

ETHICS MANUAL

Scottish Hockey's Policies and Procedures for an Ethical Sport

CONTENTS

CONTENTS.....	2
FOREWORD.....	6
INTRODUCTION.....	6
RESPONSIBLE OFFICERS	6
ACKNOWLEDGEMENTS.....	6
COPYRIGHT.....	6
STATEMENT OF ETHICS	7
1 POLICY AND PROCEDURE FOR DEALING WITH THE CONDUCT OF PARTICIPANTS.....	8
1.1 INTRODUCTION.....	8
1.2 APPLICATION	8
1.3 COMPLAINTS PANEL AND APPEALS PANEL.....	8
1.3.1 MEMBERSHIP.....	8
1.3.2 COMPLAINTS PANEL AND APPEALS PANEL MEETINGS	9
1.3.3 CONFLICT OF INTEREST.....	9
1.3.4 REMIT	9
1.4 COMPLAINT	9
1.5 SCREENING.....	10
1.6 INVESTIGATION.....	10
1.7 FURTHER INVESTIGATION	11
1.8 COMPLAINTS PANEL HEARING	11
1.9 SANCTIONS.....	12
1.10 DELEGATION.....	13
1.11 COMPLAINTS PANEL APPEALS PROCEDURE	13
2 FIELD DISCIPLINE.....	14
3 THE APPEALS POLICY.....	21
3.1 SCOPE OF THE APPEAL	21
3.2 APPEALS OFFICER	21
3.3 GROUNDS FOR APPEAL.....	21
3.4 SCREENING OF APPEAL.....	22
3.5 PANEL	22
3.6 THE RECORD.....	22
3.7 PROCEDURES FOR THE HEARING.....	23
3.8 APPEAL DECISION.....	23
3.9 TIMELINES.....	24
3.10 JURISDICTION	24
4 EQUITY POLICY.....	25
5 SELECTION POLICY & PROCEDURES.....	26
5.1 ETHICAL FRAMEWORK	26
5.2 SELECTION FRAMEWORK	26
5.3 CONSULTATION AND COMMUNICATION	27
5.4 CONSISTENCY	27
5.5 ACCOUNTABILITY	27
5.6 PRINCIPLES OF SELECTION	28
5.7 TO BE ELIGIBLE FOR SELECTION INTO A SQUAD AN ATHLETE SHALL:	29
5.8 THE SELECTION PROCESS	30
5.8.1 GREAT BRITAIN.....	30
5.8.2 SCOTLAND NATIONAL SENIOR AND JUNIOR SQUADS.....	31

5.8.3	SCOTLAND NATIONAL SENIOR AND JUNIOR SQUADS FOR INTERNATIONAL COMPETITION	31
5.8.4	SCOTLAND YOUTH SQUADS	32
5.8.5	YOUTH SQUADS FOR INTERNATIONAL COMPETITION	32
5.8.6	COMMONWEALTH GAMES	33
5.9	GRIEVANCE AND APPEALS PROCESS	33
6	ANTI DOPING POLICY AND PROCEDURES	35
6.1	INTRODUCTION	35
6.2	TESTING DURING SCOTTISH HOCKEY COMPETITION, TRAINING, SQUAD TESTING & OUT OF COMPETITION ..	35
6.3	SANCTIONS:	36
6.3.1	DOPING OFFENCES UNDER OTHER GOVERNING BODY RULES:.....	36
6.4	REVIEW OF THE POLICY	36
7	CHILD PROTECTION POLICY AND PROCEDURES	37
7.1	CHILD PROTECTION POLICY	37
7.1.1	REVIEW	38
7.2	WHAT ARE WE PROTECTING CHILDREN AGAINST?.....	38
7.2.1	CHILD ABUSE.....	38
7.2.2	IDENTIFYING CHILD ABUSE	39
7.3	THE ROLE OF SCOTTISH HOCKEY IN PROTECTING CHILDREN	39
7.3.1	WHY PROTECTING CHILDREN IS IMPORTANT	39
7.4	ROLES AND RESPONSIBILITIES IN CHILD PROTECTION	40
7.5	PROCEDURES FOR IMPLEMENTING THE POLICY	42
7.5.1	RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO REGULATED WORK POSITIONS.....	42
7.5.2	ADVERTISING.....	43
7.5.3	PRE-APPLICATION INFORMATION	43
7.5.4	APPLICATION AND SELF-DECLARATION FORM	44
7.5.5	REFERENCES.....	44
7.5.6	INTERVIEW	44
7.5.7	OFFER OF POSITION	44
7.5.8	MEMBERSHIP OF THE PVG SCHEME	44
7.5.9	OVERSEAS APPLICANTS	45
7.5.10	INDUCTION	45
7.5.11	TRAINING	45
7.5.12	PROBATION	45
7.5.13	MONITORING AND PERFORMANCE APPRAISAL	45
7.5.15	RETENTION OF STAFF AND VOLUNTEERS.....	45
7.5.16	EXISTING STAFF/VOLUNTEERS JOINING PVG SCHEME.....	46
7.5.17	RETENTION AND DESTRUCTION OF DISCLOSURE CERTIFICATES	46
7.6	CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT	50
7.6.1	GOOD PRACTICE	50
7.6.2	PRACTICE TO BE AVOIDED	51
7.6.3	PRACTICE NEVER TO BE SANCTIONED	51
7.7	SAFE IN CARE GUIDELINES	53
7.7.1	ADULT TO CHILD RATIOS.....	53
7.7.2	PHYSICAL CONTACT.....	54
7.7.3	FIRST AID AND THE TREATMENT OF INJURIES.....	54
7.7.4	SEXUAL ACTIVITY.....	55
7.7.5	MANAGING CHALLENGING BEHAVIOUR.....	55
7.7.6	TRANSPORTING CHILDREN	58
7.7.7	COLLECTION BY PARENTS / CARERS.....	59
7.7.8	TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS).....	60
7.8	INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)	63
7.8.1	COMMUNICATIONS TECHNOLOGY.....	63
7.8.2	TEXT/E MAIL	64
7.8.3	INTERNET	64
7.8.4	SOCIAL NETWORKING SITES.....	65
7.8.5	INTERNET FORUMS	66
7.8.6	MOBILE PHONE CAMERAS/VIDEOS	66
7.9	PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO	66
7.9.1	SCOPE	67

7.9.2	NOTIFICATION	67
7.9.3	PERMISSION	67
7.9.4	USE OF IMAGES AND INFORMATION	67
7.9.5	CONCERNS.....	67
7.10	CLUBHOUSES AND CHANGING ROOMS	67
7.11	VOLUNTEERS AGED 18 OR UNDER.....	69
8.	RESPONDING TO CONCERNS.....	70
8.1	WHY IT IS IMPORTANT TO RESPOND TO CONCERNS	70
8.2	CONFIDENTIALITY.....	70
8.3	DEFAMATION	70
8.4	PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD	71
8.4.1	CONCERNS ABOUT THE GENERAL WELFARE OF A CHILD (NOT INVOLVING CONCERNS ABOUT CHILD ABUSE).....	71
8.4.2	WHAT TO DO IF A CHILD TELLS YOU ABOUT ABUSE.....	71
8.4.3	RECORD.....	73
8.4.4	SHARING CONCERNS WITH PARENTS.....	74
8.4.5	RESPONDING TO CONCERNS ABOUT CHILD ABUSE.....	75
8.5	PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER.....	76
8.5.1	INITIAL REPORTING OF CONCERNS (SEE POLICY AND PROCEDURE FOR DEALING WITH THE CONDUCT OR PARTICIPANTS 1).....	76
8.5.2	RECORDING.....	76
8.5.3	ESTABLISHING THE BASIC FACTS.....	77
8.5.4	CONDUCTING THE INITIAL ASSESSMENT.....	77
8.5.5	INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POOR PRACTICE AND/OR MISCONDUCT (BUT NOT POSSIBLE CHILD ABUSE)	78
8.5.6	INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POSSIBLE CHILD ABUSE	79
8.5.7	PRECAUTIONARY SUSPENSION.....	79
8.5.8	DISCIPLINARY INVESTIGATION.....	79
8.5.9	FALSE OR MALICIOUS ALLEGATIONS	79
8.5.10	HISTORICAL ALLEGATIONS OF ABUSE	80
8.6	CONCERNS ABOUT THE CONDUCT OF STAFF AND VOLUNTEERS	82
9.	CODES OF CONDUCT	84
9.1	CODES OF CONDUCT FOR YOUTH	84
9.2	COACHES' AND TEACHERS' CODE	84
9.3	COACH'S ROLE	87
9.4	PARENTS' CODE	88
9.5	UMPIRES' CODE.....	88
9.6.	ADMINISTRATORS' CODE	89
9.7.	SPECTATORS' CODE	89
9.8	MEDIA CODE.....	89
9.9	SOCIAL MEDIA AND NETWORKING CODE	90
10.	BULLYING AND HARRASMENT POLICY	90
10.1	POLICY STATEMENT	90
10.2	DEFINITIONS OF BULLYING AND HARASSMENT	91
10.3	PROCEDURE.....	92
10.3.1	ACCESSING A CONFIDENTIAL CONTACT	92
10.3.2	INFORMAL STAGE.....	92
10.3.3	FORMAL STAGE	93
10.3.4	INVESTIGATION	93
10.3.5	DISCIPLINARY HEARING.....	94
10.4	VICTIMISATION	94
10.5	APPEALS	94
10.6	MONITORING	94
11	REHABILITATION OF OFFENDERS POLICY	95
12	DATA PROTECTION POLICY & PROCEDURES.....	95
12.1	INTRODUCTION.....	95

12.2	NOTIFICATION	97
12.3	RESPONSIBILITIES OF STAFF AND MANAGEMENT	97
12.4	DATA SECURITY	97
12.5	POLICY BREACH	97
12.6	PROCEDURES.....	98
13	CONFLICT OF INTERESTS POLICY.....	99
13.1	INTRODUCTION.....	99
13.2	POLICY	99
13.3	PROCEDURES.....	99
13.4	DISPUTE.....	100
14	PREVENTION OF FRAUD POLICY	101
14.1	INTRODUCTION.....	101
14.2	WHAT IS FRAUD?	101
14.3	RESPONSIBILITIES	101
14.4	ETHIC AND CONDUCT	102
14.5	REPORTING OF FRAUD	102
15	GAMBLING POLICY.....	102
15.1	GIFTS, REWARDS OR OTHER MATTER IN RELATION TO MATCHES	102
15.2	BETTING.....	102
15.3	DUTY TO INFORM	102
15.4	CONTRAVENTION OF GAMBLING POLICY.....	103
16	APPENDICES.....	104
16.1	SELECTION CRITERIA MEN AND WOMEN U21	104
17	UPDATES.....	107

FOREWORD

INTRODUCTION

Welcome to The Scottish Hockey Union Limited ("**Scottish Hockey**") Ethics Manual ("**Ethics Manual**"). This manual brings together the Ethical Codes, Policies and Procedures relevant to Scottish Hockey.

We believe that by committing to a core set of ethic standards within which we deliver our sport we will ensure that the positive environment provided will prove to be attractive to both current and potential participants.

Please note that for season 2015/16, the Policies and Procedures concerning Field Discipline have been set out in the Rules of Discipline.

RESPONSIBLE OFFICERS

The following are the officers and officials who are responsible for each area of the Ethics Manual, if you have a question on it please do not hesitate in contacting them:

Anti Doping	Andy Tennent
Child Wellbeing and Protection	Jamie Frail
Equal Opportunities	Jamie Frail
Conduct	David Sweetman
Discipline Officer	Alistair Dick
Appeals Officer	President*

(*in the absence of the President the authority will default to the CEO)

ACKNOWLEDGEMENTS

This is the 14th version of our Ethics Manual. It has undergone a revision from the previous edition. Thanks go to all individuals who have previously contributed to the Ethics Manual.

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No part of this Manual should be reproduced or copied without permission from Scottish Hockey. Please contact David Sweetman, Chief Executive Officer ("**CEO**") for more details.

Robin McLaren
Chair

Version 13.0 edited by Head of Domestic Game and CEO in Sept 2020 to include child wellbeing and protection information mapped to new Scottish standards.

There have been minor language changes and the removal of the Company Secretary as this is no longer a role in Scottish Hockey.

The fee for an appeal has increased following the Board Decision on 1/6/2020 to raise the Appeal fee.

The Eligibility Criteria has been linked to the website

Statement of Ethics

Scottish Hockey is committed to organising the sport of hockey within a strict ethical framework. The values that Scottish Hockey holds can be stated as:

- A sport that values fair play;
- A sport that is free from doping;
- A sport that provides a safe environment for young and vulnerable people;
and
- An equitable sport where everyone can participate to the best of their abilities whether that is as a player, coach, umpire, official or other volunteer.

To ensure these values are upheld, Scottish Hockey organises its activities with regards to a number of codes and policies as found in the Ethics Manual.

Statement

The Board delegates, within agreed terms, authority to the Chair and CEO to ensure the delivery and management of the Strategic Plan.

The Chair has overall responsibility for Scottish Hockey. In the absence of the Chair not being contactable for a period of five working days, the responsibility will be assumed by the CEO.

In the event of both the Chair and the CEO being unavailable, the responsibility will revert to the Board of Directors of Scottish Hockey.

1 POLICY AND PROCEDURE FOR DEALING WITH THE CONDUCT OF PARTICIPANTS

1.1 INTRODUCTION

Scottish Hockey is committed to providing a sporting environment in which the ethical principles contained in the Ethics Manual are respected and promoted. Scottish Hockey believes that these values and ideals shall guide the communications and actions of all participants in the activities of Scottish Hockey.

1.2 APPLICATION

As a legal entity, Scottish Hockey has the authority to establish policies to govern its own affairs and to prescribe monitor and enforce the conduct of participants. In this context participant refers to any member/player/coach/umpire/volunteer/helper/club/district functioning within an activity governed by Scottish Hockey pursuant to such policies.

The participant shall conduct themselves in a manner consistent with the principles, codes of conduct and ethical standards set out in the Ethics Manual and its Rules of Discipline. Participants who fail to meet this standard shall be subject to the disciplinary sanctions identified in these policies.

Participants who are sanctioned under the Ethics Manual and the Rules of Discipline may be subject to the disciplinary rules and processes of other associations, clubs and Governing Bodies in which they are involved. In certain cases, participants may also be subject to criminal or civil prosecution.

Matters of Field Discipline are considered under the Rules of Discipline.

Notwithstanding the procedures set out in the Ethics Manual and the Rules of Discipline, any participant who is convicted of a criminal offence involving a sexual offence while serving their sentence may not participate in the activities of Scottish Hockey and may face disciplinary action by Scottish Hockey in accordance with the Ethics Manual. If no custodial sentence is delivered the participant may nonetheless face disciplinary action by Scottish Hockey. Any participant whose name is placed upon the Disqualified from Working with Children List, Sex Offenders Register or other such lists will automatically be suspended from undertaking regulated work within any organisation. Any person in this position must apply to Scottish Hockey's Child Wellbeing and Protection Officer (CWPO) in the first instance for playing membership of an adult only club. Scottish Hockey, through discussions with relevant partners, will conduct a risk assessment on a case by case basis before any permission to join is given.

1.3 COMPLAINTS PANEL AND APPEALS PANEL

Scottish Hockey shall identify an Appeals Panel and a Complaints Panel to implement the terms of the Ethics Manual and Byelaws and adjudicating upon the conduct of participants.

1.3.1 Membership

The **Complaints Panel** shall consist of no less than three members comprising members from District Association, executives with no connection to the complainant as invites by the CEO, who will also nominate the Chair.

