

MCC HOCKEY SECTION
POLICIES
VERSION 1 OCTOBER 2025



CONTENTS

- ABBREVIATIONS AND PREAMBLE 3
- CODE OF CONDUCT 4
- HEALTH AND SAFETY POLICY 5
- DISCIPLINARY POLICY 8
- COMPLAINTS POLICY 10
- PRIVACY POLICY 11
- SOCIAL MEDIA POLICY 12

ABBREVIATIONS AND PREAMBLE

- These policies apply to all sections of the MCC Hockey, ie, Masters, Senior and Junior sections and will be periodically updated and communicated to members through an appropriate platform.
- All information collected in terms of these policies will be handled in line with the Privacy Policy and records retained in line with applicable legislation or 5 years if not specified.

EXCO	MCC Hockey Executive Committee
Hockey member	Players, Coaches, Officials, Umpires, Volunteers, MCC affiliated supporters
MCC	Morningside Country Club
MCC Hockey	Morningside Country Club Hockey Section
SAHA	South African Hockey Association
Sectional Captains	Ladies and Men's Captains and Vice Captains
SGH	Southern Gauteng Hockey
Team Captains	Team Captain and Vice Captain

CODE OF CONDUCT

Purpose

The Code of Conduct aims to promote the highest standard of behaviour and conduct in the administration, coaching, playing, officiating and supporting of hockey.

Scope

This Code applies to all MCC Hockey-organised and affiliated activities across Masters, Senior and Junior sections—including training, practice matches, SGH league fixtures, tournaments, and any MCC-hosted events—regardless of whether an MCC team is participating.

It applies to all MCC Hockey members, defined as Players, Coaches, Officials, Umpires, Volunteers, Spectator, MCC affiliated supporters

The Code applies at MCC premises or other venues where the Hockey member is representing or associated with MCC Hockey in South Africa.

Process

- MCC Hockey will adhere to the MCC Code of Conduct.
- MCC Hockey will adhere to SGH Code of Conduct and League Rules and Regulations which is available on SGH LinkTree and subject to periodic updates.
- MCC Hockey members are expected to adhere to this Code at all times. Breaches may result in disciplinary action in accordance with the MCC Hockey Complaints Policy and Disciplinary Policy.

HEALTH AND SAFETY POLICY

Purpose

To ensure a safe and healthy environment for all MCC Hockey members in relation to playing hockey and associated environment.

This policy should be read in conjunction with:

- MCC Health and Safety Policy, which covers the MCC facility and its compliance with health and safety legislation.
- SGH Health and Safety Policy

Scope

The policy covers all MCC Hockey organised and related hockey activities, ie, training, practice games, SGH league games played at MCC regardless of whether an MCC team is playing.

The policy does not cover external organizations and their participants who rent the pitch, for example but not limited to, schools, masters social, Shins, tournaments, provincial practices, etc. The MCC Pitch Rental Agreement specifically includes a clause that the organisation is responsible for participants.

This policy does not cover the SAHA Safeguarding Policy which will be addressed elsewhere.

It applies to all MCC Hockey members, defined as Players, Coaches, Officials, Umpires, Volunteers, and MCC affiliated supporters.

Process

1. **Annual Risk Assessment:** covering pre-injury, event of injury and post injury of the MCC hockey programs and related facilities considering human behaviour, equipment, and the environment across the safety phases will be conducted by the Technical Director of Hockey or a Senior Coach as agreed by the Committee on an annual basis, documented, and communicated to all members.
2. **Player health and safety:**
 - Coaches must assess if a player is fit to play in relation to health, sickness, or injuries, and recommend a player should not take the field if there is concern for their well-being.
 - Coaches and officials must not allow players to take the pitch who are under the influence of alcohol and / or drugs.
 - Coaches must manage the conduct of members at all training and games and intervene if a player is creating danger to others on the pitch, whether accidentally, or deliberately.
 - It is recommended that all players wear shin, ankle, and mouth protection, whilst playing hockey - whether training or in matches.
 - Players must not wear any apparel which is dangerous to other players.
 - Players involved in defending penalty corners must wear face masks and we recommend that players supply their own face mask for every game. No player may be involved in a penalty corner without these most basic of protection apparel, as regulated by FIH, SAHA, and SGH.
 - Appropriate footwear is recommended.

