

PROCEDURE FOR APPEAL UNDER CLAUSE 2.7 OF THE CONSTITUTION

Clause 2.6 of the Constitution provides that the HCKP Committee may decide for good and sufficient cause to refuse membership or to expel a member. A right to appeal against such a decision is contained in clause 2.7. This document sets out the procedure for such an appeal, as follows:

- (1) the Appellant must give written notice to the Committee within 7 days of the Committee's decision under clause 2.6. Failure to comply with this deadline will result in the appeal being dismissed. This time limit does not apply in the case of any appeal against a decision made prior to this procedure coming into force;
- (2) by 4pm on the day 7 days after giving such notice, the Appellant must send to the Committee by email a written submission as to why the Committee's decision should be reversed. The submission may not include any material deemed confidential by England Hockey and/or any other sport/professional body and which the Appellant has been prohibited from including by England Hockey or such body. Failure to comply with this requirement or to meet the deadline will result in the appeal being dismissed without the following steps being required, and the Committee's decision being upheld;
- (3) by 4pm on the day 7 days after receiving the Appellant's written submission, the Committee must send to the Appellant by email its written submission in response;
- (4) if either party objects to any material in the written submissions of the other party being provided to the membership, on the grounds of confidentiality or concerns about welfare/safeguarding, the party objecting should, by 4pm on the day 5 days after the Committee's submission has been sent, write to England Hockey by email, copied to the other party, setting out the basis of its objection, and inviting England Hockey to provide guidance on that issue. Both parties will abide by such guidance;
- (5) by 4pm on the day 5 days after the deadline in (4) expiring without any objection being presented to England Hockey, or, if such objection is made, by 4pm on the day 7 days after guidance being received from England Hockey in response, the Committee must send an email to all the members of the Club inviting them to vote on whether to reverse or uphold the Committee's decision. The email will contain:
 - (i) the subject of the appeal;

- (ii) an explanation of the procedure and deadline for voting;
 - (iii) the Committee's decision under appeal; and
 - (iv) any written submissions from the Appellant and from the Committee as referred to in (2) and (3) above (as amended/redacted in accordance with any guidance from England Hockey as provided for in (4) above);
- (6) the deadline for voting will be 5 days after the email referred to in (5) above. Voting will be by email to a dedicated email address. The only persons with access to the email account will be the Membership Secretary and the Treasurer. The identity of the voters will otherwise be kept confidential;
- (7) all members (including guest and supporter members) as at the date of the decision of the Committee under clause 2.6 of the constitution will be entitled to vote. This includes the Appellant and committee members who are members of the Club. There will be one vote per one member and all members aged 15 or younger as at the voting deadline will have voting rights through their parent or guardian;
- (8) the outcome of the appeal will be notified to all members and to the Appellant by email within 3 days of the voting deadline.