The **Appeals Panel** shall consist of three members. One member shall be from the Legal Task Force and will be chair. The other two members shall not be from the Legal Task Force and shall be from District Executive with no connection to the complainant as invited by the Honorary President. Details of the Legal Task Force are contained within the Operational Framework Manual.

1.3.2 Complaints Panel and Appeals Panel Hearings

The Complaints Panel and Appeals Panel shall be called into existence when there is the need for action as identified through this policy.

1.3.3 Conflict of Interest

No member will be invited to a Complaints Panel and/or an Appeals Panel Hearing if he/she has been involved in any way with the case in question, or if he/she is a member of the club(s) of the participant involved.

1.3.4 Remit

The Appeals Panel shall be responsible for all disciplinary matters in relation to the activity of participants as previously identified and any matter referred to it by the Board of Directors of Scottish Hockey but excluding those matters covered by the Rules of Discipline. The authority of the Appeals Panel shall extend to all affiliated clubs and those in membership of affiliated clubs. The Appeals Panel shall also address appeals from the District Associations.

The Complaints Panel shall be responsible for all matters which do not fall within the jurisdiction of the Rules of Discipline.

1.4 COMPLAINT

A complaint about a participant of Scottish Hockey may be made by any member of the general public including but not limited to a player, a representative of a club or sport organisation, a coach, a parent or any participant or representative of Scottish Hockey.

Complaints shall be directed to the CEO or to the President in the event that the CEO is unavailable. For the avoidance of doubt, unless otherwise stated any reference in this

section 1.4 to the CEO shall be deemed to be a reference to the President in the event of the CEO's unavailability.

Where an employee of Scottish Hockey is the subject of a Complaint, any disciplinary proceedings which would otherwise be addressed by these Regulations shall instead be addressed by Scottish Hockey in accordance with the Staff Handbook and in a manner which includes consistency with the terms of these Regulations.

A complaint concerning the conduct of a Scottish Hockey participant shall be in proper form which shall:

- a) Be made in writing (email accepted form) and signed by the Complainer;
- b) Identify the Scottish Hockey participant, so far as possible, against whom the complaint is made;
- c) Set out details of the complaint; and
- d) Identify the name and address of the complainer.

1.4.1 Complaint regarding Child Protection

A complaint that involves an incident where there is significant concern about the conduct of an employee towards children, will also be reported to the the National CWPO or CEO.

In the case of any incident where, in the opinion of the line manager, children could be at risk, the line manager National CWPO, or Development Manager can precautionarily suspend the staff member / volunteer. Suspension is not a form of disciplinary action. This precautionary suspension will be in writing (email form accepted) and confirmed by the CEO, Development Manager or National CWPO within 48 hours.

1.5 SCREENING

As soon as is practicably possible, the CEO shall, upon receiving a complaint:

- a) ensure that the complaint is made in proper form; and
- b) determine whether the complaint is within the jurisdiction of the Ethics Manual or the Rules of Discipline.

If, in the sole opinion of the CEO, the complaint:

- a) falls within the jurisdiction of the Ethics Manual, the CEO shall commence the procedure set out in the rest of this section 1;
- b) falls within the jurisdiction of the Rules of Discipline, the CEO shall inform the complainer in writing (email accepted form), that the complaint shall be referred to the Competition and Events Manager who shall arrange for the complaint to be investigated and determined under the Rules of Discipline; or

- c) does not fall within the scope of the Ethics Manual or the Rules of Discipline, or is not in proper form, the CEO shall inform the complainer in writing (email accepted form), after which time the complaint shall be considered closed.

If a complaint relates to an employee of Scottish Hockey, the complaint will be investigated using the Procedures in the Staff Handbook. In the event of the CEO being unavailable, the Chair will screen any complaints about Scottish Hockey employees.

1.6 INVESTIGATION

A complaint in proper form and that falls within the jurisdiction of this Ethics Manual (excluding a complaint being investigated by the Discipline Officer under the Rules of Discipline), shall lead to the CEO appointing a Complaint Officer, that being an officer having the appropriate association to the complaint (if none then the President). The Complaint Officer will undertake the formal process of administering the complaint.

Within five business days of receiving the complaint, the Complaint Officer shall provide a copy of the complaint to the participant(s) against whom the complaint has been made and, unless the Participant is the Club, to the Club with whom the participant is a member.

The participant shall have five business days (the "**Reply Period**") from the date of receiving the complaint to respond in writing to the Complaint Officer. The Complaint Officer has the discretion to extend the Reply Period upon the request of the participant on cause shown for such duration as is deemed appropriate but not in excess of a further 10 business days.

Within five business days of the expiry of the Reply Period, having taken into consideration the nature of the complaint, any reply of the participant, and subject to the terms of the child protection policy, the Complaint Officer shall prepare a written report in which he/she shall determine:

- a) the complaint is without merit, in which case the Complaint Officer shall inform both the complainer and the participant(s), against whom the complaint is made, and, unless the Participant is the Club, to the Club with whom the participant is a member, of this decision in writing after which time the complaint shall be considered closed;
- b) disciplinary action against the participant is warranted, in which case the Complaint Officer shall initiate a Complaints Panel hearing as provided in section 1.8 hereof; or
- c) that further investigation is required as provided for in section 1.7.

1.7 FURTHER INVESTIGATION

If the Complaint Officer determines that further investigation is required in accordance with section 1.6 (c) above, the Complaint Officer shall seek the consent of the CEO, whom

failing the President, to further extend the Reply Period. The decision as to whether to further extend the Reply Period shall be made by the CEO, whom failing the President, at their sole discretion. If the CEO or the President decides to extend the Reply Period to allow the Complaint Officer to conduct further investigation into a complaint, the Complaint Officer shall, at the end of the extended Reply Period, determine the complaint in writing in accordance with section 1.6.

1.8 COMPLAINTS PANEL HEARING

If the Complaints Officer, or Complaints Panel determines that the matter should go to a Complaints Panel Hearing, hereinafter referred to as the hearing, the participant(s) against whom the complaint is made shall be informed within five business days of the end of the date of the determination and shall be provided with a copy of the report issued by the Complaint Officer or the Complaints Panel.

The Complaints Panel shall hold the hearing as soon as possible, but not more than 15 business days after the participant is first notified of the determination by the Complaint Officer.

The Complaints Panel shall govern the hearing as it sees fit, provided that:

- a) the participant subject to the complaint shall be given seven business days written notice of the day, time and place of the hearing, or such lesser period of notice as may be agreed by the participant;
- b) the hearing shall be conducted in person or by telephone or video conference;
- c) the participant and the complainer shall be invited to address the hearing;
- d) the hearing may proceed in the absence of either the participant or the complainer or both;
- e) the participant subject to the complaint and the complainer shall receive a copy of all materials which are to be considered by the Complaints Panel;
- f) the hearing Quorum shall be three members;
- g) decisions shall be by majority vote, where the chair of the Complaints Panel carries a vote, and the chair has the casting vote;
- h) only the participant subject to the complaint may be accompanied by a representative, which shall be at their own expense;
- i) the participant subject to the complaint shall have the right to present evidence and argument;
- j) the hearing shall be held in private; and

- k) the hearing may request that witnesses be present or submit written evidence.

The hearing shall render a written decision to the Complaint Officer within five business days of the conclusion of the hearing, or within such other period as the CEO may decide on cause shown. A copy of this decision shall be provided to the participant, the complainer, all hearing members, and the CEO as soon as possible thereafter.

1.9 SANCTIONS

The following disciplinary sanctions, singly or in combination, may be applied by the Complaints Panel hearing:

- a) a written reprimand to be placed in participant(s) file;
- b) a verbal and/or written apology;
- c) further education, training or counselling;
- d) publication of all or some of the details of the complaint and the sanction;
- e) suspension from the activities of Scottish Hockey for a specified period of time;
- f) termination of membership of Scottish Hockey;
- g) monetary fine;
- h) payment of part of all costs of the hearing, investigation or both; and
- i) any other sanction(s) deemed appropriate in the circumstances.

For the avoidance of doubt, Scottish Hockey will refer to Scottish Ministers the case of any participant who is employed by Scottish Hockey (including volunteer staff) who has harmed or placed a child at risk of harm as per section 8.5.11.

No publication of a decision or sanction shall take place until the time for appeal has expired or an appeal has been decided.

In applying these sanctions, the Complaints Panel may have regard to the following aggravating or mitigating circumstances:

- a) the nature and severity of the offence;
- b) whether the incident is a first offence or has occurred repeatedly;
- c) the participant's acknowledgement of responsibility;
- d) the participant's extent of remorse;

- e) the participant's extent of co-operation with the procedures set out in this Ethics Manual;
- f) the age, maturity or experience of the participant;
- g) the participant's prospects for rehabilitation; and
- f) the extent to which others were harmed by the participant's actions.

Unless the Complaints Panel decides otherwise, any disciplinary sanctions applied shall not take effect until the time period for appeal has expired or an appeal has been decided.

1.10 DELEGATION

The Board may identify another Complaint Officer if the CEO or the President are absent or there is deemed a conflict of interest.

1.11 COMPLAINTS PANEL APPEALS PROCEDURE

Except in relation to any matter being dealt with under the Rules of Discipline, or where otherwise provided for in this Ethics Manual, an appeal of any conduct matter shall be conducted according to the Appeals Policy of Scottish Hockey.

2 FIELD DISCIPLINE

The rules relating to Field Discipline have been updated and now appear separately in the Rules of Discipline.

3 THE APPEALS POLICY

3.1 SCOPE OF THE APPEAL

Any participant (as defined in the Policy and Procedure for Dealing with the Conduct of Participants) of Scottish Hockey who is subject to a decision pursuant to Scottish Hockey's Conduct Policy or any Scottish Hockey Authorised Committee, role, Byelaw or Code, but not any participant subject to a decision pursuant to the Discipline Rules, shall have the right to appeal that decision using the procedure set out in this section 3.

Any participant subject to a decision pursuant to the Rules of Discipline shall have the right to appeal that decision under the Rules of Discipline.

The participant who wishes to appeal a decision (the "**Appellant**") under the Ethics Manual shall have 10 business days from the date on which he/she received notice of the decision, to submit written notice of his/her intention to appeal, along with detailed reasons for the appeal, to the Appeals Officer. A fee of ££250 for an individual and £500 for a club must accompany the written appeal.

Any Participant wishing to initiate an appeal beyond the 10 business day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow or not allow an appeal outside the 10 business day period shall be at the sole discretion of the Appeals Officer (appointed under section 3.2 below).

3.2 APPEALS OFFICER

Scottish Hockey's Board will appoint an Appeals Officer at their first meeting of the season. This shall be the President.

For the purpose of future conduct of the role the Appeals Officer may attend the Appeals Panel hearing, however his/her attendance is not mandatory. The Appeals Officer has no speaking rights.

3.3 GROUNDS FOR APPEAL

An appeal may only be heard if, in the view of the Appeals Officer, there are sufficient grounds for the appeal. Sufficient grounds include (but are not limited to) Scottish Hockey or its representatives:

- a) making a decision for which they did not have authority or jurisdiction as set out in Scottish Hockey's governing documents;
- b) making an error in procedure;
- c) making a decision in the absence of material evidence which was not available at the time of the original decision;
- d) making an unreasonable decision; and/or

- e) making a decision which carries unreasonable punishment.

3.4 SCREENING OF APPEAL

Within three business days of receiving the notice of appeal, the Appeals Officer shall decide whether or not there are sufficient grounds for an appeal. In the absence of the Appeals Officer, a participant of the Appeals Panel shall perform this function. At the request of the Appellant, a decision to refuse an appeal for these reasons will be subject to review by another member of the Appeals Panel whose decision is final.

If the appeal is refused on the basis of insufficient grounds, the appeal fee shall be retained by Scottish Hockey and the appellant shall be notified of the refusal in writing, giving reasons. This decision is at the sole discretion of the Appeals Officer responsible and may not be appealed.

If the Appeals Officer is satisfied that there are sufficient grounds for an appeal, he/she shall direct that an Appeals Panel be appointed to hear the appeal.

3.5 PANEL

The Appeals Officer shall appoint an Appeals Panel of three members from the Appeals Panel List held and maintained by the Board of Directors of Scottish Hockey (see Operational Framework Manual).

One member of the Appeals Panel shall be a lawyer or a person who possesses legal expertise. This member will act as chair of the Appeals Panel.

A scribe shall attend to take full minutes of the Panel hearing.

The Competitions and Events Manager or the Officials Appointments Convenor may also attend the Appeals Panel hearing if requested by the chair of the Appeals Panel. However his/her attendance is not mandatory.

The members of the Appeals Panel shall have no significant relationship with the Appellant, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict.

3.6 THE RECORD

Prior to the Appeal Hearing, the Appeals Officer, with assistance where necessary from Scottish Hockey office staff, will provide the Appeals Panel with information and documentation to assist with hearing the appeal (the "**Record**"). The Record shall include, but not be limited to:

- a) the decision under appeal;
- b) reasons for the decision;
- c) the original complaint;

- d) all documentary evidence, including the investigation report; and
- e) transcripts of evidence (excluding transcripts of argument) if taken during the original hearing.

3.7 PROCEDURES FOR THE HEARING

The Appeals Panel shall govern the hearing by such procedures as it deems appropriate in the circumstances, provided that:

- a) the hearing shall be held within 15 business days of the Appeals Panel's appointment;
- b) the Appellant has been given notice of the date, time and place of the Appeal Hearing not later than within five business days of the Appeal Hearing;
- c) the Appellant will notify the Appeals Officer no later than within two business days of the Appeal Hearing as to whether they intend to present arguments in person at the Appeal Hearing;
- d) A quorum shall be all three appointed participants of the Appeals Panel, and decisions shall be made by majority vote;
- e) the Appellant may be accompanied by a representative from Scottish Hockey;
- f) the chair of the Complaints Committee may be present; and
- g) the chair of the Appeals Panel has the discretion to invite along a significant 'other party' (e.g. another team representative).

3.8 APPEAL DECISION

Within five business days of concluding the Appeal Hearing, the Appeals Panel shall issue its written decision with reasons. In making its decision, the Appeals Panel shall have no greater authority than that of the original decision-maker and may decide:

- a) to annul or confirm the decision being appealed;
- b) to refer the matter back to the initial decision-maker for a new decision in accordance with the advice of the Appeals Panel;
- c) to determine if all, part or none of the appeal fee should be returned to the Appellant; and/or
- d) to determine whether any additional costs of the appeal shall be allocated, if at all.

A copy of this decision shall be provided to the Appellant, the Appeals Officer and the chair of the original Complaints Panel.

The decision of the Appeals Panel will be final. However, the Board of Directors of Scottish Hockey retain the right to return a decision to the Appeals Panel if it considers that material facts of policy were not properly considered.

3.9 TIMELINES

If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Appeals Panel may direct that these timelines be shortened. If the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Appeals Panel may extend the timelines with the consent of Appeals Officer.

3.10 JURISDICTION

This policy shall be governed and construed in accordance with Scots law.

No action or legal proceeding shall be commenced against Scottish Hockey in respect of a dispute unless Scottish Hockey has refused or failed to abide by the provisions for appeal of the dispute, as set out in this policy.

4 Equity Policy

The Equality and Diversity Policy has been updated as of March 2013 and can be found [here](#).

5 SELECTION POLICY & PROCEDURES

5.1 ETHICAL FRAMEWORK

The basic principle of sport ethics is that behaviour and considerations leading to fair play are not optional but are vital elements of all sporting activity, policy and management. They apply at all levels of ability and commitment. The principle of ethics should allow everyone involved, at any level, to enjoy the role they play within sport. It is important to provide a sound ethical framework for sport to combat the pressures in modern-day society, which appear to be undermining the traditional foundations and values of sport. Selection forms part of the ethical portfolio because it is one of the most visible expressions of the way in which a sport conducts its affairs; because of its wide reaching effects on athletes' careers and their confidence in the system; and because of the associated legal implications.

