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| CODE OF ETHICS & BEHAVIOURDISREPUTE INCIDENT FORM (From 6 February 2024) |

Please see the notes overleaf before completing the form and for details of where it should be sent when completed.

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| 1. **Your Name**
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| 1. **Preferred contact details**
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| 1. **Is this complaint being made by you as an individual or on behalf of an affiliated body**
 | o - Myself o - Completing on behalf of an affiliated body  |

*Please tick one box and note that Regulation 4.2 provides that an individual must have the endorsement in writing of at least one affiliated body.*

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| 1. **Name of affiliated body (club/association) making/supporting the complaint**
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| 1. **Does this incident relate to a complaint against an individual or an organisation**
 | o - Individual(s) o - An organisation / affiliated body |

*Please tick the appropriate box(es)*

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| 1. **Name(s) of the individual(s) or organisation (club/association) against who the complaint**
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**is being made**

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| 1. **On what date(s) did the alleged incident(s) occur**
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| 1. **Is any young person (under the age of 18 alleged to be involved in the incident**
 | o - Yes o - No |

1. **Please provide the details of the alleged incident, giving as much detail as possible including venue, time, names of any other people involved, witnesses (where appropriate) etc.** *If necessary please use an additional sheet*.

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1. **Please set out any action you have already taken as a result of this incident, including names of other people you may have spoken to and dates and times or to whom this form has been copied.** *If necessary please use an additional sheet*.

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1. **DECLARATION. a) the contents of this form are correct to the best of my knowledge and belief; and b) I understand that a copy of this form will be sent to the individuals(s) / organisation(s) against whom the complaint is being made.**

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| 1. **Signature of complainant**
 | **Date:** |

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| 1. **Signature on behalf of endorsing affiliated body**
 | **Date:** |

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| 1. **Position held**
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1. This form should be used only to report an alleged breach of the Disrepute Offence Regulations. Red cards and Matchday Misconduct Offences Disrepute Offences must be reported using a Red Card/ MMO report form. For details of the Disrepute Offence Regulations and the Red Card/ Matchday Misconduct Offence Regulations, go to the Governance/ Rules and Regulations/ Discipline and Disrepute section of the England Hockey website [www.englandhockey.co.uk](http://www.englandhockey.co.uk).

2. **When completed, this form should be sent as soon as possible (and in any event within 14 days of the incident complained of) to “the England Hockey Head of Legal and Governance (HG).”** The Regulations do not require this, but a ‘phone call/ email to put the HG on notice that the form is on the way is often appreciated. The HG will then determine the most appropriate forum for investigation and dealing, whether that be Club, County, Region or England Hockey Disrepute Complaint Panel and notify the relevant parties accordingly. Any decision to dismiss the allegation will be reviewed by the Chair of the England Hockey Disrepute Complaint Panel.

3. The England Hockey Disrepute Complaint Panel is the relevant Disciplinary Administrator for disrepute offences arising in connection with a match in any of the scenarios below ie:-

* Area or International senior or junior or youth match
* Vitality Women’s Hockey League (VWHL) / Men’s Hockey League (MHL)
* Any VWHL / MHL Play-offs, Promotion & Relegation tournaments
* Women’s and Men’s T1 Championships in the round for the last 64 onwards
* Hockey 5s (*National Indoor League*)
* Any other national competition or stage of a competition or activity as may be so designated by EH Competitions Department

4. Where any relevant incident occurs within an Area that is the subject of a Disrepute Complaint by/ against an affiliated body in that Area against/ by an affiliated body in a different Area the relevant Disciplinary Body shall be the England Hockey Disrepute Complaint Panel.

5. In all other cases (ie where the circumstances in notes 3 or 4 above do not apply and/or- where the HLG has decided it appropriate) the relevant Disciplinary Body shall, in the first instance, be the Area Disciplinary Administrator (ADA) of the Area in which the relevant incident is alleged to have occurred.

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| ENGLAND HOCKEY HEAD OF LEGAL AND GOVERNANCE  | Jason WiltshireTel 01628 896825, Email jason.wiltshire@englandhockey.co.uk |
| ACTING NATIONAL DISCIPLINARY OFFICER | Jo PennycookTel 07850 793203, Email discipline@englandhockey.co.uk  |
| EAST  | c/o Jo PennycookTel 07850 793203, Email discipline@englandhockey.co.uk  |
| LONDON | Rupert AllenTel 07961 845137. Email discipline@london.hockey  |
| MIDLANDS | Andy BarnesTel 01636 821643, 07778 747662 Email discipline@midlands.hockey |
| NORTH WEST | Peter McInultyTel 07985 792648, Email disciplinechair@northwesthockey.co.uk   |
| SOUTH CENTRAL | Mark RutherfordTel 07966 270259, Email discipline@southcentral.hockey |
| SOUTH EAST | Martin LewisTel 07511 035930, Email discipline.chair@southeast.hockey |
| WEST  | Lesley LoveTel 01747 840721, Email discipline@westhockey.co.uk |
| UK ARMED FORCES HA | Lieutenant Colonel Lucinda ButlerEmail Lucinda.Butler995@mod.gov.uk |
| YORKSHIRE & NORTH EAST | Andrew NixTel 07557 104694, Email ada@yne.hockey  |

7. Contact details for the ADA will also be available through:-

* The England Hockey website ([www.englandhockey.co.uk](http://www.englandhockey.co.uk)) Discipline and Disrepute/ Discipline Guidance and Advice page;
* Area websites;
* EH Regional Offices.

**BUT PLEASE SEND THE FORM IN THE FIRST INSTANCE TO:**

Jason Wiltshire

Head of Legal and Governance

England Hockey

Bisham Abbey NSC

Marlow

Bucks SL7 2BE

disrepute@englandhockey.co.uk