



Code of Conduct Policy

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Signed Committee Member: Natasha Craven Date: 25/06/2024



Policy Scope and Statement

Manchester Hawks Korfball Club is fully committed to promoting and safeguarding the wellbeing of all members and visitor to the club. Manchester Hawks Korfball Club believes it is important that members, coaches, administrators, parents/guardians and spectators associated with Manchester Hawks Korfball Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, everyone is encouraged to be open at all times and to share any concerns or complaints they may have about any aspect of their club or association with their executive committee.

All members, parents/guardians (if under 18) and their spectators are required to abide by the following England Korfball Code of Conduct.

This Code of Conduct is intended to ensure that acceptable and consistent standards of behaviour are observed by all. Manchester Hawks Korfball Club remains very appreciative of all those who undertake roles, in whatever capacity, and whether up-front or behind the scenes, for the benefit of Manchester Hawks Korfball Club.



Code of Conduct

1. Manchester Hawks Korfball Club encourages openness and transparency and so the expression of alternative views is welcomed to stimulate healthy discussion that could be beneficial to Manchester Hawks Korfball Club in the long run. However, it is extremely important that anyone associated with Manchester Hawks Korfball Club is careful about anything said in a public arena (on the internet, or in other forms) that could be heard or read by others.
2. Under no circumstances must anyone use such media opportunities to criticise or ridicule Manchester Hawks Korfball Club, the English Korfball Association or the International Korfball Federation or the actions of others involved in Manchester Hawks Korfball Club. Such comments could be construed as representing an official view and so could potentially damage the image of Manchester Hawks Korfball Club. Such comments could also temporarily or permanently damage the reputation of the author of the comments.
3. Those in higher-profile roles must also understand that they can be seen as role models for korfballers, parents/carers of those under the age of eighteen years.
4. Any volunteer working with anyone under the age of 18, must have read and understood the Child Protection Policy and must adhere to it. It is the duty of all to ensure the Policy is followed.
5. Any volunteer must make sure they have read, and are working within, the Health and Safety Policy and the responsibilities contained therein.

Participants

6. A participant shall, at all times, act in the best interests of Korfball and shall not act in any manner that is improper or brings the sport into disrepute. A participant shall be defined as any player, Association, Club, official, spectator or anyone else who may be associated with Korfball in the United Kingdom in any way.
7. All participants must play within the rules and respect officials and their decisions. Swearing and arguing will not be tolerated. Any fines imposed upon a club member in accordance with competition rules must be paid promptly.
8. The club shall be responsible for ensuring that its players, officials, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at, or taking part in, a match in which it is involved, whether at its own venue or elsewhere.
9. If an official complaint is made against a participant acting in a violent, threatening, abusive, obscene, or provocative behaviour whilst attending, or taking part in a match whether at its own venue or elsewhere, then there will be an official investigation. The sanction will be decided by either the committee or independent subcommittee. Further information on this procedure can be found in Appendix 1.
10. Nobody, apart from players and officials taking part in the match shall be permitted to encroach on to the playing area, save for reasons of crowd safety.
11. All participants must respect opponents.
12. All participants must respect their own team members.



13. A participant shall not use violent, threatening, abusive, indecent, or insulting words or behaviour.
14. All participants must abide by the BKA's Health and Safety Policy at all times.
15. Nobody is allowed to smoke at an indoor training or match venue.
16. All participants must respect the property at training and match venues and are expected to clear up their own litter. The cost of replacing breakages, or repairing damage, must be paid for by the participant.
17. All persons entering the training and match venues of a club must wear the appropriate footwear and other clothing
18. All participants must follow team-specific expectations of behaviour detailed in the club charter.
19. All participants must give and take feedback in an appropriate manner

Junior Korfball (Not currently applicable)

As a club we are responsible for ensuring that all persons purporting to be our supporters or followers, including parents/guardians, comply with the following Code of Conduct.

Club Officials and Volunteers

- Consider the wellbeing and safety of participants before the development of performance.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Display consistently high standards of behaviour and appearance.
- Promote the positive aspects of the sport (eg fair play).
- Follow all guidelines laid down by the national governing body.
- Hold appropriate valid qualifications and insurance cover.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support every child's involvement and help him or her to enjoy their sport.
- Use correct and proper language at all times.

Parents and Carers

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.



- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.



Appendix 1

GRIEVANCE PROCEDURE

MISCONDUCT ARISING FROM A BREACH OF MANCHESTER HAWKS CODE OF CONDUCT

BREACH OF CLAUSE 6, 7 OR 8 OF THE CODE OF CONDUCT

- 1) Misconduct under this clause occurs when a participant has acted in a manner that is improper or brings the sport into disrepute. A participant shall be defined as any player, Association, Club, official, spectator or anyone else who may be associated with Korfball in the United Kingdom in any way.
- 2) Misconduct under this clause occurs when a participant does not play within the rules and fails to respect officials and their decisions.
 - a) This includes reports made by the referee for either alleged misconduct during a match where a yellow or red card was not issued at the time, or alleged misconduct taking place outside of the period of referee's jurisdiction, e.g. before or after the match
- 3) Misconduct under this clause occurs when it is alleged that a participant has used violent, threatening, abusive, indecent, or insulting words or behaviour. Such words or behaviour shall not be restricted to being made whilst attending or participating a match but shall also apply to posts made on social media, forums, Internet-based applications or in print (e.g. club newsletters).

