

# HUCCLECOTE NETBALL CLUB

## DISCIPLINARY PROCEDURE

*For Adult and Junior Members, Coaches, Volunteers,  
Officials, Parents, Carers and Spectators*

| Document control                                                                   | Details                                                                                                                           |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Club                                                                               | Hucclecote Netball Club                                                                                                           |
| Document                                                                           | Disciplinary Procedure                                                                                                            |
| Version 1 original document created by Sue Clegg<br>Version 2 amended by Sue Clegg | 30th August 2026<br>31 <sup>st</sup> August 2026                                                                                  |
| Applies to                                                                         | Adult and junior members, coaches, volunteers, officials, parents/carers and spectators                                           |
| Approved by HNC Committee                                                          | 31 <sup>st</sup> August 2026                                                                                                      |
| Effective from                                                                     | 1 <sup>st</sup> September 2026                                                                                                    |
| Review date                                                                        | By 31 <sup>st</sup> August 2028 or earlier if England Netball updates their disciplinary procedures                               |
| Policy owner                                                                       | Hucclecote Netball Club Committee                                                                                                 |
| Related policies                                                                   | HNC Safeguarding Policy; HNC Complaints & Feedback Policy; HNC Codes of Conduct; England Netball Regulations and Codes of Conduct |

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# 1. Purpose

Hucclecote Netball Club (“HNC” or “the Club”) is committed to providing a safe, welcoming, inclusive and enjoyable environment in which everyone can participate in netball.

The purpose of this Disciplinary Procedure is to ensure that concerns about conduct are dealt with fairly, consistently, promptly, proportionately and confidentially, and in accordance with applicable England Netball rules, regulations and policies.

HNC recognises that it is an amateur club operated substantially by volunteers. The procedure is therefore designed to be sufficiently robust to deal with serious matters while remaining practical for a voluntary organisation.

Where appropriate, minor matters should be resolved informally. Serious matters, repeated misconduct, or matters falling within England Netball’s jurisdiction may require formal disciplinary action or referral to England Netball or another appropriate authority.

# 2. Status of this Procedure

This procedure applies alongside, and does not replace:

- HNC’s Safeguarding Policy.
- HNC’s Complaints & Feedback Policy.
- HNC’s Codes of Conduct.
- HNC’s Constitution and Club Rules.
- England Netball’s Codes of Conduct.
- England Netball’s Disciplinary Regulations.
- England Netball safeguarding policies and procedures.
- Applicable league, county and regional regulations.

Where there is a conflict between this procedure and a mandatory England Netball regulation or safeguarding requirement, the England Netball requirement will take precedence.

# 3. Scope

This procedure applies to adult players, junior players, coaches, officials, volunteers, committee members, parents/carers, spectators and anyone representing HNC or participating in an HNC-organised activity.

Where an individual is not an HNC member, the Club may nevertheless restrict their access to HNC activities or venues where their conduct warrants such action.

# 4. Expected Standards of Behaviour

Everyone involved with HNC is expected to:

- Treat others with dignity and respect.
- Behave in a manner consistent with the values of netball.
- Demonstrate good sportsmanship.
- Respect players, coaches, officials, umpires, volunteers, parents and spectators.
- Follow reasonable instructions from coaches and authorised Club officials.
- Follow HNC rules and applicable England Netball rules.

- Comply with the relevant England Netball Code of Conduct.
- Avoid bullying, harassment, discrimination, intimidation and abusive behaviour.
- Use Club communication channels appropriately.
- Respect Club, league and venue property.
- Raise concerns through appropriate channels.
- Contribute to a safe and inclusive environment.

## 5. What May Constitute Misconduct?

Examples include, but are not limited to:

- Persistent disruptive behaviour.
- Repeated lateness or failure to attend agreed commitments.
- Failure to follow reasonable Club instructions.
- Disrespectful behaviour towards teammates or opponents.
- Abusive behaviour towards coaches, officials or umpires.
- Threatening or intimidating behaviour, this could include a coach belittling a player's mistake or shouting aggressively at a player.
- Bullying or harassment.
- Discriminatory or offensive behaviour.
- Serious or repeated breaches of an HNC Code of Conduct.
- Serious or repeated breaches of England Netball Codes of Conduct.
- Inappropriate behaviour on Club social-media channels.
- Serious inappropriate communication via Spond or other messaging platforms.
- Damage to Club or venue property.
- Theft or misuse of Club property or funds.
- Bringing the Club into serious disrepute.
- Misuse of a position of trust or authority, this could include a coach showing favouritism towards particular players.
- Failure to comply with a disciplinary sanction.
- Conduct which compromises the safety or welfare of another person, this could include a coach singling out players in front of teammates.