5.2 SELECTION FRAMEWORK

Hockey is a team sport. Whilst athletes can do a great deal to develop in an individual environment ultimately the athlete has to be able to realise their potential and perform within a team. To provide athletes with development opportunities and to provide athletes and staff the opportunity to test their performance in competition Scotland operates a team structure that includes; U16, U18, U21 and Seniors. Beyond that for the exceptionally talented athlete is selection into a Great Britain squad and the opportunity to compete in an Olympic Games. Great Britain selection is co-ordinated by Great Britain Hockey Board Ltd.

In order for selection to be coherent and rational selection groups can be identified:

- Great Britain Squads: Athletes selected into GB Senior Squads in order to prepare and compete at senior international hockey events.
- Sportscotland and Scottish Institute of Sport Programmes: Athletes are selected into programmes for the Scottish Institute and Area Institutes in order to benefit from extra services available to Institute athletes. This selection process is governed by Institute Guidelines copies of which are available on request.
- Scotland Senior Squads: Athletes selected into Scotland Senior Squads in order to prepare and compete at senior international hockey events.
- Junior (U21) Squads: Athletes selected to take part in preparation and international events or training opportunities.
- Commonwealth Games Squads: Athletes selected to take part in the Commonwealth Games of Scotland team.
- Youth Squads: Athletes selected to take part in activities which will enable them to be developed and assessed. Teams involved with Youth Squads will be: Scotland U18 and Scotland U16.

5.3 CONSULTATION AND COMMUNICATION

Scottish Hockey's Selection Policies and Procedures will be transparent and accessible. At all times the policy will be widely communicated and obviously adhered to.

The development of this policy included wide consultation to ensure all viewpoints were considered.

Scottish Hockey's Selection Policy and Procedures will be made available to all members. In particular all athletes identified to enter the selection process will be provided with a copy.

All athletes involved in the selection process will be informed of their individual selection outcome by letter or email.

All athletes involved in the selection process will be informed of the final squad composition by letter or email.

All non-selected athletes may request written feedback from the squad coach to clarify the selection decision.

At any time any athlete involved in the selection process may seek further clarification from the squad coach or Performance Manager.

Any changes in the selection policy and/or procedures will be communicated widely and, in particular, to all squad athletes.

5.4 CONSISTENCY

Scottish Hockey's Selection Policies and Procedures will be consistent through the use of published criteria. At all times the provisions of the policy will be applied consistently and rigorously.

All selection decisions will be formally recorded with explanations of decisions made.

Acknowledgement is made that in a team sport, combinations of athletes, the balance of the squad and the ability of athletes to play more than one position are primary considerations in selection.

5.5 ACCOUNTABILITY

Scottish Hockey's Selection Policies and Procedures will be accountable.

Accountability is to the appropriate board (Scottish Hockey for Scotland and GBHB Ltd for GB) through the following management group:

- Great Britain: The Great Britain Performance Management Group is responsible for ensuring the selection of athletes to represent Great Britain

follows the policy and procedures stated. This is achieved through the selection panels identified in section 7 and 8.

- Scotland: The International Committee is responsible for ensuring the selection of athletes to represent Scotland at each age group follows the policy and procedures stated. This is achieved through the selection panels.

It is desirable that the chair of each panel and the selectors have no direct club or District links when they undertake selection duties. In the event that this does not occur during a selection meeting, the affected selector must declare an interest in the athlete under discussion and withdraw prior to the decision being made.

The chair of each panel will have responsibility for ensuring Scottish Hockey's Selection Criteria are adhered to at every selection opportunity.

The selection dates for all squads will be determined prior to the start of each programme and all athletes undertaking the selection process will receive this information.

All selection decisions will be based upon Scottish Hockey's Performance Standards and will be formally noted with explanations of decisions made.

5.6 PRINCIPLES OF SELECTION

Scottish Hockey's Selection Policies and Procedures will be fair. No athlete will receive less favourable treatment on the grounds of gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy or will be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

This selection policy outlines the guidelines for selection for National, Junior and Youth Squads.

The primary purpose of the selection programme is to provide the best possible squads to perform at major international competition.

For senior squads the ultimate focus is on winning at major competition; the Preparation & Competition Programme will outline priorities at different periods of the programme.

For the Junior and Youth Squads the competition focus is development.

A Squad may consist of between 16 and 30 athletes. A Team will comprise 16 or 18 athletes. A touring party will generally comprise of between 16 and 25 athletes but this may be changed with the approval of the Performance Manager.

In general circumstances a Team and touring party will be selected from a Squad. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for selections.

5.7 TO BE ELIGIBLE FOR SELECTION INTO A SQUAD AN ATHLETE SHALL:

for Great Britain, be affiliated through a National Association (Scotland, Wales, England), and shall:

- hold, or be eligible to hold, a British passport
- have not played for an international team except GB, Scotland, England or Wales in an FIH competition during the last 3 years

for Scotland, be affiliated through a Club, or Youth Club, or be a pupil attending an affiliated school, or hold an individual membership of Scottish Hockey and shall adhere to the criteria found here <https://www.scottish-hockey.org.uk/international-performance/selection-policies/>

Inclusion in any Scotland squad means the individual athlete will benefit from Sportscotland funding of the International Programmes and should the athlete meet other requirements laid down by Sportscotland they may be eligible for further support through the Scottish Institute of Sport Network programme. There is however no assurances that an athlete will receive Institute support.

Inclusion in a Great Britain squad means that the individual athlete will benefit from UK Sport / Sport England / Sportscotland funding of the Great Britain aspects of the International Performance Programmes and they may also be considered for individual support from their own sports council funding mechanism. There are however no assurances that an athlete will receive funding.

Scottish Hockey Performance Standards form the basis of selection for all squads.

Squad selection takes place at appropriate times as indicated in the Competition & Training Programmes. Athletes selected into a squad will enjoy a range of training opportunities as determined by the squad coach and Performance Manager.

Athletes selected into a squad will be required to meet training targets set in consultation with the squad coach and based upon Scottish Hockey's Selection Criteria. Failure to do so may result in the de-selection of the individual from the programme and individual lottery funding.

The ongoing failure of any athlete to meet training targets could result in de-selection from the squad.

Athletes who meet training targets shall remain in the squad and will be reviewed in the squad selection process for the duration of the squad's Competition & Training Programme.

Any athlete may choose to withdraw from any squad voluntarily. Such a withdrawal must be done in writing to the Performance Manager and copied to the squad coach.

A Competition & Training Programme will be produced annually and distributed to all training and competition dates. It will by its very nature be updated on a regular basis.

The selection process is open. This means that new athletes may be invited into the squad at any time if correct procedures are followed. These procedures are outlined in detail in Section 7, The Selection Process.

This selection policy is subject to annual review and update.

5.8 THE SELECTION PROCESS

5.8.1 Great Britain

Great Britain Hockey Board has a separate selection policy of which Scottish Hockey is a signatory.

All Great Britain athletes will be selected subject to this policy.

A copy of this policy is available from GBHB or Scottish Hockey's Performance Manager.

5.8.2 Scotland National Senior and Junior Squads

National Selection Panels (Men / Women) are responsible for the selection of the National Senior and Junior squads for each identified Scottish Hockey competition or training programme. The squads included are (Men/Women): Senior, U21.

Each National Selection Panel is chaired by the Performance Manager or deputy and consists of: HP Coach (Institute), Senior Coach and U21 Coach. At times in the programme others may be invited to join the Panel i.e. Manager, Area Institute or High Performance Coaches, Physiologist, etc.

Selectors will identify the National Senior and Junior Squads based upon observations of athlete performance in the International Programmes or within domestic competition. Athletes not already involved in the programmes will be placed in a "Viewing Group" for close observation during domestic competition.

All athletes will be expected to attain a minimum fitness level before they can be considered for inclusion in the squads. The sport science protocols of the screening programme will ensure that all athletes are treated equally throughout the testing process.

The squad management team (coach, assistant coach, and manager) will ensure that all athletes who are fit will receive equal opportunities to be observed by the Selectors.

In making final selections for the squads the Squad Coach will have the final say over any disputed athletes provided the decision can be justified to the Performance Manager and meets the Selection Policy and Selection Criteria.

All athletes will have an individual selection outcome letter available to them at the conclusion of the selection period. Each athlete may choose to collect this letter or have it sent.

The Performance Manager and the coach of each squad will be available after the selection meeting to discuss the selection results with any athletes who wish to take up this opportunity.

Any discussion with an athlete regarding non-selection will take place with two of the following staff members present, the coach, the manager, the Performance Manager. The discussion will be documented; copies of the notes will be provided to the athlete and a second copy will be held centrally at Scottish Hockey's Office.

Any disputes that arise from this process must be referred in writing to the as per Scottish Hockey's Appeals Process detailed in the Ethics Manual.

Athletes may enter the squad programme at any time at the invitation of the management team following a minimum of two observations of athlete performance in domestic competition by a minimum of 2 selectors from the National Selection Panel.

5.8.3 Scotland National Senior and Junior Squads For International Competition

The National Senior Squad to play in approved competitions will be identified by the National Selection Panel. This Panel consists of the Performance Manager or deputy (to Chair the Panel), Head Coach and assistant coach.

This Selection Panel is responsible for the selection of the Junior Squads for each identified Scottish Hockey competition or training programme (including Scotland U21 Men/Women). The Panel will be joined by the Head Coach of the squad.

Final selections of competition Squads will take place at an identified training camp or formal meeting. There will be recognition of previous performances in domestic and international training and competition in making final decisions. There will also be recognition of the importance of team combinations, the strengths and weaknesses of the opposition and the ability of athletes to fill more than one role during matches.

The management team will ensure that all athletes who are fit and available to participate in the selection process will receive equal opportunities to be observed by Selectors.

In making final selections the Squad Head Coach will have the final say over any disputed athletes provided the decision can be justified to the Panel members and meets the Selection Policy and Performance Standards.

Athletes not selected for competition purposes may remain part of the squad and as such will be expected to continue their pursuit of training targets.

In the event of the withdrawal of a selected team member the replacement athlete should be taken from within the existing squad structure. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for replacements. Any replacement must be agreed with the Chair of the Selection Panel and must meet the Selection Policy and Performance Standards.

5.8.4 Scotland Youth Squads

Youth Squad Selection Panels (Men / Women) are responsible for the selection of the Youth squads for each identified competition or training season.

U18 and U16 programmes fall within the meaning of Youth Squads.

Each Youth Squad Selection Panel is chaired by the Performance Manager or deputy and consists of: Coach and Assistant Coach (if one is in position), and an independent selector. At times in the programme others may be invited to join the Panel i.e. Institute Coaches, Managers, Physiologist.

Youth Squads will be identified based upon observations of athlete performance in domestic competition (inc. Inter-District Competition), assessment camps, and, if appropriate, international competitions.

Youth Squads will be announced, where possible, at least one month prior to the commencement of the Youth Squad training programme in that year.

Notification of all Youth Squads will be communicated to all squad members and published on Scottish Hockey's website.

Youth Squad members will receive details of the Selection Policy, Anti-Doping Policy, and the Competition & Training Programme for the year.

Youth Squads may be modified following observation by a minimum of 2 Panel members at assessment camps, training camps, domestic or international competition. Any modification must be agreed by the Panel Chair.

A sport science screening process will take place during the training programme.

The sport science protocols of the screening programme will ensure that all athletes are treated equally throughout this process.

The Youth Squad Management Team will ensure that all athletes who are fit and available to participate in each training camp will as far as possible receive equal pitch time.

The principles of the selection criteria will be applied at all times throughout the selection process.

All athletes will receive an individual selection outcome letter at the conclusion of each training camp at which selection takes place.

Any disputes that arise from this process must be referred in writing to the Performance Manager. See point 8, Grievance and Appeals Process.

5.8.5 Youth Squads for International Competition

Squads to play in competitions will be identified by the Chair of the Selection Panel, the team coach and assistant coach. This group will comprise the Selection Panel.

Final selections of competition Squads will take place at an identified training camp. There will be recognition of previous performances in domestic and international training and competition in making final decisions. There will be primary recognition of the importance of selection criteria in making selections throughout the programme.

The Management Team will ensure that all athletes who are fit and available to participate in the selection process will receive equal opportunities to be observed by the Selection Panel.

In making final selections the Squad Coach will have the final say over any disputed athletes.

Athletes not selected for competition purposes will remain part of the squad and as such will be expected to continue their pursuit of training targets.

In the event of the withdrawal of a selected team member the replacement athlete should be taken from within the existing squad structure. It is acknowledged that given injury and positional considerations this may not always be possible, however it will provide the general operational framework for replacements.

5.8.6 Commonwealth Games

There is a separate policy for this squad which meets Commonwealth Games of Scotland selection criteria. This will be made available prior to the start of any Commonwealth programme.

5.9 GRIEVANCE AND APPEALS PROCESS

There are only two grounds for appeal within the Selection process. These are:

- Selection was not made according to the Selection Policy.
- There was unreasonable bias or conflict of interest in one or more of the Selection panel.

Any appeal against a selection decision must in the first instance be referred in writing to:

- Great Britain: the Chair of Great Britain Hockey Board Ltd.
- Scotland: as per the guidelines laid down in Scottish Hockey's Appeals Policy within section 3 of the Ethics Manual.

6 ANTI DOPING POLICY AND PROCEDURES

6.1 INTRODUCTION

Scottish Hockey is the governing body for the sport of hockey in Scotland, under the jurisdiction of the International Hockey Federation (FIH).

Scottish Hockey condemn the misuse of drugs in sport, further Scottish Hockey believes doping contravenes the ethics of both sport and medical science.

The FIH is a signatory to the World Anti-Doping Code produced by the World Anti-Doping Agency (WADA). Scottish Hockey, in keeping with the requirements of the FIH and its national responsibility has adopted the UK Anti-Doping Rules; which comply fully with the World Anti-Doping Code. Any player under the jurisdiction of Scottish Hockey is bound by the UK Anti-Doping Rules.

The UK Anti-Doping Rules, the list of prohibited substances (the 'Prohibited List' produced and revised by WADA) and further details about the testing procedures and medications can be found on the following websites FIH Web-site www.fihockey.org, www.wada-ama.org, www.ukad.org.uk and www.100percentme.co.uk, www.globaldro.com.

Scottish Hockey is committed to the education of its participants in matters relating to Anti-Doping and to a testing programme approved by the National Anti-Doping Organisation in the UK in order to prevent doping in Hockey.

All registered players fall under the jurisdiction of Scottish Hockey for all matters related to doping in sport. All player support personnel will be subjected to the same rules and whilst not subject to testing, can commit an anti-doping rule violation if found for example, to be tampering with doping control, possessing a prohibited substance, trafficking a prohibited substance or method, administering a prohibited substance or method to a player or aiding and abetting a player in committing or evading an anti-doping rule violation.

Any player under the jurisdiction of Scottish Hockey, when approached to take a test by an authorised official is obliged to do so.

Each player and official selected to participate in Scottish Hockey activities will receive a copy of this Anti-Doping Rules They will be required to sign a written acknowledgement stating that they have received, read, understood and agree to be bound by the Scottish Hockey Anti-Doping Policy

6.2 TESTING DURING SCOTTISH HOCKEY COMPETITION, TRAINING, SQUAD TESTING & OUT OF COMPETITION

Testing may take place at any competition, training, and squad training or out of competition. Testing will be in accordance with WADA's International Standard for Testing. Testing will be conducted at no advance notice.

6.3 SANCTIONS:

The player will remain ineligible for selection for Scotland for the duration of any ban imposed by Scottish Hockey, Great Britain Hockey Board (GBHB) or FIH, whichever is the longer or greater.

