Disciplinary Procedure

Issue: 1
Issue Date: January 2026
Review Date: January 2027
Responsible: Hitchin Netball Club Committee

The committee is collectively responsible for ensuring this procedure is implemented, reviewed, and updated as required.

Purpose

The purpose of this Disciplinary Procedure is to provide a clear, fair and consistent framework for addressing alleged breaches of Hitchin Netball Club rules, policies, Codes of Conduct or standards of behaviour. This procedure aims to:

- Promote a safe, respectful and positive environment for all members
- Ensure issues are handled promptly, impartially and proportionately
- Safeguard the welfare of all players
- Align club practice with England Netball Disciplinary Procedures and Safeguarding Disciplinary Regulations
- Protect the rights of individuals involved in disciplinary matters

Scope

This disciplinary procedure applies only to members and parents/carers of members of Hitchin Netball Club.

It covers behaviour that breaches the Club's Code of Conduct or places at risk the safety, welfare, reputation, or smooth running of the Club.

For serious safeguarding concerns, the England Netball Safeguarding Team may be contacted for guidance or escalation.

Policy Statement

The Club reserves the right to take disciplinary action against members and parents/carers in line with this procedure.

Hitchin Netball Club is committed to maintaining high standards of behaviour, attendance and safety. The safety and wellbeing of young people is central to the club's values and decision-making.

All members, parents/carers, and spectators are expected to comply with the club's Codes of Conduct and policies at all times. Failure to do so may result in disciplinary action, including termination of membership.

Disciplinary action may be taken where there is:

- Breach of any HNC policy or Code of Conduct
- Behaviour that compromises the safety or welfare of a junior member
- Behaviour that brings the club into disrepute
- Repeated poor conduct or failure to improve following a formal warning
- Non-attendance or failure to follow safeguarding procedures (e.g. not registering, leaving site without permission)
- Inappropriate, unsafe or disruptive behaviour
- Failure to follow reasonable instructions from club officials

Serious incidents, particularly those raising safeguarding concerns, may result in immediate suspension or revocation of membership without further warnings, in line with England Netball guidance and the club's duty of care.

All disciplinary matters will be handled:

- Fairly and objectively
- In confidence, where appropriate
- Without discrimination
- With consideration given to the welfare of all members

Procedures / Implementation

1. Reporting an Incident

Concerns or allegations should be reported as soon as possible to a member of the Coaching Team, the Safeguarding Team or Committee. Reports may be verbal or written, but written records will be required for formal action.

Where relevant, an HNC Accident / Incident Reporting Form or Safeguarding Expression of Concern Form should be completed.

2. Disciplinary Process

Hitchin Netball Club operates a simple three-step disciplinary approach for members and parents/carers.

Stage 1: Informal Discussion

An informal discussion will take place with the member or parent/carer, involving the Coach and a member of the Safeguarding Team.

Where behavioural concerns relate to general standards or patterns of conduct across a team or group, this stage may be addressed through a **group discussion** led by the Coach and/or Safeguarding Officer to reinforce expectations and highlight the impact of the behaviour.

However, where behaviour relates to a **specific individual or identifiable incident**, the member and their parent/carer will also be spoken to **privately** to ensure fairness and provide an opportunity to respond.

This discussion will:

- Explain the concerns and impact of the behaviour
- Reinforce expected standards and safeguarding responsibilities
- Allow the player to respond and reflect (where addressed individually)
- Make clear what improvement is required and the timescale for this

A brief note of the discussion will be recorded for club records, including whether it was delivered as a group reminder or an individual conversation. This stage is corrective and not a formal sanction.

Stage 2: Formal Warning

If behaviour does not improve following Stage 1, or if the behaviour is more serious, a formal warning will be issued.

This stage will apply to the **individual concerned** and will always be handled through a private process, even if the initial concern was addressed at group level.

The formal warning will be:

- Communicated in writing to the member and their parent/carer
- Clearly outlining the behaviour concerns and relevant dates/incidents
- Referencing the relevant Code of Conduct or policy
- Explaining the required improvement, expectations and any support provided
- Stating that failure to improve may result in suspension or dismissal from the Club

Formal warnings remain active for the **lifetime of the member's membership**. During this period, the member's behaviour may be monitored, and informal check-ins may be conducted to support improvement. Failure to meet expectations may result in further disciplinary action, up to and including dismissal. A record of the warning will be retained by the Committee.

Stage 3: Dismissal / Membership Cancellation

If behaviour does not improve following a formal warning, or if a serious incident occurs, the Committee may revoke membership and cancel the individual's place at Hitchin Netball Club with immediate effect.

This stage will only apply to the specific individual(s) involved and will be decided following consideration of all relevant information, including any previous interventions.

Grounds for immediate dismissal may include:

- Behaviour placing the child or others at risk
- Serious breach of safeguarding procedures
- Repeated or escalating misconduct
- Failure to follow instructions relating to safety or supervision
- Behaviour causing significant disruption or concern

The decision will be:

- Made by the Committee
- Communicated in writing to the member and parent/carer
- Clearly explaining the reasons for dismissal and effective date
- Recorded for safeguarding and audit purposes

Where dismissal is based on serious safeguarding concerns or repeated misconduct, the ban will normally be permanent and the individual will not be permitted to rejoin the Club.

The Committee's decision is final and there is no right of appeal, except where required by law or England Netball regulation.

Monitoring and Review

This document will be reviewed annually by the HNC Committee, or sooner if required by changes in legislation, club operations, or England Netball guidance. The Committee will monitor implementation and compliance. All updates will be documented and communicated to members and volunteers.

References / Supporting Documents

Hitchin Netball Club Policies:

Absence & Refund Policy
Accident / Incident Reporting Form
Club Constitution
Code of Conduct Mini & Junior Players
Code of Conduct Netball Camp
Code of Conduct Parent:Carers
Code of Conduct Youth Players
Codes of Conduct for Events
Piercing & Jewellery Policy
Safeguarding Expression of Concern Form
Safeguarding Policy Statement

England Netball:
Anti-Bullying & Harassment Policy
Complaints and Disputes Procedure

Equality, Diversity and Inclusion Policy
Guide for Parents Involvement in Netball
Managing Parent and Spectator Behaviour (Exercise for Clubs)
Recognising, Responding and Preventing Abuse
Recognising, Responding and Preventing Poor Practice
Safeguarding Children and Young People in Netball Policy
Safeguarding Disciplinary Regulations