## 6. Safeguarding Takes Priority

A disciplinary matter must not be used as a substitute for safeguarding procedures.

Where a concern involves abuse or suspected abuse, neglect, sexual abuse or sexualised behaviour, inappropriate adult/child relationships, serious bullying of a child, inappropriate communications with a child, a concern about the suitability of an adult working with children, or any other concern that a child or vulnerable person may be at risk of harm, the matter must be referred immediately to the HNC Safeguarding Officer and handled under the applicable safeguarding procedure.

The ordinary disciplinary process should not be used to investigate a safeguarding allegation where doing so could interfere with safeguarding enquiries.

Where necessary, HNC may contact England Netball, the police, Children's Services or another appropriate statutory authority.

In an emergency, call 999.

## 7. England Netball Jurisdiction

Some conduct may constitute an England Netball Disciplinary Offence. Where HNC considers that England Netball has jurisdiction, HNC will seek appropriate advice and refer or manage the matter in accordance with England Netball requirements.

HNC will not knowingly permit a suspended individual to participate where their suspension prevents participation, circumvent an England Netball sanction, allow a person to undertake a role from which they have been prohibited, or take action inconsistent with an applicable England Netball decision.

## 8. Roles and Responsibilities

HNC will ensure its required England Netball club roles are allocated and maintained in ENgage.

These currently include Chairperson, Secretary, Treasurer, Safeguarding Officer, and Data Protection Lead.

## 9. Principles of Fairness

HNC will apply the following principles: presumption of fairness; right to know; right to respond; impartiality; proportionality; consistency; and confidentiality.

## 10. Informal Resolution

HNC will normally attempt informal resolution for minor or first-time concerns where this is appropriate.

Examples include a private conversation, clarification of expectations, an apology, mediation, coaching or education, or an informal warning.

An informal approach should not normally be used where the matter involves safeguarding, the conduct is sufficiently serious to warrant formal action, there is a significant power imbalance, the affected person does not feel safe, or previous informal action has failed.

## 11. Making a Formal Complaint

A formal complaint should normally be submitted to the HNC Secretary or another appropriate Committee member. Where the complaint is a safeguarding matter, it should be submitted directly to the HNC Safeguarding Officer.

The complaint should provide, where possible, the name of the person concerned, date and time, location, description of the incident, witnesses, relevant messages or other evidence, any relevant Club rule or Code of Conduct, and details of any previous attempt to resolve the matter.

## 12. Initial Assessment

The person receiving the complaint will assess whether there is an immediate safety concern, whether it is a safeguarding concern, whether England Netball needs to be informed, whether informal resolution is appropriate, whether a formal investigation is required, who should deal with the matter, and whether anyone is conflicted from participating.

## 13. Formal Investigation

Where formal investigation is required, an Investigation Officer will be appointed.

The Investigation Officer should, wherever reasonably possible, be independent of the allegation, have no personal conflict with either party, have sufficient understanding of the relevant Club rules, and understand the difference between investigation and decision-making.

The investigation may include interviews, witness accounts, document and communication review, and other proportionate evidence-gathering. The Investigation Officer's role is to establish the facts rather than assume that either party is correct.

## 14. Investigation Outcomes

Following investigation, the matter may be closed, resolved informally, referred to safeguarding, referred to England Netball or another authority, or progressed to a disciplinary hearing.

## 15. Interim Restriction or Suspension

Where necessary, HNC may temporarily restrict a person's participation while an investigation is ongoing. This may be necessary where there is a potential risk to another person, a safeguarding concern, a particularly serious allegation, a risk to the integrity of the investigation, or serious disruption to the Club.

An interim suspension is a protective measure and does not constitute a finding that the allegation is proven.

## 16. Formal Disciplinary Hearing

Where a formal hearing is required, the respondent will receive written notice setting out the allegation, relevant Club rule or Code of Conduct, summary of evidence, date/time/location, potential outcomes, reasonable time to prepare, and arrangements for representation/support.

## 17. Disciplinary Panel

The disciplinary panel should normally consist of at least two people. Where reasonably possible, panel members should have had no prior involvement, the Investigation Officer should not be the sole decision-maker, anyone with a conflict should withdraw, and the panel should be impartial.

## 18. Junior Members

Where the respondent is under 18, HNC will consider age, maturity, understanding, welfare, additional needs, context and any possible underlying safeguarding issue.