6.3.1 Doping Offences under Other Governing Body Rules:

Scottish Hockey will recognise and implement any disciplinary action imposed by the FIH, European Hockey Federation, Great Britain Hockey Board or other Home Nation disciplinary committees relating to doping offences. Scottish Hockey will recognise sanctions imposed by other sports recognised by the National Anti-Doping Organisation in the UK.

6.4 REVIEW OF THE POLICY

This policy is regularly reviewed by the Technical Committee of Scottish Hockey with all changes being approved by the Board of Directors.

7 CHILD WELBEING AND PROTECTION

POLICY AND PROCEDURES

7.1 CHILD WELLBEING AND PROTECTION POLICY

Scottish Hockey is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference, diversity and respect the rights of children and young people.

For the purposes of this policy and these procedures the term participant includes anyone who is involved with the activities of Scottish Hockey whether as a member, player, coach, umpire, official or in any other voluntary capacity.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Scottish Hockey will:

- Promote the health and welfare of children by providing opportunities for them to take part in Hockey safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.

- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

7.1.1 Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Hockey.
- Following any issues or concerns raised about the protection of children within Scottish Hockey.

In all other circumstances, at least every three years.

7.1.2 Getting It Right For Every Child

GIRFEC ensures children and young people get consistent and effective support for their wellbeing across Scotland.

This includes:

- a description of how people working with children, young people and parents understand and consider a child or young person's wellbeing;
- making a Named Person available as a central point of contact for children, young people and parents, who will provide advice, information, and support, and help to access other services if needed;
- a single planning framework – the Child's Plan – to ensure a consistent approach to how a range of extra support that is not generally available is planned, delivered and coordinated to a child's specific needs and circumstances. This plan is developed in partnership with the child and their parent(s).

Parents are, with very few exceptions, the best people to raise their children. Nothing in the Act changes parents' rights and responsibilities.

What is the GIRFEC approach?

GIRFEC is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time.

What does GIRFEC mean for me?

For children, young people and their parent(s) it means:

- You understand what is happening and why
- You have been listened to carefully and your wishes have been heard, understood and taken into consideration.
- You feel confident about the help you are getting.
- You are appropriately involved in discussions and decisions that affect you.
- You can rely on appropriate help being available as soon as possible.
- You experience a more straightforward and co-ordinated response from the people working with you. For people working in children and adult services it means:
 - the child or young person is at the centre of your work, understanding what their unique needs are and how you can help.
 - You use common tools, language and processes to consider a child or young person's wellbeing, working closely with them, their parent(s) and other professionals, supporting them where appropriate.
 - You feel confident that you have the right information to provide the best support you can to a child or young person and their parent(s).

Getting it right across Scotland Services and community organisations across Scotland already use the GIRFEC approach to ensure the way they support children, young people and their parents is consistent and effective. The GIRFEC approach is not new and has grown over a number of years from the practice of health and education professionals, and feedback from the children and families they support.

Wellbeing (SHANARRI)

The Getting it right for every child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:

- Safe
- Healthy
- Achieving

- Nurtured
- Active
- Respected
- Responsible
- Included

These eight factors are often referred to by their initial letters – SHANARRI.

They are wellbeing indicators which help make it easier for children and families and the people working with them to discuss how a child or young person is doing at a point in time and if there is a need for support.

Each child is unique and there is no set level of wellbeing that children should achieve. Wellbeing is influenced by children's individual experiences and changing needs as they grow.

A range of experiences can have negative effects on young people. This might be one of the 10 recognised [Adverse Childhood Experiences \(ACEs\)](#) or other adversities such as bereavement or bullying, or where a family is affected by illness, disability or poverty. Each child should be helped to reach their full potential as an individual.

We have developed a series of wellbeing resources that practitioners can use or adapt for workshops or conversations with children, young people, parents and carers. These explain wellbeing, and how it is used to support children and young people, in more detail.



7.2 WHAT ARE WE PROTECTING CHILDREN AGAINST?

The following examples are ways in which children may be abused or harmed, either within or out with sport.

7.2.1 Child Abuse

In Scotland child abuse is defined as follows:

‘Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).’¹

¹ Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998) Ethics Manual

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely;

- (i) Emotional Abuse
- (ii) Physical Injury
- (iii) Physical Neglect
- (iv) Sexual Abuse
- (v) Non-organic failure to thrive²

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well.

7.2.2 Identifying Child Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all have, however, a duty to act on any concerns about abuse.

For further details of types of abuse, examples of abuse and indicators of abuse please see the section “WHAT ARE WE PROTECTING CHILDREN AGAINST?” in the appendices.

7.3 THE ROLE OF SCOTTISH HOCKEY IN PROTECTING CHILDREN

7.3.1 Why Protecting Children Is Important

There are many reasons why Scottish Hockey needs to address, plan and implement the protection of children and young people. It:

- Will help to ensure Scottish Hockey and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value Scottish Hockey places on children and their participation in Hockey.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and you will put safeguards in place to minimise risk to all.

² Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.
Ethics Manual

- Sets the standards and expectations for everyone working in Hockey and provides a benchmark against which practice can be measured and challenged.
- Build a legacy for the future of Hockey.
- Reduce the risk of successful legal action against Scottish Hockey by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

7.4 ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

Scottish Hockey will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in Hockey.
- Actively work jointly with parents and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

The Child Protection Officer for Scottish Hockey will:

- Be supported by Scottish Hockey and be appropriately trained.
- Implement and promote Scottish Hockey Child Protection Policy and Procedures.
- Lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Technical Committee and then to the Management committee and Board of Directors.
- Act as the main contact within Scottish Hockey for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.

- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review Scottish Hockey's Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance
- Each District and Club within Scottish Hockey will be encouraged to adopt appropriate Child Protection Policies and Procedures and appoint a Child Protection Officer. Where Clubs do not have their own Child Protection Officer they will be required to promote the details of the Scottish Hockey's Policy and Procedures to ensure that all participants in Scottish Hockey activities have access to information and support. Template documents can be found on Scottish Hockey's website at www.scottish-hockey.org.uk

Within member Districts and Clubs of Scottish Hockey the Club Child Protection Officer will:

- Be supported by Scottish Hockey and be appropriately trained.
- Implement and promote appropriate District or Club Child Protection Policy and Procedures.
- Regularly report to the appropriate District or Club Committee.
- Act as the main contact within the District or Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with Scottish Hockey's Child Protection Officer.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.

- Report cases, concerns and action taken to Scottish Hockey Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

7.5 PROCEDURES FOR IMPLEMENTING THE POLICY

7.5.1 Recruitment and Selection of Staff and Volunteers to Regulated Work Positions

Scottish Hockey will take all reasonable steps must be taken to ensure unsuitable people are prevented from undertaking regulated work, be it paid or volunteering, with children. Further, we have a legal duty to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work within Scottish Hockey.

REGULATED WORK

How to assess if someone is doing regulated work:

1. Is it work?

It has to be work, (paid or unpaid) i.e. not simply an arrangement between friends/family.

2. Who are they working with?

It has to be with children under the age of 18 years.

3. What do they do?

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent.

4. Is it their normal duties?

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

5. Are there any exceptions?

Where the presence of children in the activity is 'incidental' (e.g. the activity is targeted at adults but has a couple of U18s attending).

For further assistance, to decide if a post is 'regulated' we recommend you refer to the Disclosure Scotland Regulated Work Assessment Tool at: www.disclosure-scotland.org.uk/pvg_training

This recruitment and selection procedure has two functions. It:

- 1) Provides Scottish Hockey with an opportunity to assess the suitability of the individual for a particular regulated work role.
- 2) Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure should be completed for all positions deemed to be regulated work in the organisation.

7.5.2 Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of Scottish Hockey and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of Scottish Hockey open and positive stance on ethical matters including child protection.
- A statement that the position applied for is regulated work (exempted post) and requires a PVG scheme membership which will be requested before the appointment is confirmed and after the applicant has been offered the position.

7.5.3 Pre-Application Information

Pre-application information for childcare positions will be sent to applicants and will include:

- A description of the position including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children required).
- Application and self-declaration forms and guidance notes.
- Information on Scottish Hockey and related topics.

Evidence of qualifications will always be verified.

7.5.4 Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

7.5.5 References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

7.5.6 Interview

Interviews will be carried out for all positions which are regulated work. Where appropriate (e.g. the recruitment of a volunteer), a discussion will take place with the prospective volunteer.

7.5.7 Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations (e.g. agreement to the policies and procedures of Scottish Hockey), the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing (e.g. by the individual signing and dating their agreement on the offer letter and returning it to Scottish Hockey). A volunteer agreement will be completed for voluntary positions.

The applicant's appointment will only be confirmed when:

- The self Declaration form has been opened and considered
- Satisfactory references have been received and checked
- A satisfactory PVG Scheme Record / Scheme Record Update has been received

7.5.8 Membership of the PVG Scheme

Scottish Hockey is registered with Central Registered Body in Scotland.

Individuals carrying out regulated work with children within Scottish Hockey must be members of the PVG Scheme.

Scottish Hockey will require the successful applicant to submit a Scheme Record / Scheme Record Update with will be returned and processed by Scottish Hockey lead signatory.

7.5.9 Overseas Applicants

Applicants from overseas being appointed to positions of regulated work are required to join the PVG Scheme.

Applicants from overseas will also be requested to provide a recent police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

7.5.10 Induction

Scottish Hockey will provide a formal induction process for all volunteers. The induction process will include the following:

- Introduction to the Ethics Manual including Child Protection
- Agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct through the Self Declaration form. An assessment of training, individual aims, needs and aspirations.
- Clarification of the expectations, roles and responsibilities of the position.

7.5.11 Training

Newly appointed staff/volunteers will complete, or provide evidence of having completed within the previous three years, the following training over an agreed period:

- Safeguarding and Protecting Children (or equivalent)
- In Safe Hands (or equivalent)
- Any other identified training needs.
- National age group squad staff will attend “Safeguarding and protection children” in their first 6 months of being in the post
- National age group managers and assistants will, in addition, attend a “In Safe Hands” course in the first 6 months of being in post

7.5.12 Probation

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

7.5.13 Monitoring and Performance Appraisal

All staff in childcare positions will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

All volunteers in childcare positions will be supervised.

7.5.14 Ongoing suitability

Once an individual is in a position of regulated work, Scottish Hockey will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two* years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

7.5.15 Retention of Staff and Volunteers

Scottish Hockey recognises the contribution of all staff and volunteers to achieving the aims of Scottish Hockey and will ensure that measures are in place to support the retention of staff and volunteers.

7.5.16 Existing staff/volunteers joining PVG Scheme

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, Scottish Hockey will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

7.5.17 Retention and Destruction of Disclosure Certificates

Scottish Hockey will provide PVG Scheme Membership checks on behalf of its member Districts and Clubs. This will include the processing of checks, and the retention of PVG Scheme Membership. PVG Scheme Membership numbers from these certificates will be transferred to Scottish Hockey's CRM and any additional backup system in place. These certificates will be kept for a period of no longer than three months, when they will be destroyed by shredding by a additional signatory. This period will be flagged up by the CRM.

7.5.18 New vetting information on PVG Scheme Records

* delete as appropriate to your organisation
Ethics Manual

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow Scottish Hockey Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

7.5.19 Consideration for Children's List or Barred Individuals

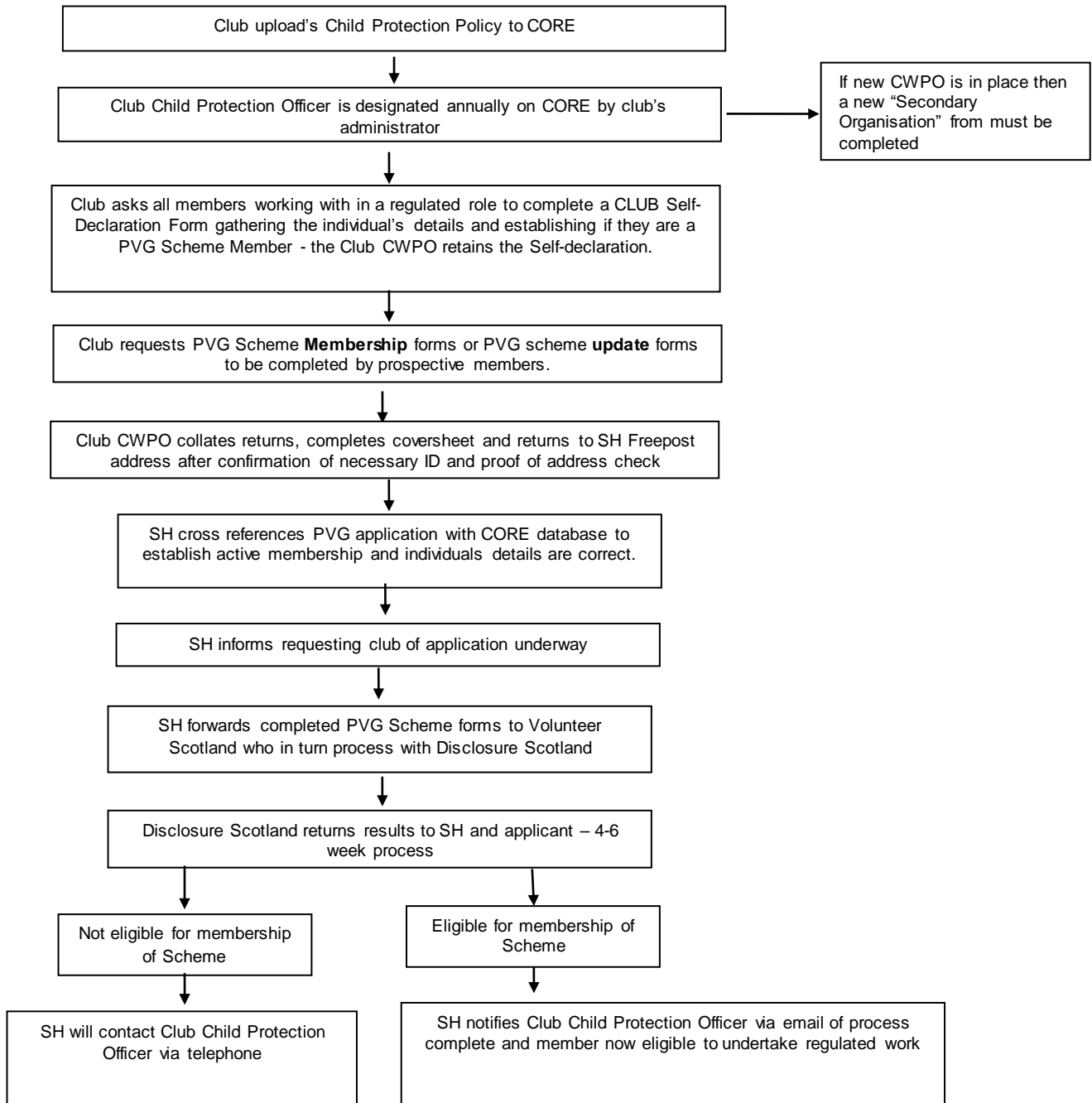
If Disclosure Scotland inform Scottish Hockey that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notifies Scottish Hockey that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

