

 **CODE OF CONDUCT COMPLAINT FORM**

**GUIDANCE ON COMPLETING OF A CODE OF CONDUCT COMPLAINT FORM**

The following information should be considered for inclusion in the description of the Code of Conduct incident:

1. Before or after the game?
2. Was the reported person a player, team official or other (please specify)?
3. Whereabouts on the pitch/ground it occurred, and how far away from reporting person.
4. Were other players, team officials or persons involved in the incident or was it only the person reported?
5. In cases of dissent, particularly where foul and abusive language has been used, the description should not be restricted to a general statement. It is necessary that specific details of what was said are stated in full on the report. Write exact words used, or describe any gestures made.
6. If the offence is one of ‘violence used’ – what was the exact nature of the force used? Was it deliberate? What were people’s reactions? Did the aggrieved party report pain or injury? Did anyone else become involved? Were there any other witnesses?
7. Please add any other relevant information associated with the reported offence(s).
8. The above advice and guidance is intended to help the complainant record an accurate account of the event.
9. Code of Conduct reports may be necessary from time to time to uphold the integrity of the game and to ensure inappropriate behaviour or conduct is dealt with in appropriate manner.
10. Do not be put off from completing this report where the circumstances merit it

**Code of Conduct complaints should be submitted to the CEO (****discipline@hockey.ie****) within two working days of the alleged misconduct.**

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| 1. **Competition (where applicable)**
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| 1. **Match (where applicable)**
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| 1. **Date**
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| 1. **Person’s Name (who the complaint relates to)**
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| 1. **Club / Affiliated Body**
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| 1. **Is any young person (under the age of 18 alleged to be involved in the incident**
 | □ - Yes □ - 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.**

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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.**

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

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| 1. **Position held**
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