A parent or carer will normally be informed and involved in a formal disciplinary process involving a junior, unless there is a safeguarding or other legitimate reason why this would not be appropriate.

The junior must have an age-appropriate opportunity to explain what happened.

## 19. Parents, Carers and Spectators

Parents, carers and spectators are expected to support the Club positively.

Examples of unacceptable behaviour include abusive language towards umpires, aggressive behaviour towards coaches, threats, intimidation, discriminatory comments, repeated interference with coaching, bullying through social media or messaging groups, and refusal to follow reasonable instructions.

Possible responses include an informal warning, formal warning, meeting with a Club representative, restriction on attendance, temporary exclusion, permanent restriction where justified, or referral to England Netball or another authority. Safeguarding concerns take priority.

## 20. Hearing Procedure

The Chair of the panel will explain the purpose, confirm the allegation, summarise evidence, allow the respondent to respond, ask questions, consider evidence and witnesses, consider mitigation, and allow a final statement.

The panel may adjourn if further investigation is necessary before reaching a decision.

## 21. Standard of Decision

HNC is not a criminal court. The panel will consider whether, based on the evidence available, it is more likely than not that the alleged conduct occurred.

The panel will consider reliability of accounts, supporting evidence, consistency, context, the respondent's explanation and relevant mitigating factors.

## 22. Possible Sanctions

Possible outcomes include no action, informal warning, formal written warning, final written warning, behavioural agreement, suspension, removal from a role, termination of Club membership, and referral to England Netball where appropriate.

## 23. Sanctions Matrix

The following matrix is guidance rather than an automatic tariff. The panel must consider the individual circumstances before imposing a sanction.

## 24. Serious Misconduct

HNC may move directly to a final warning, suspension, removal from role or termination of membership where the seriousness of the conduct warrants it. Examples include violence, serious threats, serious harassment, serious discriminatory abuse, serious bullying, serious abuse of a position of trust, serious financial misconduct, theft, serious property damage, serious online abuse, conduct creating a significant risk to another person, and serious or repeated breaches of Codes of Conduct.

Safeguarding matters remain subject to the safeguarding process.

## 25. Mitigating Circumstances

The panel should consider age and maturity, previous conduct, length of membership, acceptance of responsibility, genuine remorse, personal circumstances, whether the conduct was isolated, steps taken to prevent recurrence, and impact on those affected.

## 26. Written Decision

The respondent should normally receive the decision in writing within five working days of the hearing where reasonably practicable. The decision should state the allegation, finding, reasons, sanction if any, duration, conditions and appeal rights.

## 27. Appeals

An HNC disciplinary decision may be appealed within 7 calendar days of the written decision.

An appeal should identify one or more grounds such as significant procedural unfairness, significant new evidence, a material error in the decision, disproportionate sanction, or conflict of interest affecting the original decision.

## 28. Appeal Panel

The appeal should, wherever reasonably possible, be heard by people who were not involved in the original decision.

The appeal panel may confirm the original decision, reduce the sanction, overturn the decision, require further investigation, or require the matter to be reconsidered.

The appeal decision will normally be final within HNC, subject to any applicable England Netball appeal or disciplinary rights.

## 29. Confidentiality

All participants must treat disciplinary matters as confidential. Information should only be shared where there is a legitimate reason, including managing the investigation, conducting a hearing, safeguarding, implementing a sanction, complying with England Netball requirements, or complying with a legal obligation.

No confidentiality provision prevents a person from reporting a safeguarding concern to an appropriate authority.

## 30. Social Media and Digital Communication

This procedure applies to Club-related Spond groups, email, social media and other digital communications.

Misconduct may include threatening or abusive messages, discriminatory content, bullying, sharing confidential information, sharing inappropriate images, targeting junior members, or serious attacks on Club members or officials connected with HNC.

HNC will respect members' private lives and will not seek to regulate legitimate private activity unrelated to the Club.

## 31. Bullying, Harassment and Discrimination

HNC does not tolerate bullying, harassment or discrimination. Concerns may be raised with a coach, team manager, Club Secretary, Chairperson or Safeguarding Officer. Where the concern involves a junior or potential safeguarding risk, the safeguarding procedure takes priority.

## 32. Whistleblowing

Any member who believes that serious wrongdoing is being ignored should be able to raise the concern without fear of retaliation.

Concerns may be escalated to the HNC Chairperson, Safeguarding Officer, County Netball Association, Regional Management Board, England Netball, police or another statutory authority.

## 33. Conflicts of Interest

Anyone involved in a disciplinary matter must declare any conflict of interest, including family relationship, close friendship, significant personal dispute, direct involvement in the incident, or previous public statement about the allegation.