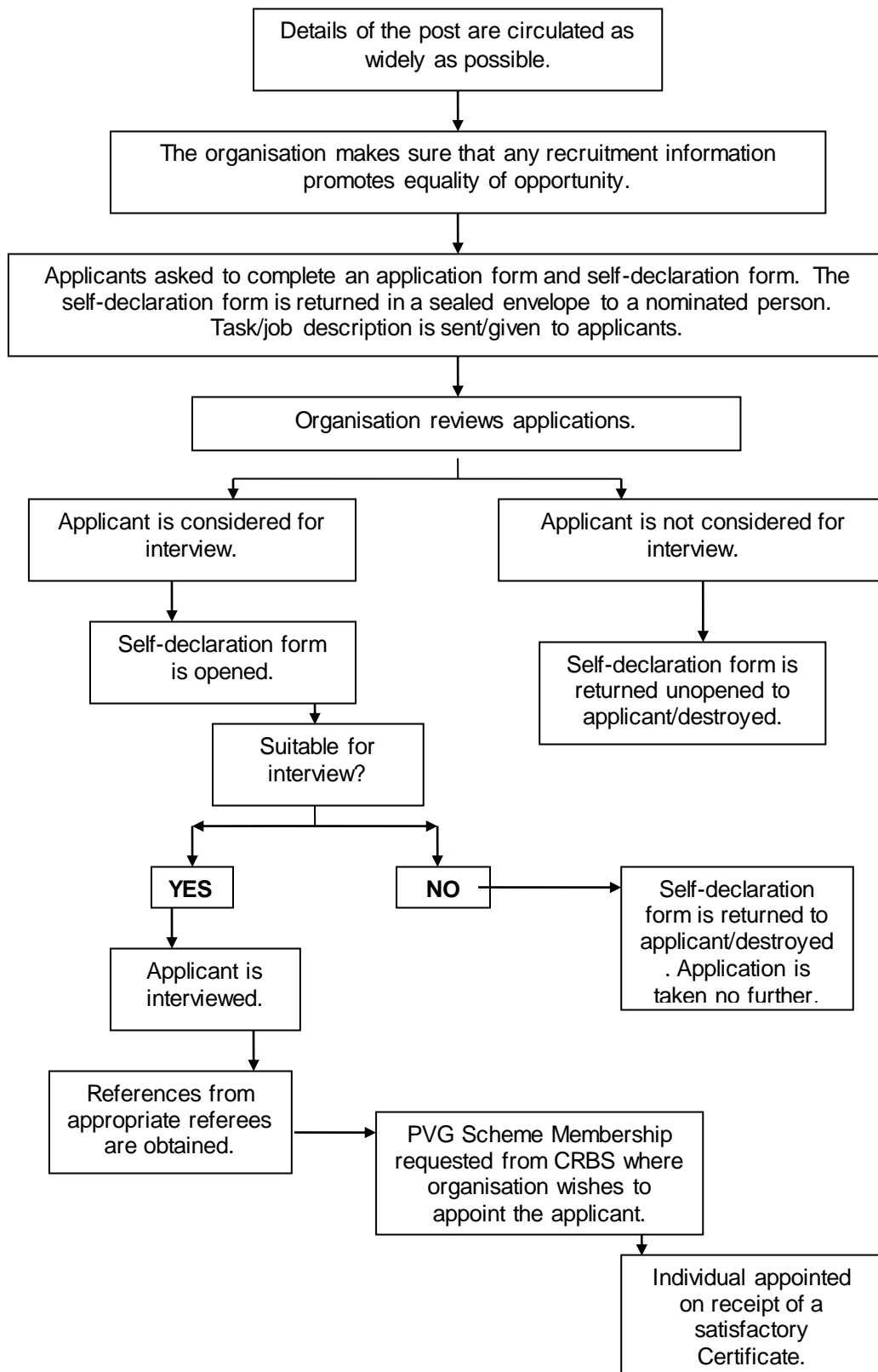
17.5.20 PVG Scheme Member leaves Scottish Hockey

Scottish Hockey will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with Scottish Hockey, Scottish Hockey will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

PROTECTION OF VULNERABLE GROUPS CHECK



7.5 Recruitment and Selection Procedure for Child Care Positions



7.6 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard staff by encouraging them to adhere to agreed standards of practice
- sets out for children and parents the standards of practice which they and the organisation should expect from those who work/volunteer with children

Scottish Hockey supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Scottish Hockey's Policy and Procedure for dealing with the conduct of participants and/or Procedure for Responding to Concerns about Child Abuse.

7.6.1 Good Practice

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.

- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

7.6.2 Practice to Be Avoided

In the context of your role within Scottish Hockey, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

7.6.3 Practice Never To Be Sanctioned

In the context of your role within Scottish Hockey, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance.

In some circumstances older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

7.7 SAFE IN CARE GUIDELINES

These guidelines provide practical guidance for those working and/or volunteering directly with children on practices to keep children safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Code of Conduct for the Protection of Children in Sport. Breach of these guidelines may be dealt with under Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about a Child.

Sports organisations have a duty of care towards all children involved in activities. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so.

As sport takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

7.7.1 Adult to Child Ratios

As a guide, the following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005):

Age: 3 and over	1:8
If all children are over 8	1:10

All activities should be planned to involve at least two adults, preferably one male and one female. Scottish Hockey recommends coaching ratios of 1 coach per team (1:16), but also that coaches should never work alone. Therefore for a coaching activity you could have one coach and a helper to provide the appropriate supervision ratios.

As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The programme of activities.

There may be other considerations which are specific to the sport or environment in which the sport takes place.

7.7.2 Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

7.7.3 First Aid and the Treatment of Injuries

All staff/ volunteers must ensure:

- Where practicable all parents/carers of children under 16 have completed a Partnership with Parents form before their child participates in Hockey.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

7.7.4 Sexual Activity

Within sport, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities and social activities organised by Scottish Hockey. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with Scottish Hockey Policy and Procedures for Dealing with the Conduct of Participants, which in the case of criminal action must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

7.7.5 Managing Challenging Behaviour

Staff/volunteers delivering activities to children may, from time to time require to deal with a child's challenging behaviour.

These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.

- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.

- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

Adults and children shall never be permitted to use the any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved Hockey, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.

- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.

Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.

Staff/volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Significant Incident Form and passed to the Child Protection Officer as soon as possible.

A timely debrief for staff/volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group or activity.

7.7.6 Transporting Children

Where it is necessary to transport children, the following good practice is required:

Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of Scottish Hockey it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

Where Scottish Hockey makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

- Ensuring that all vehicles and drivers are correctly insured for the purpose.
- Ensuring the driver has a valid and appropriate license for the vehicle being used.
- All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
- An appropriate ratio of adults per child.
- Ensuring drivers have adequate breaks.

When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.

Where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children.

To safeguard the member of staff/volunteer the following good practice is required:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

7.7.7 Collection by Parents / carers

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of Scottish Hockey to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

It is clear that while the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should to sign up to.

When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

To help avoid this situation occurring in the first place, here are some points to consider:

Make sure that Scottish Hockey literature, application forms and consent forms;

- Are clear about starting and finishing times of sessions.
- Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
- Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
- Have a late collection telephone contact and number on [Partnership with Parents/Carers Form](#).

Where possible make sure that there is more than one adult/leader to lock up at the end of a session.

Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the welfare of the child has to take precedence, so leaving children alone is not an option.

Ensure that you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6)

If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re; good practice to safeguard member of staff/volunteer) and make sure that you inform Scottish Hockey's Child Protection Officer and parents/carers as soon as possible.

When all else fails call the police.

7.7.8 Trips Away From Home (Involving Overnight Stays)

Designate a Child Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the group leaders' co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated contact for Scottish Hockey and parents.

In the case of National Squads, the Manager, or designated assistant, will be the Child Protection Officer for the trip

Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs.

(For more details see [Guidelines on Transporting Children](#)).

Adult to Child Ratios

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios above, will inform an assessment of the numbers of adults required to safely supervise the group.

Those involved should be recruited and selected in accordance with the procedure for recruitment and selection of staff/volunteers in regulated work with children.

Group leaders should be familiar with and agree to abide by Scottish Hockey Child Protection Policy, procedures and Code of Conduct.

Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue/accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.

Exchange Visits/Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility/Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour.

Parents/carers must complete a Safe in Care - SGB Partnership with Parents Form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the well being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

After the Trip

Where appropriate, a de-brief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

7.8 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is to enable Scottish Hockey to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Scottish Hockey will follow the following guidelines:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc;
- that written permission is sought from parents/carers for all children under 16 years;
- that the need for the technology is clearly identified and its use is specific;
- that it is the organisation who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- children and young people should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and who to report any concerns to in Scottish Hockey;
- All concerns about the inappropriate use of technology will be dealt with in line with Scottish Hockey Policy and Procedure for Dealing with the Conduct of Participants. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP).

7.8.1 Communications Technology

There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children by adults with wrongful/questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults, risks involved include:

- their communication with children being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

7.8.2 Text/Email

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child’s behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably by Scottish Hockey Child Protection Officer);
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

7.8.3 Internet

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Scottish Hockey Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to Scottish Hockey Child Protection Officer.

7.8.4 Social Networking Sites

The following is recommended if the organisation decides to allow mutual access between it and its members (including children):

Permission

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into Scottish Hockey's Rules or Code of Conduct.

- Set up a Scottish Hockey profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep Scottish Hockey's profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).

Concerns

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns about the Conduct of a Member of Staff/Volunteer.

7.8.5 Internet Forums

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored and any offending comments removed. A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

7.8.6 Mobile Phone Cameras/Videos

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

7.9 PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Photos and video clips can be used to celebrate achievements, promote your activities and let people know that bit more about your team, club or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such as open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable

steps to promote the safe use of photographing and filming and to respond to any concerns raised.

7.9.1 Scope

Scottish Hockey will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Hockey has no power to prevent individuals photographing or filming in public places.

Scottish Hockey reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

7.9.2 Notification

Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in Hockey This could be for one of the following reasons:

- Video footage for performance development.
- Media coverage of an event or achievement.
- Promotional purposes e.g. website or publication

Materials promoting events will state, where relevant, that photography and filming will take place. Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (Request for Permission to Use Camera and Video Equipment and Notification to Applicant)

Information about what to do if concerned about photographing and filming will be available at all events. Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

7.9.3 Permission

Written consent must be obtained from the child's parents/carers before any photography or filming takes place.

Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.

Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

All actions by Scottish Hockey will be based on the best interests of the child.

7.9.4 Use of Images and Information

No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.

Ethics Manual

No photographing or filming will be permitted in changing areas.

All images and accompanying information will comply with Scottish Hockey Safe in Care Guidelines, where this is within the control of Scottish Hockey.

Scottish Hockey will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.

Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

7.9.5 Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Scottish Hockey Child Protection Officer.

Where appropriate concerns should also be reported to the police.

7.10 CLUBHOUSES AND CHANGING ROOMS

One of the areas where children are particularly vulnerable at many sports facilities is the locker/changing/shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following advice may be useful:

Wherever possible, adults should avoid changing or showering at the same time as children.

Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.

It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.

If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

While some organisations may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

7.11 VOLUNTEERS AGED 18 OR UNDER

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

8. RESPONDING TO CONCERNS

8.1 WHY IT IS IMPORTANT TO RESPOND TO CONCERNS

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- help to avoid those receiving information from engaging in judgements.
- reassure those who report concerns that an appropriate course of action will ensue.
- support those charged with managing concerns by providing them with a step-by-step process to follow.
- safeguard the rights of those against whom complaints or allegations have been made.

It is not the job of anyone in Scottish Hockey to decide whether or not a child has been abused. It is, however, everyone's responsibility to report concerns.

8.2 CONFIDENTIALITY

The following is taken from *Sharing Information About Children at Risk: A Guide to Good Practice* (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

8.3 DEFAMATION

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority "in response to a duty, whether legal, moral or social or in the protection of an interest" (Norrie K, Defamation and Related Actions in Scots Law, 1995). Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

(Taken from Guidelines for Child Protection Prepared for the Independent Schools in Scotland, Kathleen Marshall, Second Edition, January 1997)

8.4 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

These procedures apply to all staff and volunteers involved in Scottish Hockey.

8.4.1 Concerns about the General Welfare of A Child (NOT Involving Concerns About Child Abuse).

Scottish Hockey is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well being of their children.

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form and reported to Scottish Hockey Child Protection Officer or CEO as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Hockey Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

8.4.2 What To Do If a Child Tells You about Abuse

No member of Scottish Hockey shall investigate allegations of abuse or decide whether or not a child has been abused.

Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, Scottish Hockey's Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

If Scottish Hockey's Child Protection Officer is unavailable or an immediate response is required the police and social work services must be consulted for advice. They have a

statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

If you are concerned about the immediate safety of the child:

- Take whatever action is required to ensure the child's immediate safety.
- Pass the information immediately to the police and seek their advice.

8.4.3 Record

Make a written record of the information as soon as possible using the Significant Incident Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

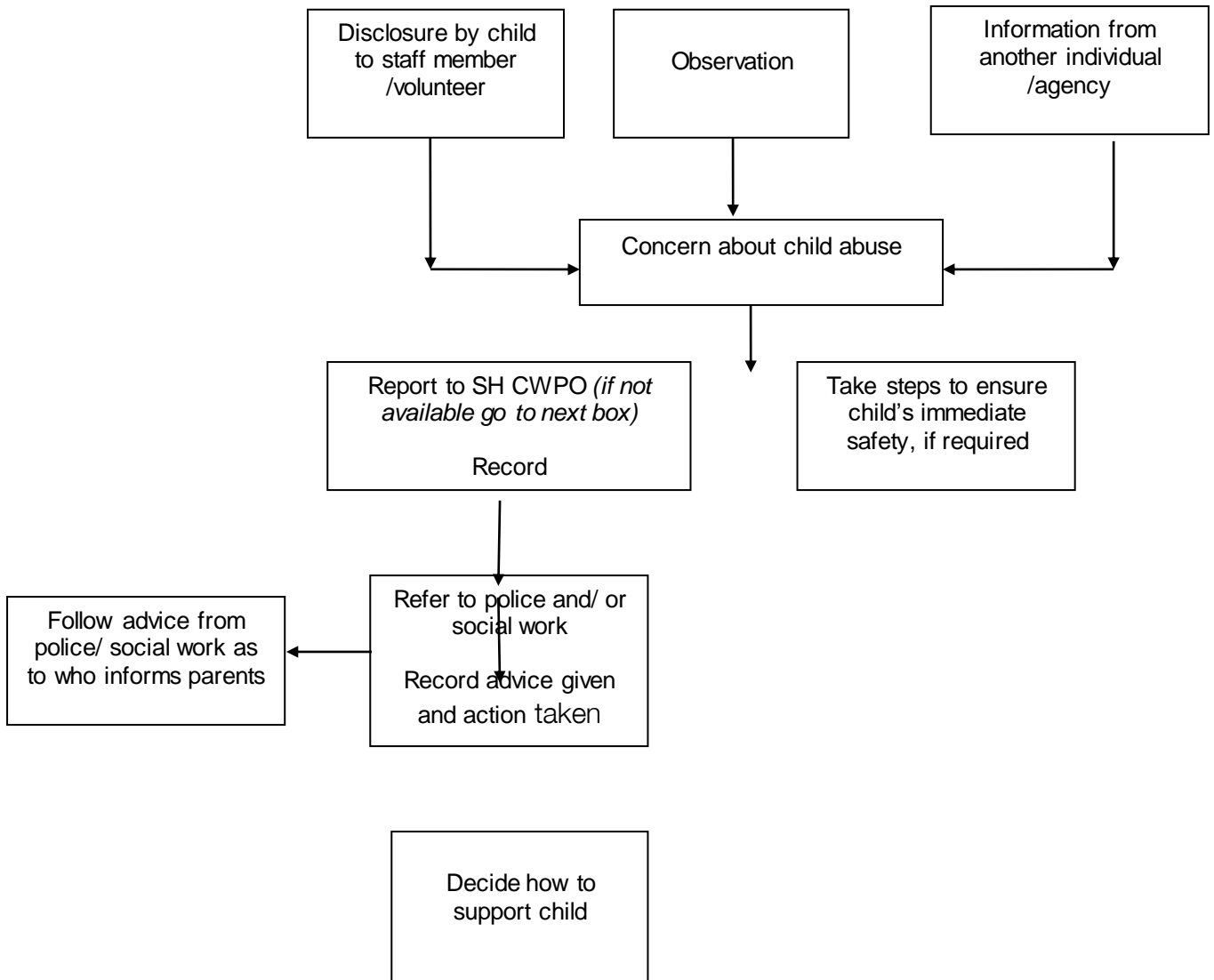
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
- The nature of the concern. Include all of the information obtained during the initial account (e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said using the child's own words.
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to Scottish Hockey's Child Protection Officer that day.