HEALTH AND SAFETY POLICY cont'd

OCTOBER 2025

- 3. Facilities:** Safety considerations will be taken into account when running practices or hosting matches. Consider amongst others:
 - danger areas behind the goals whilst players are shooting (players should not stand near or behind the goal whilst other players are shooting)
 - safety will be considered when designing smaller fields within the boundaries of a normal hockey pitch
 - sufficient lighting across the field for practices or matches at night
 - a safe playing surface without any slippery or uneven areas.
 - lightning protocols should be followed whereby players should leave the pitch where lightning is 10km or less away and not return to the pitch for a period of 30 minutes after the last 10km strike. Coaches and team captains must have a lightning app on their phone and monitor periodically.
 - no glass of any description is allowed within the confines of the playing pitch or in the dugout.
- 4. Medical resources:**
 - First aid kit to be maintained at MCC Hockey in the bar area for emergency use for any player, MCC or opposition, for hockey related injuries.
 - All Senior team coaches must have a complete first aid kit issued by MCC Hockey at the beginning of each season, at all training sessions and matches. It is the responsibility of the coach and team captain/vice to ensure the kit is kept stocked to the required standard and replacement items will be reimbursed subject to verbal details of the incident, use of items being confirmed and receipt.
 - A designated Junior Section First Aid kit will be made available to Junior coaches for use at games away from MCC based on location and teams playing. Contents will be 2-3 times the items included in the Appendix due to the large number of Junior Players. It is the responsibility of Junior Head Coach to ensure the kit is kept stocked to the required standard and replacement items will be reimbursed subject to verbal details of the incident, use of items being confirmed and receipt.
 - Requirements for the content of all first aid kits in the Appendix to this policy.
 - Level 1 First Aid training course for coaches is recommended but not a requirement.

MCC HOCKEY POLICIES

5. Injury Reporting:

- While there is no requirement to legally report sporting injuries SGH requires a report form to be submitted when injuries require a hospital or emergency room (ER) visit so that they can monitor the number of serious injuries occurring during a season.
- The responsibility to report such injuries to the Sectional Captains rests with the coach and team captains and should be reported within 48 hours.
- The Section Captain will report the incident to SGH and a copy of the report will be retained by MCC Hockey. The safety incident form is available from SGH.
- Where a minor, which is anyone under the age of 18, sustains an injury the child's parent/guardian must be informed immediately along with details of any treatment by the coach or team captain.

6. Under 18s playing in the Senior league: The minimum age for players is set by SGH on an annual basis to which MCC Hockey will adhere. Parents/guardians, coaches and sectional captain must give consideration to the following when considering any player Under 18 who is considering playing hockey with adults:

- Age
- Weight
- Build
- physical development
- emotional development
- child's willingness to play hockey with adults.

MCC Hockey must obtain parent/guardian consent for under 18s to play in SGH Senior League.

HEALTH AND SAFETY POLICY cont'd

OCTOBER 2025

7. Emergency Procedure: In the event of a serious injury sustained on or around the Hockey field all coaches and team captains should have immediate access to the details of the nearest hospital - private and government - including numbers to call for ambulance services. These details will be displayed in the hockey bar and dugout.

- Netcare Sunninghill - 011 806 1500. Cnr Witkoppen Rd & Nanjuki Rd, Sunninghill. Approximately 4kms from MCC
- Morningside Mediclinic - 086 100 5555. 173 Rivonia Rd, Morningside. Approximately 6kms from MCC
- Government - Charlotte Maxeke Johannesburg Academic Hospital 011 488 4911. Queens Rd, Parktown, Johannesburg Approximately 17km from MCC
- Ambulance services - 082 911 Netcare; ER24 084 124

Coaches and team captain must report the incident immediately to:

- Relevant sectional captain
- MCC Hockey Exco Chair
- Family members or next of kin.

8. Indemnity

This indemnity form applies to all MCC hockey players and to both practices and matches and will form part of the club registration process.

By joining the club, I acknowledge that hockey is a potentially dangerous sport, and damage, loss, bodily injury and/or death whilst participating in or training for the sport is a possibility. Participation in this sport, be it as a player, spectator, or in any form is voluntary and without inducement by Riverside Hockey Club or Riverside Sports Club.

By participating, every participant accepts the risk of damage, loss, bodily injury and/or death suffered or sustained by him/her, his/her dependents or his/her custodian and/or guardian.

I agree that MCC and/or any institution, person, sponsor or club that is directly or indirectly involved in, with or on behalf of the club be hereby specifically indemnified from any liability for claims arising from any damage, loss, bodily injury and/or death suffered or sustained by any participant, his/her dependents, or his/her custodian and/or guardian relating to, arising from or incidental to my participation in the above mentioned activities.