## 34. Record Keeping

HNC will maintain appropriate confidential records of complaints, investigations, evidence, hearing notes, decisions, appeals, sanctions and relevant referrals.

Records will be stored securely and retained in accordance with HNC's data-protection arrangements and applicable England Netball requirements.

## 35. Data Protection

Personal information will be handled in accordance with applicable UK data-protection law and HNC's privacy/data-protection arrangements. Sensitive information will only be accessed and shared where necessary and appropriate. Particular care will be taken with information relating to children and safeguarding.

## 36. Timescales

HNC will aim to deal with matters promptly. Target timescales are set out below. These are targets rather than absolute deadlines. Safeguarding matters take priority and may require immediate action. Where a matter is complex or subject to external investigation, timescales may be extended.

## 37. Support for Members

HNC recognises that disciplinary proceedings can be stressful. Where appropriate, the Club may signpost individuals towards a parent/carer, trusted Club representative, safeguarding support, England Netball support, or appropriate external support services.

## 38. Review

This procedure will be reviewed at least every two years or sooner where England Netball requirements, safeguarding guidance, relevant legislation or Club circumstances change.

### 8.1 Club Committee

- Approving this procedure.
- Ensuring it is implemented.
- Ensuring appropriate people handle disciplinary matters.
- Managing conflicts of interest.
- Ensuring safeguarding concerns are referred appropriately.
- Ensuring compliance with England Netball requirements.

### 8.2 Chairperson

- Provide overall governance.
- Ensure serious matters are appropriately escalated.
- Appoint appropriate decision-makers or panels.
- Ensure conflicts of interest are addressed.
- Not personally determine a matter where they are involved in the allegation.

### 8.3 Secretary

- Receive formal complaints.
- Maintain appropriate records.
- Arrange meetings and hearings.
- Issue formal correspondence.
- Maintain the disciplinary file.

### 8.4 Safeguarding Officer

- Deal with safeguarding concerns.
- Make or coordinate safeguarding referrals.
- Liaise with England Netball where required.
- Advise the Committee where disciplinary and safeguarding matters overlap.

## 23. Sanctions Matrix

| Behaviour                                    | First response            | Possible formal outcome         |
|----------------------------------------------|---------------------------|---------------------------------|
| Minor lateness/non-attendance                | Informal discussion       | Written warning                 |
| Repeated failure to follow Club arrangements | Informal/formal warning   | Final warning                   |
| Disrespectful behaviour                      | Informal warning          | Written warning/suspension      |
| Repeated abusive language                    | Formal warning            | Suspension                      |
| Abuse of umpire/official                     | Formal warning            | Suspension                      |
| Bullying/harassment                          | Formal investigation      | Warning/suspension/termination  |
| Discriminatory abuse                         | Formal investigation      | Suspension/termination/referral |
| Threatening behaviour                        | Immediate risk assessment | Suspension/termination/referral |
| Violence                                     | Immediate removal         | Suspension/termination/referral |

|                                       |                          |                                        |
|---------------------------------------|--------------------------|----------------------------------------|
| Serious online abuse                  | Formal investigation     | Warning/suspension/termination         |
| Serious misconduct by coach/volunteer | Interim restriction      | Suspension/removal/referral            |
| Safeguarding concern                  | Safeguarding process     | As determined by appropriate authority |
| Serious parent/spectator misconduct   | Restriction if necessary | Suspension/exclusion/referral          |

## 36. Timescales

| Stage                        | Target                                       |
|------------------------------|----------------------------------------------|
| Acknowledge formal complaint | 5 working days                               |
| Initial assessment           | 10 working days                              |
| Investigation                | 20 working days where reasonably practicable |
| Written hearing invitation   | Reasonable notice before hearing             |
| Decision following hearing   | 5 working days                               |
| Appeal                       | 7 calendar days from decision                |

## Appendix A – Formal Complaint Form

**Person making complaint**

**Role/team**

**Contact details**

**Person complained about**

**Role/team**

**Date of incident**

**Time**

**Location**

**What happened?**

**Witnesses**

**Evidence available**

**Has the matter previously been raised?**

Yes / No

**If yes, details**

**Is this potentially a safeguarding concern?**

Yes / No / Unsure

**Signature**

**Date**

## Appendix B – Incident Record Form

**Date**

**Time**

**Location**

**Person(s) involved**

**Description of incident**

**Immediate action taken**

**Were there immediate safety concerns?**

Yes / No

**Was the Safeguarding Officer informed?**

Yes / No

**Was England Netball contacted?**

Yes / No / Not applicable

**Recorded by**

**Date**

## Appendix C – Investigation Record

**Investigation Officer**

**Date investigation opened**

**Allegation**

**Relevant rule/Code**

**People interviewed**

**Evidence considered**

**Response from respondent**

**Findings**

**Outcome recommendation**

No action / Informal resolution / Formal disciplinary hearing / Safeguarding referral / England Netball referral / Other referral