PROCEDURE FOR CHARGING A PARTICIPANT WITH MISCONDUCT FOR AN ALLEGED BREACH OF THE CODE OF CONDUCT

- 4) On receipt of a complaint which has been sent or given in writing to the Club Secretary, the Executive Committee shall, within seven days, conduct an internal inquiry to determine the events. The Executive Committee may appoint a dedicated subcommittee for this purpose. This deciding group will therein after referred to as the Disciplinary Committee
 - a) If a subcommittee is formed, the Club shall then appoint a disciplinary committee which shall consist of three members of the Club not directly related to the complaint, including at least one member of the Executive Committee and at least one who is not a member of the Executive Committee.
- 5) The Disciplinary Committee shall provide the Participant concerned (the Alleged Offender) with a written charge (the Charge) which shall
 - a) Briefly state the nature of the alleged misconduct;
 - b) Identify the rule(s) alleged to have been breached;
 - c) Provide copies of documents mentioned in the Charge;
 - d) Set out the Alleged Offender's record of misconduct.
- 6) The Alleged Offender shall, within seven (7) days of the service of the Charge provide a written Answer which shall admit or deny each item of the alleged misconduct. The Alleged Offender shall state in the Answer whether the matter is to be dealt with



- a) On written submissions only, in which case full details of any defence must be included in the Answer or
- b) At a hearing, in which case full details of any matter relied upon in defence of the Charge must be included in the Answer.
- c) Where the Alleged Offender
- d) Fails to serve an Answer within the allotted deadline and the Disciplinary Committee is satisfied that the Charge was served; or
- e) Fails to indicate in the Answer whether they wish the matter to be dealt with at a hearing or on written submissions; or
- f) Fails to set out in written submissions then the Disciplinary Committee shall determine the Charge in such manner and upon such evidence as it considers appropriate in the absence of the Alleged Offender.

Determination on Written Submissions

- 1. Where the Alleged Offender states in the Answer that they wish the matter to be dealt with on written submissions, the Disciplinary Committee will determine the Charge in the absence of the Alleged Offender and make whatever order it thinks appropriate.
- 2. The Disciplinary Committee shall not have the power to receive further information when both The Association (the individual/s making the complaint) and Alleged Offender have had sufficient opportunity to make submissions to the Disciplinary Committee in relation to the matter to be determined.
- 3. Where the Alleged Offender admits misconduct in the Answer and wishes it to be dealt with under this clause, they may set out in the Answer submissions that would reduce the severity of any sanctions

Determination at a Hearing

If the Alleged Offender requests that the matter be determined at a hearing, then this will be conducted as follows:

- 1. Before the disciplinary meeting the participant will be advised in writing of the purpose of the meeting and details of the complaint or allegation being considered, covering all issues to be discussed. The individual will be given a minimum of five (5) working days' notice of the disciplinary meeting. Note: Except in exceptional circumstances this meeting will normally only be re-arranged once.
- 2. Should either party (i.e. the participant or Disciplinary Committee) wish to call any witnesses to the disciplinary meeting they must give at least three (3) working days' notice to the Disciplinary Committee and have full responsibility for arranging the attendance of these witnesses and have provided the committee or disciplinary subcommittee with a statement outlining witness' evidence.
- 3. All relevant facts and evidence will be made available to the individual at least five (5) working days prior to the disciplinary meeting. Additional information gathered by the individual that they wish to present at the meeting, must also be made available to the Disciplinary Committee at least three (3) working days prior to the meeting. Either party may present evidence including details of previous relevant disciplinary action, witness statements, call witnesses and have the opportunity to ask questions. An



adjournment must be held in order that there can be a period of dispassionate reflection to consider what action, if any, is to be taken. Where possible, both parties will be verbally informed of the outcome after the adjournment.

Sanctions

- 1) The Executive Committee will have the power to issue the following sanctions:
 - a) to terminate the Alleged Offender membership of the Club;
 - b) to suspend the Alleged Offender's membership of the Club for a period;
 - c) to suspend the Alleged Offender's right to play in one or more matches (this may be suspended for a year);
 - d) in the case of a first offence, to record a reprimand and issue a warning to the Alleged Offender as to future conduct.
 - e) In the case of (a), (b) or (c), the Alleged offender shall have the right of appeal. Any appeal must be lodged in writing with the Club Secretary within seven days, stating the grounds for the appeal. The Executive Committee shall then appoint an Appeal Board of three persons, which shall not include any members of the original disciplinary committee but may include non-members of the Club.
- 2) As with the Hearing, the Alleged Offender and complainant may present evidence including details of previous relevant disciplinary action, witness statements, call witnesses and have the opportunity to ask questions. These persons must be named in the written appeal. Persons not named in the written appeal cannot appear before the Appeal Board.
- 3) The decision of the Appeal Board shall be final and binding on all parties.