APPENDIX - Regulation 7 first aid kits include the following:

- Cotton Wool Roll 50g x 2
- 100ml Antiseptic Solution x 1
- Gauze Swabs 75mm*75mm 5's x 1
- Sterile Gauzes 5's, x 2
- Metal Forceps/tweezers x 1
- Bandage Scissors x 1
- Safety Pins 12's x 1
- Non-Woven Triangular Bandages x 4
- Conforming Bandages 75mm x 4
- Conforming Bandages 100mm x 4
- Plaster Roll 25mm*3m x 1
- Non-Allergenic Tape 25mm*3m x 1
- Plasters Assorted x 10
- First Aid Dressing No.3 x 4
- First Aid Dressing No.5 x 4
- Latex Gloves x 4
- CPR Mouth Pieces x 2
- Plastic Interlocking Splints x 2
- Burn Shield 10cm*10cm x 1
- 1 x SPILLAGE KIT:
- 2 x 6g Absorbent/Disinfecting Granules,
- 1 x Pack of Paper Towels,
- 4 x Nitrile Gloves,
- 1 x Disposal Bag.

DISCIPLINARY POLICY

OCTOBER 2025

Purpose

This policy aims to uphold the integrity, safety, and reputation of MCC Hockey Section in relation to inappropriate behaviour by Hockey members on and off the field, at MCC premises or other venues where the Hockey member is representing or associated with MCC Hockey in South Africa, by ensuring that all disciplinary matters are handled fairly, transparently, and in accordance with MCC, national and regional hockey governance standards.

This policy should be read in conjunction with the following documents:

- MCC Disciplinary Policy
- SGH Club Regulations, updated annually which applies to all Hockey Clubs and their members operating in Southern Gauteng, and include SGH's Code of Conduct; and
- SGH Senior Club Rules and Regulations - updated annually and applies to all Hockey Clubs and their members operating in Southern Gauteng.

MCC HOCKEY POLICIES

Scope

This policy applies to all MCC Hockey members, defined as Players, Coaches, Officials, Umpires, Volunteers, and MCC affiliated supporters.

Match card sanctions will follow the SGH process, with the Hockey Section through its Executive Committee bound to ensure any individual player sanctioned, in terms of match suspensions or other, are duly implemented and adhered to.

MCC Hockey reserves the right to implement further disciplinary action for:

- Repeat offenders, ie, members who receive more than 2 instances of match suspensions in a season or conduct of such a serious nature that it is deemed appropriate to take further action;
- Direct complaints received from SGH, venues, umpires or other clubs in relation to behaviour on or off the field;
- Any Hockey member who brings MCC Hockey into disrepute on or off the pitch, at MCC or while representing MCC Hockey anywhere in South Africa;

On-field inappropriate behaviour can include but is not limited to verbal and physical aggression, excessive swearing, abuse of umpires, technical officers, opposition and MCC players.

Off-field inappropriate behaviour can include but is not limited to sexual harassment, discrimination based on race, culture, gender or sexual orientation, aggressive behaviour to any person at MCC or other venue, illegal activities, vandalism.

This policy does not apply to squad or team selection disagreements, Hockey Exco decisions, general interactions between players during games or training, etc, including team dynamics and personality clashes. 8

DISCIPLINARY POLICY cont'd

Process

1. Sectional Captains will monitor number and frequency of cards received by players and sanctions imposed by SGH and will raise with Hockey Exco if any member's on-field behaviour is consistently bringing in MCC Hockey into disrepute.
2. All complaints must be acknowledged within forty-eight (48) hours of receipt. The Hockey Exco will complete an initial assessment within five (5) working days to determine validity, jurisdiction, and next steps. If a formal investigation is required, a Disciplinary Committee will be appointed, comprising at least one Exco member and two independent MCC Hockey members with no conflict of interest. The committee will:
 - Interview relevant parties
 - Gather written and verbal evidence
 - Conduct a hearing where the member may respond to allegations
 - Ensure all proceedings are documented and stored securely
3. Outcomes:
 - Dismissal of complaint: In the event that complaint has no merit
 - Verbal Warning: For minor infractions.
 - Written Warning: For repeated or more serious infractions.
 - Suspension: For serious misconduct.
 - Membership Revocation: For major infractions, the Exco may permanently revoke membership.
4. All sanctions will be recorded and tracked by the Hockey Exco. Repeat infractions may escalate the level of disciplinary response. MCC Hockey will report serious misconduct to SGH and SAHA where appropriate and will implement any match bans or suspensions issued by those bodies. Sanctions must be proportionate to the nature and severity of the misconduct, and aligned with SAHA's disciplinary guidelines
5. Membership Revocation:

Before membership is revoked, the member must be given written notice of the proposed action and an opportunity to respond. The final decision will be made by the Hockey Exco and communicated in writing. No refunds will be issued for revoked memberships. MCC Hockey will notify SGH and MCC Club management of any revocation
6. Right to Appeal: Any member found guilty of misconduct may submit a written appeal within fourteen (14) days of receiving the disciplinary outcome. Appeals must state the grounds and include supporting evidence. Appeals will be reviewed by the full Hockey Exco, excluding any members involved in the original hearing. Where appropriate, appeals may be escalated to the SGH Tribunal.