8.4.4 Sharing Concerns with Parents

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.

8.4.5 Responding to Concerns about Child Abuse



8.5 Procedure for Responding to Concerns about the Conduct of a Member of Staff or Volunteer

This section of the procedures should be read in conjunction with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants. Section 8.4 (above) 'Procedure for responding for concerns about a child' applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff or volunteer appointed by Scottish Hockey or representatives (referred to as staff).

These procedures aim to ensure that all concerns about the conduct of a member of staff are dealt with in a timely, appropriate and proportionate manner. No member of staff of Scottish Hockey in receipt of information that causes concern about the conduct of a member of staff towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

In the event of an investigation in to the conduct of a member of staff all actions will be informed by the principles of natural justice:

- Employees will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee.
- An employee will be given an opportunity to put forward their case.
- Scottish Hockey will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff towards children, the welfare of the child will be the paramount consideration.

At any point in the management of concerns about the conduct of a member of staff, advice may be sought from the police or social work services.

8.5.1 Initial Reporting of Concerns (See Policy and Procedure for dealing with the conduct or participants 1)

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the CEO/line manager (of individual) and/or Scottish Hockey Child Protection Officer within 24hours of the concern arising, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive Officer or President (if CEO unavailable).

8.5.2 Recording

Concerns must be recorded using the Significant Incident Form as soon as possible. Reporting the concerns to the line manager and/or Child Protection Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager and/or Child Protection Officer or the person appointed to manage the response to the concerns. Where Performance Management Procedures/ Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

8.5.3 Establishing the Basic Facts

Once the concerns have been reported and screened (1.9, the Complaint Officer (see 1.10) will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns builds a significant picture of concern.

8.5.4 Conducting the Initial Assessment

The Complaint Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed the member of staff may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff is approached.
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view

to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.

- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- i) No further action (facts do not substantiate complaint).
- ii) Situation is dealt with under procedures to manage poor practice; and/or,
- iii) Disciplinary investigation (by Scottish Hockey).
- iv) Child protection investigation (jointly by police and social work services).
- v) Criminal investigation (by the police).
- vi) The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- vii) Civil proceedings (by the child/family who alleged abuse).

8.5.5 Initial Assessment Supports Concerns About Poor Practice And/Or Misconduct (But Not Possible Child Abuse)

The line manager and/or Child Protection Officer will deal with the situation in line with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants.

Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff towards children (see section 1.11). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 8.5.11, Scottish Hockey has a duty to make a referral to Scottish Ministers (see section 8.5.11).

8.5.6 Initial Assessment Supports Concerns about Possible Child Abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager and/or Complaint Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The Complaint Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the line manager and/or Complaint Officer within 24 hours. A copy of the Significant Incident Form should be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee.

Scottish Hockey will take all reasonable steps to support a member of staff against whom an allegation of abuse has been made.

8.5.7 Precautionary Suspension

Suspension is not a form of disciplinary action. The staff member involved may be suspended whilst an investigation is carried out.

Suspension will be carried out by then Line Manager (of the participant) in accordance with Scottish Hockey's Policy and Procedures for Dealing with the Conduct of Participants (1.8.1). The staff member will be given reasons for the suspension in writing within 48hrs.

8.5.8 Disciplinary Investigation

Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the line manager and/or Scottish Hockey Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

8.5.9 False or Malicious Allegations

In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The staff member involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.

- All records pertaining to the circumstances and investigation will be destroyed.
- The line manager and/or Scottish Hockey Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Hockey will review the child's participation in Hockey.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

8.5.10 Historical Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

8.5.11 Scottish Hockey will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1. Scottish Hockey has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Scottish Hockey has transferred the member of staff/volunteer to a position in Scottish Hockey which is not regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Scottish Hockey will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by Scottish Hockey

- resigned, retired or been made redundant,
- been transferred to another position in Scottish Hockey which is not regulated work with children; and,
- where Scottish Hockey receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

If Disclosure Scotland notify Scottish Hockey that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

If Disclosure Scotland inform Scottish Hockey that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

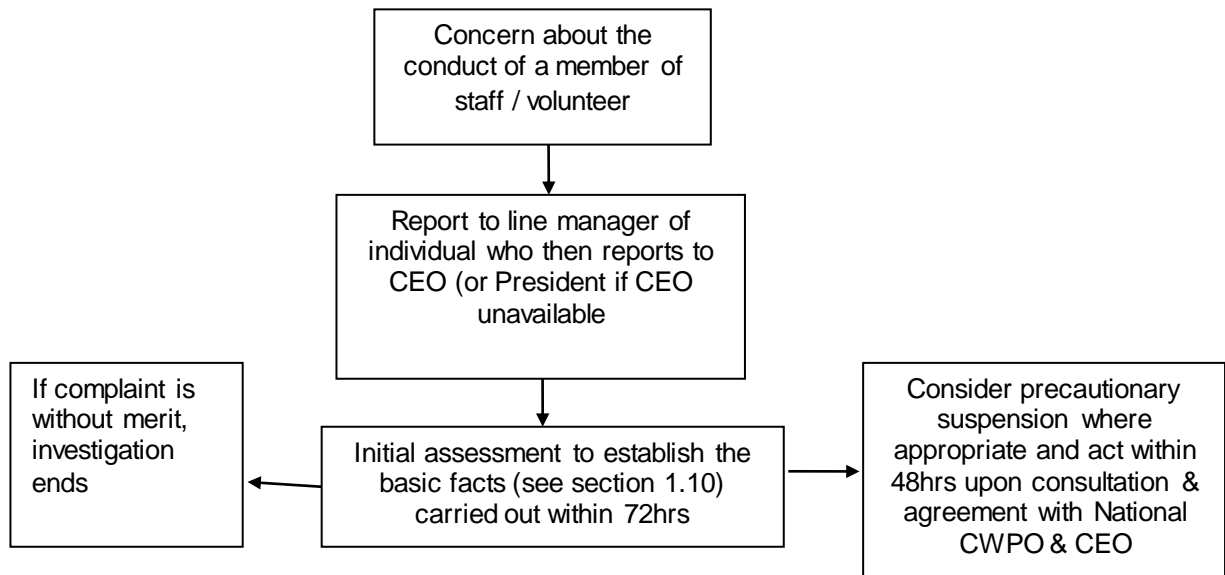
8.5.12 Media

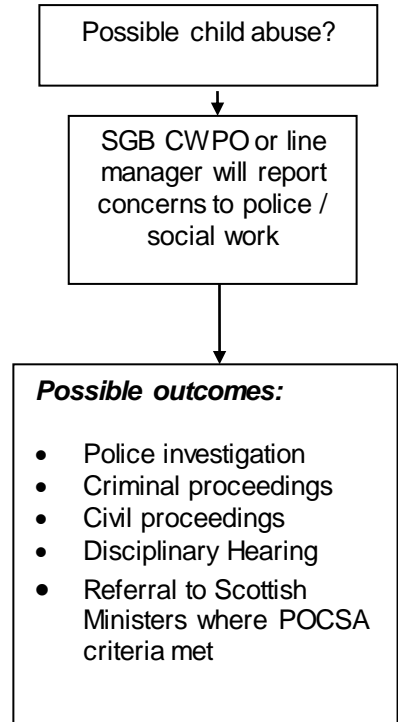
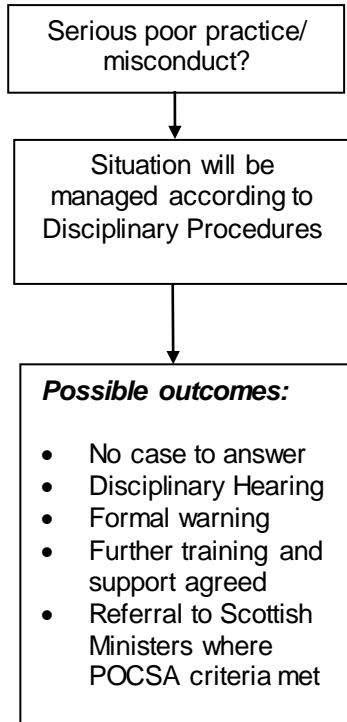
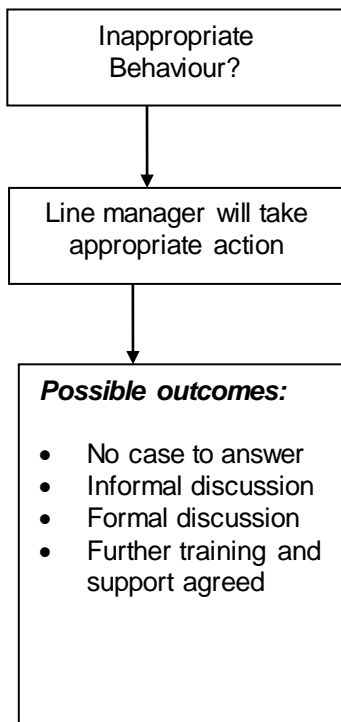
All media enquiries relating to the conduct of a member of staff will be referred to Scottish Hockey's Chief Executive Officer and/or the Child Protection Officer.

8.6 CONCERNS ABOUT THE CONDUCT OF STAFF AND VOLUNTEERS

The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER





9. CODES OF CONDUCT

9.1 CODES OF CONDUCT FOR YOUTH

PREAMBLE

These codes reflect the policy of Scottish Hockey for the conduct of Youth hockey throughout Scotland. They are intended to provide guidance to those persons who are associated with junior hockey players and in particular those responsible for directing their activities.

The codes are not an exclusive statement for the conduct of youth hockey. Rather they are a statement of ethics which should underline more detailed policies on such matters as skill acquisition, modified games and the structure of competitions all with the purpose of making youth hockey an even more attractive, healthy and worthwhile activity for children.

9.1.1 PLAYERS' CODE

- 9.1.1.1 The rules of the game enable both teams to play therefore no one should seek to evade or break them.
- 9.1.1.2 Hockey is a team game made up of individuals playing together and getting fun and enjoyment from it.
- 9.1.1.3 Give respect to your own players and officials, to your opponents, as well as the umpires and show good sportsmanship at ALL times.
- 9.1.1.4 Set a high standard for yourself in levels of skill, fitness, behaviour and dress.
- 9.1.1.5 Practise hard all the different aspects of the game.
- 9.1.1.6 Shake hands with your opponents at the end of every game and give them three hearty cheers.

9.2 COACHES' AND TEACHERS' CODE

Introduction

The purpose of this Code of Conduct is to establish and maintain standards for sports coaches and to inform and protect members of the public using their services.

Ethical standards compromise such values as integrity, responsibility, competence and confidentiality.

Coaches, in assenting to this Code, accept their responsibility to performers, colleagues, their Governing Body and to society.

In pursuit of these principles, sports coaches subscribe to standards in the following areas:

1. Issues of Responsibility
2. Issues of Competence

This code of conduct is a framework within which to work. It is a series of guidelines rather than a set of instructions.

Sports' coaching is a deliberately undertaken responsibility and sports coaches are responsible for the observation of the principles embodied in this Code of Conduct.

Humanity

Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equally, within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

Relationships

The good sports coach will be concerned primarily with the well being, health and future of the individual performer and only secondarily with the optimisation of performance.

A key element in a coaching relationship is the development of independence. Performers must be encouraged to accept responsibility of their own behaviour and performance in training, in competition, and in their social life.

Sports coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers. This is particularly important when the coach and performer are of opposite sex and/or when the performer is a young person. The coach must realise that certain situations or friendly actions could be misinterpreted, not only by the performer, but also by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.

The relationship between sports coach and performer relies heavily on mutual trust and respect. In detail this means that the performer should be aware of the coach's qualifications and experience but must be given the opportunity to consent to or decline proposals for training and performance.

Sports coaches must treat opponents and officials with due respect both in victory and defeat and should encourage their performers to act in a similar manner.

Sports coaches must accept responsibility for the conduct of their performers insofar as they will undertake to discourage inappropriate behaviour.

Confidentiality

Sports coaches inevitably gather a great deal of personal information about the performers in the course of a working relationship. Coach and performer must reach agreement as to what is to be regarded as confidential information i.e. not divulged to a third party without the express approval of the performer.

Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to performers when relevant to the following:

Evaluation of the performer within the sport for competitive selection purposes.

Recommendations concerning performers for professional purposes.

Pursuit of disciplinary action involving performers within the sport.

Abuse of Privilege

The Sports coach is privileged, on occasion, to have contact with the performers and to travel and reside with performers in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.

Personal Standards

The Sports coach must consistently display high personal standards and project a favourable image of their sport and of coaching – to performers, other coaches, officials, spectators, the media and the general public.

Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness, and functional efficiency.

The Sports coach should never smoke when coaching.

Coaches should not drink alcohol so soon before coaching that the smell will still be on their breath when working with performers.

Safety

Sports coaches have a responsibility to ensure the safety of the performers with whom they work as far as possible within the limits of their control.

All reasonable steps should be taken to establish a safe working environment.

Public Criticism of Colleagues

Coaches should refrain from public criticism of fellow coaches. 'Public' in this context means criticism expressed in any branch of the media or in a lecture or seminar. Any such public criticism of a fellow member will be regarded as a prima facie breach of this code.

Misrepresentation

Coaches must ensure that they do not in any way misinterpret their qualifications, affiliations, or professional competence to any client or prospective client or in any publication, broadcast, lecture or seminar. Misrepresentation will be regarded as a serious breach of this Code.

Commitment

When coaches enter into a commitment with an employer, with a team, or with an individual performer, the nature of that commitment should be specifically agreed. Any such contract of terms of reference should be set out in writing and include fees (if any) and method of payment; the time commitment involved, and an indication of the expected outcome of the coaching.

Criminal Conviction

Any conviction of a sports coach by a court of law is capable of reflecting adversely on the profession. Cases of a minor personal nature are unlikely to be regarded as breaches of this Code, but all reported cases will be considered.

Disciplinary proceedings by an Employer

Disciplinary proceeding by an employer leading to dismissal from employment connected with sports coaching will normally be regarded as a breach of this Code. This applies even if the coach has been involved in related court proceedings, which have not resulted in convictions.

Other disciplinary proceedings by an employer (e.g. reprimand) will not be considered as a breach of this Code unless the circumstances are sufficient to fund a complaint under another section.

9.3 COACH'S ROLE

- 9.3.1 Teach your players that rules of the game are mutual agreements which no one should evade or break.
- 9.3.2 Group players according to age and physical maturity whenever possible.
- 9.3.3 Avoid over playing the talented players. The "just average" players need and deserve equal time.
- 9.3.4 Remember that Youth play for fun and enjoyment and that winning is only part of it. Never ridicule or shout at Youth for making mistakes or losing competitions.
- 9.3.5 Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- 9.3.6 The scheduling and length of practice times and competitions should take into consideration and maturity level of Youths.
- 9.3.7 Foster respect for the ability of opponents, as well as for the judgement of umpires and opposing coaches.
- 9.3.8 Follow medical advice when determining whether an injured player is ready to play again. In any event if there is any doubt do not play the Youth.
- 9.3.9 Remember that Youths needs a coach they can respect. Be generous with your praise for both effort and skill when it is deserved. Set a good example, not only with your behaviour, but also with dress and equipment.
- 9.3.10 Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of Youths.
- 9.3.11 Remember that Youths have other interests, so be reasonable in your demands on their energy, time and enthusiasm.
- 9.3.12 Make Youths aware of the physical fitness values of hockey and also its lifelong value both reactionary and in personal relationships.