**Reason**

**Investigator signature**

**Date**

## Appendix D – Disciplinary Hearing Invitation

### PRIVATE AND CONFIDENTIAL

Dear [Name],

Following an investigation into [brief description], you are invited to attend a disciplinary hearing.

Date: [ ]

Time: [ ]

Location: [ ]

The allegation is:

[ ]

The relevant HNC rule/Code of Conduct is:

[ ]

The evidence being considered is:

[ ]

The potential outcomes include:

[ ]

You will have an opportunity to respond to the allegation and provide relevant evidence.

Please confirm your attendance by [date].

Yours sincerely,

[Name]

[Position]

Hucclecote Netball Club

## Appendix E – Disciplinary Outcome

### PRIVATE AND CONFIDENTIAL

Dear [Name],

Following the disciplinary hearing held on [date], the Club has considered the allegation concerning:

[ ]

The finding is:

- ☐ Not upheld
- ☐ Partially upheld
- ☐ Upheld

Reasons:

[ ]

The outcome is:

[ ]

The sanction will remain in effect until:

[ ]

You have the right to appeal in accordance with the HNC Disciplinary Procedure. Any appeal must be submitted in writing within 7 calendar days of receiving this decision.

Yours sincerely,

[Name]

[Position]

Hucclecote Netball Club

## Appendix F – Appeal Form

**Name**

**Date of original decision**

**Ground(s) of appeal**

- ☐ Procedural unfairness
- ☐ Significant new evidence
- ☐ Material error
- ☐ Disproportionate sanction
- ☐ Conflict of interest
- ☐ Other

**Details**

**New evidence, if applicable**

**Outcome requested**

**Signature**

**Date**

## Appendix G – Junior Member Checklist

### Checklist

- ☐ Could this be a safeguarding concern?
- ☐ Has the Safeguarding Officer been consulted where appropriate?
- ☐ Is the behaviour age-appropriate?
- ☐ Does the child understand what was expected?
- ☐ Has the child been given an opportunity to explain?
- ☐ Has the parent/carer been appropriately involved?
- ☐ Are there additional needs or reasonable adjustments?
- ☐ Could there be an underlying welfare issue?
- ☐ Is the proposed sanction proportionate?
- ☐ Could the sanction negatively affect the child's welfare?
- ☐ Does England Netball need to be consulted?

## Appendix H – Parent/Carer Conduct Checklist

### Checklist

- ☐ What behaviour is alleged?
- ☐ Was the behaviour directed towards a child?
- ☐ Was an umpire, coach, volunteer or player targeted?
- ☐ Is there a safeguarding element?
- ☐ Has an informal conversation been attempted?
- ☐ Is a formal warning appropriate?
- ☐ Should attendance at Club activities be restricted?
- ☐ Does England Netball need to be consulted?

## Appendix I – HNC Contacts

### Club Chairperson

Name: \_Gilly Salter

Email: [Chair@hucclecote-netball.co.uk](mailto:Chair@hucclecote-netball.co.uk)

### Club Secretary

Name: Louise Baldwin

Email: [secretary@hucclecote-netball.co.uk](mailto:secretary@hucclecote-netball.co.uk)

### Safeguarding Officer

Name: Sharron Cunningham

Email: [safeguarding@hucclecote-netball.co.uk](mailto:safeguarding@hucclecote-netball.co.uk)

### Data Protection Lead

Name: Dani Parker-Thomas

Email: [compliance@hucclecote-netball.co.uk](mailto:compliance@hucclecote-netball.co.uk)

### England Netball

Use the current disciplinary, safeguarding and complaints information published by England Netball.

### Emergency

999

## Approval

This procedure was approved by the Committee of Hucclecote Netball Club.

| Approval              | Details                 |
|-----------------------|-------------------------|
| Date approved         | 1st September 2026_____ |
| Effective date        | 1st September 2026_____ |
| Review date           | 1st September 2028      |
| Chairperson name      | Gilly Salter            |
| Chairperson signature | <i>Gilly Salter</i>     |
| Secretary name        | Louise Baldwin          |
| Secretary signature   | <i>Louise Baldwin</i>   |

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