COMPLAINTS POLICY

Purpose

The purpose of this policy is to set up a confidential process for MCC Hockey members to raise concerns about inappropriate behaviour by Hockey members where the member feels reporting through the normal channels such as Section Captains, coaches and team captains and Exco members is not appropriate due to concerns of retaliation and/or the nature of the complaint is considered sensitive. The inappropriate behaviour by a Hockey member could be on and off the field, at MCC premises or other venues where the Hockey member is representing or associated with MCC Hockey in South Africa.

Scope

It applies to all MCC Hockey members, defined as Players, Coaches, Officials, Umpires, Volunteers and MCC affiliated supporters.

On-field inappropriate behaviour can include but is not limited to verbal and physical misconduct of any nature, excessive swearing, verbal or physical abuse of umpires, technical officers, opposition, and MCC players.

Off-field inappropriate behaviour can include but is not limited to sexual harassment, discrimination based on race, culture, gender or sexual orientation, aggressive and/or abusive behaviour to any person at MCC or other any opposition venue, illegal activities, vandalism.

This policy does not apply to inter-personal interactions, squad or team selection disagreements, Hockey Exco decisions, general interactions between players during games or training, etc, including team dynamics and personality clashes.

Process

1. MCC Hockey Exco will appoint on an annual basis an independent person from within the Hockey membership, but not on Exco or other positions of leadership or management, to be the point of contact for any members wishing to raise a complaint.
2. A means of communication - email or WhatsApp - will be confirmed and publicised through various internal communication channels including but not limited to Newsletter, Linktree, posters at the club.
3. On receiving the complaint, the appointed individual will interview and garner further information and evidence of the complaint to determine if the complaint is:
 - Valid
 - if a formal investigation is needed; and
 - If it is a general issue that should go through the MCC Club process or specifically related to hockey - on or off field - that should be addressed by the Hockey Section
4. If further action is considered necessary, the appointed person will discuss with the Hockey Chair, and the Hockey Disciplinary process will commence.

PRIVACY POLICY

MCC Hockey will implement and abide by the MCC Privacy Policy available on the link below.

[Privacy policy – Morningside Country Club](#)

SOCIAL MEDIA POLICY

OCTOBER 2025

Purpose

The purpose of this policy is to establish guidelines for the use of social media by staff and volunteers of MCC Hockey. This policy is intended to protect the reputation of MCC Hockey, to ensure that social media is used in a way that is consistent with the MCC Hockey's mission and values, and to protect the privacy of the MCC Hockey members.

Scope

This policy applies to all social media platforms, including but not limited to Facebook, Twitter, LinkedIn, Instagram, Tik Tok, YouTube and team/squad MCC Hockey WhatsApp Groups used for official player communications.

This policy applies to all staff and volunteers of MCC Hockey, including Exco, Team captains and Vices, and coaches and players who tag MCC Hockey platforms.

This policy also applies to any third parties who are authorized to use social media on behalf of MCC Hockey, such as marketing agencies or social media consultants.

MCC HOCKEY POLICIES

Process

1. The following Exco positions will have access to post content on external social media platforms:
 - Hockey Coordinator, who acts as Admin rights for all social media
 - Sectional Captains
 - Head of Marketing
 - Social Media Content Creator
2. Social media can be used to share information about MCC Hockey's mission, strategy, teams, social events, and other related hockey events at a national and provincial level, to connect with stakeholders, attract players and members and to raise funds through advertising and sponsorship. Unacceptable uses of social media, such as:
 - Posting confidential or sensitive information
 - Harassing, bullying, or threatening others
 - Posting illegal or copyrighted content
 - Using social media to solicit donations or promote personal businesses
3. Posting of content that clearly identifies minors (Under 18s) is strictly prohibited unless the parent or guardian has provided written consent via the MCC Hockey registration process.
4. Sectional Captains and Team Captains will monitor the use of MCC Hockey WhatsApp Groups used for official player communications and ensure content is appropriate, adheres to our code of conduct and privacy policy.
5. Hockey Coordinator will monitor the platforms for inappropriate tagging by members or external parties and will remove such content if necessary. Members who post or tag inappropriate content will be made aware and advised to adhere to appropriate content going forward. Repeat offenders will be sanctioned through the MCC Hockey's Disciplinary Policy.
6. Hockey Coordinator will monitor the use of social media by its staff and volunteers to ensure compliance with this policy and may take disciplinary action against any staff or volunteer who violates this policy.
7. Disciplinary action against any staff or volunteer who violates this policy. Disciplinary action may include, but is not limited to:
 - Verbal warning
 - Written warning
 - Suspension
 - Termination of employment or volunteer service

12

