

103. Any Appeal against a decision of the Disciplinary Sub-Committee must be made in accordance with Section 12 of Ulster Hockey Limited Byelaws.

10.0 REVIEW OF PROCEDURES

104. The Disciplinary Sub-Committee will carry out an annual review of these Procedures and Regulations. The updated draft Procedures and Regulations will be copied to the Umpire's Sub-Committee for information. The final draft of the Procedures and Regulations will be sent to the Ulster Hockey Management Board for approval.

APPENDIX 1: Definitions and Interpretation

Term	Meaning
AGM	The Annual General Meeting of Ulster Hockey.
Cards	Means Green Cards, Yellow Cards or Red Cards.
Club	A club that is a full member of Ulster Hockey or is otherwise a recognised hockey body that falls within the jurisdiction of Ulster Hockey.
Code of Conduct	Means Ulster Hockey's Code of Conduct Policy
Complaint	Means a complaint which has been submitted to Ulster Hockey and complies with its Complaints Procedure.
Competition	All outdoor leagues (including play-offs) and cups shall be counted as one competition; and All indoor leagues (including play-offs) and cups shall be counted as a separate competition.
Disciplinary Sub-Committee	Means the Disciplinary Sub-Committee (see Article 2 of Ulster Hockey Ltd's Articles of Association)
Disciplinary Hearing	Has the meaning given in Section 8 in this document.
Disciplinary Sub-Committee Member	Has the meaning given in Section 3 in this document.
Emergency Suspension Notice	This is a suspension notice that prevents the Participant taking part in ANY hockey activity during the ESN period. The suspension is effective immediately. There is no appeal against this sanction.
Match Card / Match Report Form	Means the form used by Ulster Hockey to record players, score and penalties related to each match played under the auspices of Ulster Hockey.
Participant	This list is not exhaustive, but includes a player, coach, assistant coach, physio, manager, umpire, technical official, club, club member, director, official, officer, employee, contractor, worker, agent, representative(s) of a Club, spectator or any other person involved in or connected to the sport of hockey
Red Card	Means either a Category 1 or Category 2 Red Card.
Procedures and Regulations	Means Ulster Hockey's Disciplinary Procedures and Procedures and Regulations (i.e. this document)
Suspension	Means a period when a participant is not permitted to play, coach, manage, officiate, umpire or spectate within the confines of the field of play (including the dugouts) during any match within the jurisdiction of Ulster Hockey.

APPENDIX 2: Red Card / Matchday Misconduct Report



RED CARD / MATCHDAY MISCONDUCT REPORT FROM

Competition			
Date			
Match		vs	
Player's Name		Club	
Details of Offence			
Umpire		Date	
Colleague			