

Norwich Dragons Hockey Club

Whistleblowing Policy & Procedure

Norwich Dragons Hockey Club (NDHC) has adapted Norfolk Hockey's Whistleblowing Policy to apply specifically to the Club:

Section 1: Introduction

- 1.1 As a member of NDHC you may be the first to realise that there could be something seriously wrong within the activity that we are delivering. However, you may feel that speaking up would be disloyal to your fellow members or to your sport. You may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- 1.2 NDHC is committed to the highest possible standards of openness, integrity and accountability. We expect volunteers, and others that we deal with, who have serious concerns about any aspect of the Club to come forward and voice those concerns.
- 1.3 The purpose of this Policy and Procedure is to make it clear that you can raise your concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage. NDHC encourages you to raise serious concerns in the first instance **within** hockey rather than overlooking a problem or 'blowing the whistle' outside, and we would rather that you raised the matter when it is just a concern rather than waiting for proof.
- 1.4 You should raise appropriate concerns with the Designated Officer at NDHC, or consequently if the matter concerns them, the Norfolk Hockey Association Designated Officer.
- 1.5 The NDHC recognises volunteers may wish to seek advice and be represented.

Section 2: Aims and scope of the policy.

2.1 This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns;
- provide avenues for you to raise those concerns and receive feedback on any action taken;
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied; and
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have raised any concern in good faith.

Section 3: NDHC's promise to you.

- 3.1 NDHC is committed to good practice and high standards and wants to be supportive of employees and others who work within hockey.
- 3.2 The Club recognises that the decision to report a concern can be a difficult one to make. If you raise your concern based on reasonable belief and in good faith, you have nothing to fear because you will be doing your duty. If your concern is not confirmed by the investigation, no action will be taken against you.

3.3 NDHC and the Norfolk HA will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith, even if you are genuinely mistaken in your concerns. Any harassment or victimisation of a whistleblower may result in disciplinary action against the person responsible for the harassment or victimisation.

3.4 Any investigations into allegations arising from your whistle blowing will not influence or be influenced by any other personnel procedures to which you may be subject.

Section 4: Confidentiality.

4.1 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. If we are not able to resolve your concern without revealing your identity (e.g. because your evidence may be needed in Court), we will discuss this with you.

Section 5: Anonymous allegations.

5.1 This policy encourages you to put your name to your allegation whenever possible.

5.2 Concerns expressed anonymously are much less powerful but may be considered by NDHC taking into account:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

Section 6: Whistleblowing Procedure

6.1 If you feel you have a serious concern that you wish to raise under the terms of this Policy, you should preferably put it in writing to the NDHC Designated Whistleblowing Officer (Club President Mike Hardy, Corner Cottage, Church Road, Yelverton, Norwich, NR14 7PB Tel: 07920004963) providing as much detail as possible regarding your concern. If you wish to remain anonymous then this should be included in the communication to the Designated Officer.

6.2 Alternatively, if you do not feel able to raise your concern with the Designated Officer, then concerns should be addressed to Sheila George, England Farm House, 1 George Lane, Acle, Norwich, NR13 3DR. Tel: 01493 752189.

6.3 No detrimental action of any kind will be taken against a person within the Club making a complaint, provided that it is done without malice and in good faith, reasonably believing it to be true. A malicious or vexatious complaint, however, could result in disciplinary action.

6.4 Allegations of injustice or discrimination made by one member of the Club against another will be dealt with under the appropriate disciplinary procedure established by the Management Committee.

6.5 Allegations about other issues including, for example, the behaviour of a Club Officer or Committee decisions, should be made to the Designated Officer.

6.6 If you have made a Whistleblowing allegation and remain dissatisfied with the outcome of the investigation because either you believe the procedures have not been followed properly, or you are convinced that the decision is one which no reasonable person could have reached, there is a right of appeal via Sheila George, or to the England Hockey Regional Office, see England Hockey website for contact details.