9.3.13 Ensure that Youths compete safely. Be aware of signs of mental and physical stress and fatigue

9.4 PARENTS' CODE

- 9.4.1 Do not force an unwilling Youth to participate in hockey.
- 9.4.2 Remember Youths is involved in organised sports for their enjoyment, not yours.
- 9.4.3 Encourage your child always to play by the rules.
- 9.4.4 Teach your child that honest effort is as important as victory.
- 9.4.5 Turn defeat to victory by encouraging your child to work towards skill improvement and good sportsmanship.
- 9.4.6 Never ridicule or shout at your child for making a mistake or losing a competition.
- 9.4.7 Remember that Youths learn best by example. Applaud good play by both teams equally.
- 9.4.8 Do not publicly question the umpires' judgement and never their honesty.
- 9.4.9 Support all efforts to remove verbal and physical abuse from Youths sporting activities.
- 9.4.10 Recognise the value and importance of volunteer coaches.
- 9.4.11 Remember that Youths have other interest, so be reasonable in your demands on their energy, time and enthusiasm for hockey.
- 9.4.12 Make Youths aware of the physical fitness values of hockey and also its lifelong value both reactionary and in personal relationships.
- 9.4.13 Insist that your child uses protective equipment such as a mouth guard and shin pads, to enable him to enjoy hockey with safety.
- 9.4.14 Do not pack your child off to hockey. Go with him/her and volunteer your services.

9.5 UMPIRES' CODE

- 9.5.1 Encourage modified rules and regulations to match the physical skill and capacity of Youth players.
- 9.5.2 Use common sense to ensure that the "spirit of the game" is not lost by over-umpiring.
- 9.5.3 Actions speak louder than words. Ensure that both on and off the field behaviour is consistent with the principles of good sportsmanship.
- 9.5.4 Compliment both teams at the end of a game on their good sportsmanship and play.
- 9.5.5 Be consistent, objective and courteous in calling infringements.
- 9.5.6 Condemn the deliberate foul as being unsportsmanlike.
- 9.5.7 Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment, and reward skill.
- 9.5.8 Make a personal commitment to keep yourself informed of the rules of hockey and also the principles of growth and development of Youths.
- 9.5.9 Be prepared to explain the rules of the game at every opportunity.
- 9.5.10 Co-operate with officials to discourage improper conduct by spectators.
- 9.5.11 Be properly dressed and equipped when umpiring.

9.6. ADMINISTRATORS' CODE

- 9.6.1 Ensure that equal opportunities for participation in Youth hockey are made available to all children.
- 9.6.2 Involve Youths in the planning, leadership and evaluation of Youth Hockey programmes.
- 9.6.3 Do not allow Youth Hockey programmes to be dominated by the needs of the spectators, parents or sponsors.
- 9.6.4 Equipment and facilities must meet the safety standards and be appropriate to the maturity level of the Youths.
- 9.6.5 Rules and duration of games should take into consideration the skill and maturity levels of the Youths and be graded to provide equal opportunities to all Youths.
- 9.6.6 Remember that Youth hockey is played for its own sake.
- 9.6.7 Distribute these codes to spectators, coaches, players, umpires, parents and news media.
- 9.6.8 Allocate a fair share of your organisation's resources to Youth hockey.
- 9.6.9 Ensure that parents, coaches, umpires and other participants understand and implement these codes.
- 9.6.10 Ensure that proper supervision is provided by accredited coaches and informed officials.
- 9.6.11 Offer courses to improve the standards of coaching and umpiring consistent with these codes.
- 9.6.12 Ensure that an organisation runs efficiently and with the minimum of fuss so far as players are concerned.
- 9.6.13 Remember that Youths have other interests, so be reasonable in your demands on their energy, time and enthusiasm.

9.7. SPECTATORS' CODE

- 9.7.1 Remember that children play Youth hockey for their own fun. They are not there to entertain you and they are not miniature professional athletes.
- 9.7.2 Be on your best behaviour. Do not use bad language, shout at or harass players, coaches or umpires.
- 9.7.3 Applaud good play by your own team and the visiting team.
- 9.7.4 Show respect for your team's opponents. Without them there would be no game.
- 9.7.5 Never ridicule or scold a Youth for making a mistake during a game.
- 9.7.6 Condemn the use of violence in all forms.
- 9.7.7 Respect the umpires' decision.
- 9.7.8 Encourage Youths always to play according to the rules and condemn deliberate breaches.
- 9.7.9 Recognise and appreciate the value and importance of volunteer coaches and officials.

9.8 MEDIA CODE

- 9.8.1 Understand that Youths is not miniature professionals. Do not place unfair expectations on young players.

- 9.8.2 Know the difference between adult hockey and Youth participation in hockey programmes.
- 9.8.3 Show that Youths fair play and honest effort can also be newsworthy and of interest to readers.
- 9.8.4 Place incidents of unsportsmanlike conduct in their proper context.
- 9.8.5 Know the differences between the goals of hockey and those of professional sports. Hockey is played for the love of the game and the level of excellence achieved. Ensure that your viewers, listeners and readers are made aware of the differences.
- 9.8.6 Report all Youth sport. Do not discriminate on grounds of popularity of a sport at Senior level.
- 9.8.7 Reveal the problems of Youths in organised sports and report any violation and distortions of their rights as participants.

9.9 SOCIAL MEDIA AND NETWORKING CODE

- 9.9.1 Be aware and understand that any comments made on social media and networking sites may be considered public comment, and that any comments which are deemed improper, bring the game into disrepute, are critical of officials, or are threatening, abusive, indecent or insulting may lead to disciplinary action.
- 9.9.2 Be aware that comments which are personal in nature or could be interpreted as offensive, use foul language or contain direct or indirect threats at other members are likely to be considered improper.
- 9.9.3 Be aware of child protection and safeguarding policies and procedures as well as their application to the use of social media and networking websites.
- 9.9.4 Note that members are required to act in the best interests of the sport at all times and should be aware of this when using social media and networking websites.
- 9.9.5 Note that postings on social media and networking websites which members believe to be visible to a limited number of selected people may still end up in the public domain and consequently, care should be exercised with regards to the contents of such postings.
- 9.9.6 Be aware that social media and networking postings could also lead to civil proceedings being brought by affected parties.

10. BULLYING AND HARRASMENT POLICY

10.1 POLICY STATEMENT

Hockey has a continuing responsibility to maintain, as far as reasonably practicable, the health, safety and welfare of all individuals involved in hockey. In accordance with this, Scottish Hockey seeks to ensure that employees, volunteers and participants are treated with dignity and respect during the course of their duties. This includes providing an environment for hockey that is free from bullying and/or harassment.

The following procedures are designed to inform everyone in hockey of the types of behaviour which Scottish Hockey deems unacceptable and provide them with a recognised, structured means of resolving the problem should they be involved in bullying or harassment.

10.2 DEFINITIONS OF BULLYING AND HARASSMENT

Bullying is defined as:

Persistent, offensive, abusive, intimidating, malicious or insulting behaviour, which makes the recipient feel upset, threatened, humiliated or vulnerable, undermines their self-confidence and may cause them to suffer stress.

Examples of bullying behaviour, which Scottish Hockey considers to be unacceptable, are listed below. However, please note that bullying has many forms and this list is not exhaustive.

- Persistently shouting at someone
- Persistent negative attacks on a colleague's personal or playing performance
- Criticising a colleague in front of others
- Spreading malicious rumours or allegations
- Threatening behaviour, both verbal and physical
- Isolating individuals by treating them as non-existent

Harassment can be defined as:

- Any behaviour or conduct, which is inappropriate or unsolicited, unwanted and unacceptable to the recipient making them feel isolated, threatened or humiliated.

People can be subjected to harassment on a variety of grounds including:

- Race, ethnic origin, nationality or skin colour
- Gender or sexual orientation
- Religious or political convictions
- Willingness to challenge harassment (may lead to victimisation)
- Membership, or non-membership of a club
- Disabilities, physical sensory impairments or learning difficulties
- Ex-offenders
- Age

- Real or suspected infection with AIDS/HIV

It is important to note, that it is not the intention of the perpetrator but the behaviour or actions and their impact upon the recipient, which constitutes harassment. Examples of harassment include:

- Physical contact, ranging from touching to serious assault
- Verbal or written harassment through jokes, offensive language, gossip
- Visual display of posters, graffiti, obscene gestures
- Isolation or non-cooperation at work, exclusion from social activities
- Intrusion by pestering, spying, stalking

10.3 PROCEDURE

Scottish Hockey will communicate these procedures via the Ethics Manual, the web and verbally. Scottish Hockey expects everyone to be responsible for their behaviour and have knowledge of, and adhere to, this policy at all times.

To allow bullying and/or harassment to be minimised, Scottish Hockey will ensure that appropriate training programmes are available. These will focus on management and supervisory skills, teambuilding and good practice.

Where an individual believes that they have been bullied or harassed there are a number of options available to them dependent upon the circumstances of their situation. These options are listed below.

10.3.1 Accessing a Confidential Contact

Scottish Hockey recognises the sensitive nature of complaints involving bullying or harassment. Consequently, individuals who wish to discuss such complaints in confidence should contact the Chief Executive Officer or, if unavailable, the President.

The person contacted will:

- Listen to your concerns sympathetically
- Explain or clarify Scottish Hockey's policy or other concerns regarding this matter
- Advise you on the courses of action available to you

10.3.2 Informal Stage

Scottish Hockey recognises that it is preferable for all concerned if complaints of bullying or harassment are dealt with informally wherever possible. It is hoped that this approach will produce speedy and effective solutions to minimise stress.

The individual being bullied/harassed should approach, or send a letter, to the alleged bully or harasser advising them that their behaviour is found to be offensive and why and to ask them to stop using such behaviours.

The individual should record any informal action including the date and the comments made by those involved.

In the event that the individual being bullied or harassed feels incapable of taking these steps they can request the presence of the confidential contact. If they feel that even this support is insufficient they may request that these said people explain to the alleged bully/harasser on their behalf.

10.3.3 Formal Stage

Scottish Hockey is aware that formal procedures will be necessary where the informal stage proves ineffective, for more serious instances of bullying or harassment, or where an individual prefers to use the formal procedure, this would then trigger Scottish Hockey's Disciplinary Procedure

Initially, complaints should be raised with the Performance Manager. If the complaint is against this individual the complainant should submit a formal letter of complaint to the President. This letter should include:

- The name of the harasser
- The nature of the harassment
- Dates and times when harassment occurred
- The names of any witnesses to the harassment
- Any action taken by the complainant to stop the harassment

10.3.4 Investigation

Upon receipt of a complaint it will be referred to an Investigating Officer responsible for conducting a thorough investigation as quickly as possible, usually within 7 working days.

The alleged bully or harasser will be informed in writing that an allegation has been made and the nature of the allegation. Where the alleged bullying or harassment is serious, the alleged bully or harasser may be suspended (on full pay in the case of paid staff) in accordance with the provisions of Scottish Hockey's Disciplinary Procedure.

The complainant, alleged bully or harasser and any witness may be supported or represented by a representative of their choice throughout the procedure.

It is expected that all employees involved in the investigation are to maintain confidentiality. A breach of confidentiality will be viewed seriously and will be dealt with in accordance with Scottish Hockey's Disciplinary Procedures.

After taking into consideration all the information available, the Investigating Officer will make a recommendation to the Chief Executive Officer, who in conjunction with the Chair of the Discipline Panel, will decide whether or not to proceed.

Where it is concluded that the allegation of bullying or harassment is unjustified or that evidence is insufficient or inconclusive, the complainant shall be informed in writing that no formal disciplinary action will be taken. All paperwork relating to the investigation will then be destroyed.

Where a disciplinary hearing is not considered appropriate, the Scottish Hockey may wish to consider counselling for the bully/harasser.

10.3.5 Disciplinary Hearing

Where the Chief Executive Officer, in conjunction with the Chair of the Discipline Panel, deems a disciplinary hearing is appropriate, the matter will proceed as per Scottish Hockey's Policy and Procedure for Dealing with the Conduct of Participants.

10.4 VICTIMISATION

Victimisation occurs when an individual is harassed for making a complaint or giving evidence in regards to bullying or harassment. This is recognised as a serious matter and will be dealt with according to Policy and Procedure for Dealing with the Conduct of Participants.

10.5 APPEALS

If the complainant or the alleged bully/harasser is not satisfied with the way their complaint has been handled, the individual may ask for it to be considered by the Appeals Committee as per the Disciplinary Procedure. Such requests should be made in line with the procedures laid down in the Appeals Procedures.

It will be the responsibility of the line manager involved to discuss the action taken to date and what should be done in future if any further incidents occur. A file note should be kept detailing this information.

10.6 MONITORING

Responsibility for monitoring the application of this policy will rest with The President. This policy will be reviewed on a regular basis with amendments being made as appropriate following consideration of staff, staff representation and management.

11 REHABILITATION OF OFFENDERS POLICY

Positions (both paid and unpaid) within Scottish Hockey, and its affiliated clubs, are excepted from the Rehabilitation of Offenders Act 1974 on the grounds of there being access to children and other vulnerable groups (see Exceptions Order 1975).

In order to ensure fairness and an ability to appoint the best person for the job, whether through employment or volunteering, Scottish Hockey will apply the following when considering applications from people with criminal records.

- Require all potential volunteers and employees to disclose ALL previous convictions whether they are spent or not.
- Assess the relevance of convictions and carry out an informed risk assessment of the nature of conviction(s). NB Not all convictions necessarily bar anyone from working / volunteering with Scottish Hockey.
- Store and dispose of all information in line with our Data Protection Policy (available on request).
- Ensure information is only seen by essential personnel. If further advice is required for assessment, this will be sought from relevant professionals without disclosing any personal details.
- Guarantee that any personal information supplied will not be given or implied to any third party.
- Guarantee that information supplied will not be used to discriminate against applicants for any other purpose than using the nature of any convictions in assessing their suitability to work / volunteer.
- Scottish Hockey will request full details of ALL convictions and criminal investigations, through various means such as a Self Declaration Form or a personal letter of disclosure. Such letters should be returned under separate cover marked for the Confidential Attention of the Child and Vulnerable Adult Protection Officer. An Enhanced Disclosure Scotland Check will also be part of our recruitment processes, along with references and interviews.

All correspondence on this matter should be marked Confidential.

12 DATA PROTECTION POLICY & PROCEDURES

12.1 INTRODUCTION

Scottish Hockey is required by law to comply with the Data Protection Act, 1998 (“the Act”). It is the commitment of the organisation to ensure that all personal data is processed fairly and lawfully in accordance with the Act. Scottish Hockey takes great care to safeguard the confidentiality of personal data and to uphold data protection good practice at all times.

The aim of this policy is to set out and support the principles of the Act in so far as they apply to Scottish Hockey; to protect the interests of individuals and organisations who may provide Scottish Hockey with personal data or process personal data on its behalf; and to support Scottish Hockey functions as defined in its Memorandum of Association.

The Principles of the Act are as follows:

- Personal data shall be processed fairly and lawfully and shall not be processed unless certain conditions as specified in the Act are met;
- Personal data shall be obtained only for one or more specified and lawful purposes and not be further processed in any manner incompatible with that/those purpose/s;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose/s for which they are processed;
- Personal data shall be accurate and, where necessary, kept up to date;
- Personal data shall not be kept for longer than is necessary for the purpose/s
- Personal data shall be processed in accordance with the data subject's rights under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory has an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The organisational policies that this policy supports and links with include:

- Online Data Protection Policy;
- Scottish Hockey's Policy and Procedure for dealing with the conduct or participants (in the event of a breach of this policy);
- The following data processing & confidentiality policies:
 - Fraud Policy
 - Personnel Policy

12.2 NOTIFICATION

Scottish Hockey has notified the Information Commissioner about the personal data it processes; about the purposes for which it processes this data; and about the places overseas to which the data is transferred. To view our notification details contact the notification site on the Office of the Information Commissioner website. Website address: <http://www.dpr.gov.uk>

12.3 RESPONSIBILITIES OF STAFF AND MANAGEMENT

The management team of Scottish Hockey support and encourage the adoption of this policy and will confirm amendments that may arise from time to time.

All Scottish Hockey staff is responsible for the processing of data in accordance with the Act, upholding the principles outlined in this policy and processing data in accordance with the Data Protection Policy Guidance Notes. Staff are expected to achieve data protection good practice at all times and ensure that the personal data they make available for processing by the organisation is kept accurate, up to date and secure.

Data protection enquiries or requests should be dealt with initially by the member of staff with designated responsibility for data protection in the organisation and can be forwarded to ctodd@scottish-hockey.org.uk

12.4 DATA SECURITY

All staff is responsible for ensuring that any personal data they hold about other people is kept securely and is not disclosed to any unauthorised third party.

12.5 POLICY BREACH

A breach of this policy will be treated as a serious matter as it is possible that it may also constitute a breach of the Data Protection Act 1998. Any suspected breach of this policy will be dealt with by the Chief Executive Officer and / or President, and the individual member or members of staff concerned may subsequently be disciplined in accordance

with Scottish Hockey's Policy and Procedure for dealing with the conduct of participants. An appeal process is available for the review of disciplinary action.

12.6 PROCEDURES

In order to ensure that Scottish Hockey complies with the principles laid down in the Act the following steps will always be followed:

- Scottish Hockey will put their name on all paperwork as appropriate and identify the use to which any information requested will be put.
- Any data held will be used responsibly and within the limits laid down in the Act.
- The level and type of data collected will be reviewed on at least an annual basis.
- Any error will be rectified as soon as possible after Scottish Hockey become aware of it; clubs are provided with lists of all the data held on their members annually for correction.
- All financial records are kept for seven years or as long as is dictated by the law; personal data will be removed from the system following five years of non-membership.
- All computer held personal or financial data is held on password protected computers to which only authorised users hold passwords.
- All personal, financial and child protection data held in paper form is kept in a locked cabinet and can only be accessed by authorised personnel.
- Users of Scottish Hockey laptops are advised to be careful when using machines in places where unauthorised people can view the screen.
- The data held on Scottish Hockey server is backed up on a regular basis and copies taken off site.
- The offices are locked out of office hours and only authorised key holders may gain entry.
- Manual Data is stored within Scottish Hockey Offices at Lanark Road and is destroyed when it is no longer required in line with the procedures for data held on the office system.

Those on whom Scottish Hockey hold information have the right to:

- Be informed upon request (within 40 days) of all the information held on them.
- Prevent the use of their data for the purposes of direct marketing.

- The removal or correction of any inaccurate data held about them.

Scottish Hockey has the right to charge a fee (currently limited to £10) for this service.

13 CONFLICT OF INTERESTS POLICY

13.1 INTRODUCTION

Scottish Hockey recognises that there is potential for situations to arise where there may be a conflict of interest. In order to address this, the Directors of Scottish Hockey have adopted the following policy and procedures.

13.2 POLICY

It is possible that Scottish Hockey volunteers or staff members may from time to time find themselves in a situation where a conflict of interest arises. In order to minimise this the Scottish Hockey requires all staff, Directors and members of the Management Committee to complete a Register of Interests form and to inform the Chairman of any meeting or their line manager of any situation where a conflict arises.

Should a conflict arise the Chairman may ask the person involved to leave the meeting while the issue is discussed.

Staff, Directors or Management Committee members should not represent their personal interests when in discussions with Scottish Hockey unless they have been asked to do so.

A conflict of interest includes the involvement of immediate family members in the area under discussion.

Scottish Hockey will not do business with companies or people who have an immediate connection with any person declaring a significant conflict of interest unless agreed by the Board of Directors.

13.3 PROCEDURES

Staff, Directors and members of the Management Committee of Scottish Hockey are required to complete a Register of Interest form upon appointment or election. This form will then be updated each January.

If an item is raised where a conflict of interest appears then the person concerned must inform the Chairman of the conflict as soon as possible. The Chairman may require the person to take no further part in the discussions or even leave the room during the discussions.

Should anyone feel that a person has got a conflict of interest on a certain matter and that they have not declared it they should raise the matter with the Chairman or line manager. Should the non-declaring person be the Chairman or line manager the matter must be

referred to the CEO, or in the case of the CEO being the non-declaring person, the President.

13.4 DISPUTE

Any areas of dispute relating to this policy shall, in the first instance, be referred to the CEO and then, if he considers necessary, the Legal Task Force.

14 PREVENTION OF FRAUD POLICY

14.1 INTRODUCTION

Scottish Hockey requires all Directors, staff and volunteers at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible. Fraud is an ever present threat to these resources and hence must be a concern to all. The purpose of this statement is to set out the responsibilities with regard to the prevention of fraud.

14.2 WHAT IS FRAUD?

There is no precise legal definition of fraud; many of the offences referred to as fraud are covered by the Theft Acts of 1968 1978. The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. For practical purpose fraud may be defined as the use of deception with the intention of obtaining an advantage avoiding an obligation or causing loss to another party.

14.3 RESPONSIBILITIES

The Board of Directors of Scottish Hockey is responsible for:

- developing and maintaining effective controls to prevent fraud;
- carrying out vigorous and prompt investigations if fraud occurs;
- taking appropriate legal and/or disciplinary action against perpetrators of fraud; and
- taking disciplinary action against supervisors where supervisory failures have contributed to the commission of the fraud.

Directors and Line Managers are responsible for:

- identifying the risks to which systems and procedures are exposed;
- developing and maintaining effective controls to prevent and detect fraud; and
- ensuring that the controls are being complied with.

Individual staff and volunteers are responsible for:

- acting with propriety in the use of official resources and in the handling and use of public funds whether they are involved in the use of cash or payments systems, receipts or dealing with contractors or suppliers; and
- reporting details immediately to the CEO or Chair and their line manager if appropriate if they suspect that a fraud has been committed or see any suspicious acts or events.

14.4 ETHIC AND CONDUCT

As stewards of public funds, Scottish Hockey Directors, staff and volunteers must have and be seen to have high standards of honesty, propriety and integrity in the exercise of their duties. They should not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity.

The attention of all is drawn to Scottish Hockey's Gifts and Hospitality Policy which lays down the guidelines for the acceptance of gifts etc.

14.5 REPORTING OF FRAUD

On an annual basis all frauds that occur will be reported to the Auditors and may be noted in the Company Report if so recommended.

15 GAMBLING POLICY

For the purposes of this policy, a participant shall mean a player, official, coach or member of management.

15.1 GIFTS, REWARDS OR OTHER MATTER IN RELATION TO MATCHES

15.1.1 A participant shall not, directly or indirectly, offer, agree to give, give, solicit, agree to accept or accept any gift or reward or consideration of any nature which is, or could appear to be related in any way to influence the outcome or conduct of a match.

15.1.2 As an exception to section 15.1.1 above, a participant may enter into an arrangement or agreement for which the prior written approval of Scottish Hockey has been sought and obtained. Bonuses agreed between a Club and its Players or Club Officials shall be deemed to be approved.

15.2 BETTING

15.2.1 A participant shall not, either directly or indirectly bet, or instruct, permit or enable any person to bet, on the result, progress or conduct of a match or competition in which the participant is participating, or has participated in that season, or in which the participant has any influence, either direct or indirect.

15.2.2 A participant shall not use, or provide to any other person any information relating to hockey which the participant has by virtue of his or her position within the game and which is not publicly available for, or in relation to, betting.

15.3 DUTY TO INFORM

15.3.1 All participants shall inform Scottish Hockey forthwith, on a confidential basis, of any activity, including approaches from any person or third party, which they believe may or will contravene or are or may lead to the contravention of sections 15.1 and/or 15.2 above and fully co-operate with Scottish Hockey in any enquiry or investigation undertaken by Scottish

Hockey or on its behalf including the prompt supply of any document or copy or any information requested.

15.4 CONTRAVENTION OF GAMBLING POLICY

15.4.1 Scottish Hockey is entitled to take any such action as it deems appropriate against any participant it believes may have contravened sections 15.1 to 15.3 (inclusive) above, in accordance with the Policy and Procedure for dealing with the conduct of participants (Chapter 1).

16 APPENDICES

16.1 SELECTION CRITERIA MEN AND WOMEN U21

Objectives

To select players with the ability, commitment and work ethic to play for Scotland in major outdoor tournaments, at senior level.

Selection Framework

1. Selection will be based on selecting players who have hockey playing ability and apply themselves in a 'growth mindset' manner as set out in the player characteristics.
2. All players selected for squads must undertake a full training programme as set by the squad head coach including the Performance Squad programmes.
3. All players are subject to fitness monitoring throughout the year, must meet the minimum standards as set by the head coach of the respective squad and demonstrate improvement.
4. It is recognised that in selecting a team account must be taken of an individual's ability to contribute to the goals of the team and therefore the ability to play in any position and to combine with other players is a major factor.

Player Characteristics

1. Players must demonstrate the characteristics of a growth mindset, this includes:
 - 1.1 A belief that ability can be developed through learning and hard work;
 - 1.2 A desire to learn;
 - 1.3 Seeing failure as an opportunity to learn;
 - 1.4 Embrace challenge;
 - 1.5 Persist in their efforts;
 - 1.6 A belief that effort brings success;
 - 1.7 Learn from criticism;
 - 1.8 Are inspired by the success of others; and
 - 1.9 Always strive to reach higher levels of achievement
2. Players must demonstrate a level of all-round athleticism **appropriate to the age and stage of development** to the demands of international hockey, and work towards achieving those goals.
3. Sound understanding and delivery of basic techniques in international hockey.
4. Work to understand and deliver core tactical concepts.

5. Work to execute skills in new and challenging environments.
6. A commitment to the aims for their own development and the targets of the team and of Scottish Hockey
7. Completing fitness testing in line with programme demands.
8. Completing fitness diaries as directed by the head coach.

Selection and De-selection Process

1. The competition programme and testing dates will be made available to all players in advance and after selection at the inter-district tournaments.
2. The head coach in consultation with a variety of national team coaches, performance squad coaches, district coaches and the Performance Manager will select the initial age group squads during the inter-district tournaments.
3. The Head Coach and Performance Manager are jointly responsible for the selection of all final squad members with the input of the senior head coaches.
4. The Performance Manager in consultation with the Head Coach is responsible for the final sign off of the final team.
5. The Head Coach will be available to discuss selections with any affected player.
6. Any de-selected player must have a plan of action that will aid their development and future selection.
7. Any deselected player will have the opportunity for their meeting to be attended by the Performance Manager.

Injury and Illness

1. Any player ill or injured prior to competing in any tournament will undergo assessments to determine their ability to compete.
2. The assessments will be carried out by either a doctor or physiotherapist and will include physical tests.
3. The tests will be agreed with the player and will include: sprints; acceleration and deceleration; turning; and if required an aerobic component.
4. The final decision to compete will rest with the Head Coach and Performance Manager in consultation with the medical officer.

The Fitness Standards

The head coach will make available the minimum fitness assessment standards prior to the start of the programme. Players must demonstrate a willingness to work to these minimum standards and demonstrate improvements.

Some or all of the following assessments will be administered during the programme. The head coach may administer additional fitness tests:

U21 Girls

1. 1000 yard doggy: 3 min 55 seconds and making improvements

U21Boys

1. 1000 yard doggy: 3 min 25 sec and making improvements

GKs must reach 2 min (women) and 1 min 45 secs (men) for a 500 yd doggy.

Notes for Coaches and Selectors

On selecting and deselecting players for youth programmes it is important to apply the following principles:

1. Those players that have had greater opportunities to train tend to have better ability, however other players given those opportunities may develop faster due to their growth mindset – check training history.
2. The players demonstrating greater ability at an earlier age tend to have had greater exposure to more qualified coaches – check coaching history.
3. Consider potential development to perform at a senior level against current U21 level performance – will the player develop into a senior international player?
4. Select growth mindset players based on the characteristics stated above. Look for the ability to focus, confidence, self motivated and ability to set goals and work towards them.
5. Players that do not demonstrate the growth mindset may not due to the major influences in their life. The growth mindset can be learned and those players willing to develop the growth mindset and demonstrate improvement should be considered for selection.

6. Ensure each player is playing club hockey and playing at the correct level, the correct level of training and competition at their club is important for their development.

17 UPDATES

UPDATES VERSION 4.0 (JAN 04)

Field Discipline Code – the area that players must vacate following a red card has been defined and the competitions to which automatic bans apply has been clarified, as has the committee membership.

Selection Policies and Procedures – new section

Various – wording and language improved

UPDATES VERSION 5.0 (AUG 04)

Field Discipline Code – allow for a Virtual meeting to be held

UPDATES VERSION 6.0 (SEPT 06)

Up date Scottish Hockey Structure change new appointments

Field Discipline Code

– Delete Youth Commission, establish Discipline Com

– addition National Youth Competitions & Youth Inter-District.

UPDATES VERSION 7.0 (JAN 07)

This version has undergone a major revision. All amendments have been recorded & saved.

Future updates will be added upon annual review.

UPDATES Version 8.0 Aug 08

This version has referenced changes Scottish Hockey Union Limited to Scottish Hockey.

There have been changes to the management structure, new appointments, Honorary President taking responsibility as Appeals Officer

There have been amendments to the anti-doping to reflect the National Anti-Doping Tribunal c/o Sports Resolutions (UK) the detail of which sits in the Anti-doping Policy.

There has been the inclusion of the Coaches Code of Conduct in the Codes of Conduct section

UPDATES Version 9.0 Aug 09.

Ethics Manual

Page 104 of 106

29/09/2020



Section 1.Changes made in clarifying the conflict officer and the process.

Section 2. Changes to clarify the process for a virtual meeting

Section 3. A change to clarify the appeals fee's and process

Section 5. Changes to the Eligibility rule and the addition of the Commonwealth Games criteria, appendix 1

Section6. A complete re-writes in-line with UK Sport Anti-Doping requirements

Section9. Additions to code of conduct (Youth Section)

UPDATES Version 10.0 Aug 10

Section 1. Statement referring to Scottish Ministers

Section 3. Changed to 5 day's notice from 10 day's notice

Section 7. Addition 7.5.15

Section 8. Up-dated reference numbers

UPDATES Version 11.0 Aug 11

Sections 1-3 Appeals procedure updated

Section 7 Revised to update child protection procedures

Section 9 Revised to include multi media

UPDATES Version 12.0 September 2015

Section 1 Responsible Officers Changed

Section 3 Discipline Rules Replace previous field of Play References

Sections 1 – 13 Various references changed to Reflect Discipline Rules

Sections 1 – 13 Various Responsibilities changed following the removal of the Honorary President Role.

Update 13.0 September 2020

Section 1 Responsible Officers Changed

Sections 1 – 13 Various changes following the change to a CWPO

Sections 1 – 13 Various changes to align document to safeguarding standards.

Section 3 – Appeal Fee changed following Board decision on 1/6/2020

Section 5.7 Link added to eligibility criteria.

Section 13 and 14. Company Secretary removed and replaced by CEO or Chair as appropriate.