

NORMANDY CRICKET CLUB



DISCIPLINARY POLICY

Notes:

This guidance has been written based primarily on ECB Documentation¹ relating to GCR (General Conduct Regulations). As a club that has, or aspires to attain, ECB Premier League Membership, it is considered appropriate to follow GCR guidance rather than the RCR (Recreational Conduct Regulations) also issued by the ECB. It is expected that any disciplinary procedure undertaken at Normandy Cricket Club ("NCC") will comply with ECB guidance and regulations.

This policy covers all disciplinary matters at NCC. Where the matter involves an Under-18, the process should be amended to incorporate the latest guidance from the Surrey Junior Cricket Championship Disciplinary process (see Appendix 1).

General

ECB Guidance – Key Points

1. Cricketers will be subject to on-field conduct obligations mirroring the Laws of Cricket and other participants present at matches (e.g. coaches, officials and representatives of other cricket organisations acting in an official capacity at the match) will be subject to more limited on-field conduct obligations (as is the case in the professional game).
2. Participants in recreational cricket will be subject to off-field conduct obligations which either relate to their participation in recreational cricket or occur outside their direct participation but are of a sufficiently serious nature to justify disciplinary action being taken in relation to recreational cricket (e.g. discriminatory comments being made on social media). There is reduced scope for bringing disciplinary action against representatives of cricket organisations, as opposed to cricketers, coaches and officials, given the role they play within cricket.
3. Cricket organisations must appoint a disciplinary officer, although this does not have to be the same (i.e. a single) individual for each case. Some cricket organisations may wish to appoint a group of individuals, which may also assist with resourcing issues and conflicts of interest but it must be clear who these individuals are so that any complaints can be directed to them.
4. Cricket organisations can adopt a more streamlined procedure for low-level offences, i.e. on-field offences at Level 1 and Level 2. This will involve a single disciplinary chair considering whether there has been a breach of the Regulations and, if so, what sanctions should be imposed.
5. Where the offence is more serious, the disciplinary officer will select a disciplinary panel to consider the matter at a hearing.
6. A disciplinary hearing must comply with relevant procedural rules, principles and considerations in order to ensure that there is a fair hearing and consistent administration of justice across the sport.
7. In appropriate circumstances, the chair may direct that the charge be considered by the disciplinary panel on the basis of written submissions only (i.e. without an in-person hearing), although a hearing shall be arranged if requested by the respondent.

Normandy CC Application of ECB Key Points:

The ECB guidance above will be accepted as the accepted NCC process. NCC's application is clarified as follows:

¹ ECB Publication: General Conduct Regulations for Recreational Cricket (Effective date 1 March 2023)



NORMANDY CRICKET CLUB

1. The Disciplinary Officer should ordinarily be the Hon Secretary, but in the case of unavailability or a conflict of interest, an alternative can appointed by the Hon Chair initially from the members of the Senior Committee, or subsequently from the main Committee.
2. For clear Level 1 & Level 2 offences, the Disciplinary Officer will be permitted to follow the more streamlined approach.
3. More serious offences will require the appointment of a Disciplinary Committee

Definitions

Definitions will be as per the ECB's document "General Conduct Regulations for Recreational Cricket (Effective date 1 March 2023)".

Application:

Any disciplinary sanctions imposed under these Regulations will be separate to any sanctions imposed under a Participant's employment contract or any action taken in accordance with the Club terms of membership.

Conduct Obligations - on or around the field of play:

Any cricketer shall be in breach of these Regulations, at the relevant level of offence detailed below, if they do not conduct themselves fairly and properly on and around the field of play and otherwise in accordance with the Laws of Cricket or the Spirit of Cricket. A cricketer shall be in breach of these Regulations if they commit any misconduct on any match day as specified in Law 42 of the Laws of Cricket, namely:

LEVEL 1

- a. wilfully mistreating any part of the cricket ground or any equipment or implements used in the match;
- b. showing dissent at an umpire's decision by word or action;
- c. using language that, in the circumstances, is obscene, offensive or insulting;
- d. making an obscene gesture;
- e. appealing excessively;
- f. advancing towards an umpire in an aggressive manner when appealing; and/or
- g. any other misconduct, the nature of which is, in the opinion of the umpires, equivalent to a Level 1 offence; or

LEVEL 2

- h. showing serious dissent at an umpire's decision by word or action;
- i. making inappropriate and deliberate physical contact with another cricketer;
- j. throwing the ball at a cricketer, umpire or another person in an inappropriate and dangerous manner;
- k. using language or gesture to another cricketer, umpire, team official or spectator that, in the circumstances, is obscene or of a seriously insulting nature; and/or
- l. any other misconduct, the nature of which is, in the opinion of the umpires, equivalent to a Level 2 offence; or

LEVEL 3

- a. intimidating an umpire by language or gesture; and/or
- b. threatening to assault a cricketer or any other person except an umpire; or

LEVEL 4

- a. threatening to assault an umpire;
- b. making inappropriate and deliberate and/or dangerous physical contact with an umpire;
- c. physically assaulting a cricketer or any other person; and/or
- d. committing any other act of violence



NORMANDY CRICKET CLUB

Any coach, match official or Club Official shall be in breach of these regulations if they fail to conduct themselves fairly and properly on any part of the cricket ground on any match day. Conduct which is not fair and proper and will therefore result in a breach of these Regulations shall include, but not be limited to:

- a. making inappropriate and deliberate and/or dangerous physical contact with, threatening to assault, physically assaulting or committing any act of violence towards any other Participant (including an umpire) or any member of the public;
- b. showing dissent at an umpire's decision by language or gesture, advancing towards an umpire in an aggressive manner when appealing or intimidating an umpire by language or gesture;
- c. using language that, in the circumstances, is obscene, offensive, insulting or seriously insulting;
- d. making an obscene or seriously insulting gesture;
- e. conducting themselves in a manner or acting in a manner which is improper, or which may be prejudicial to the interests of cricket, or which may bring the ECB, the game of cricket or any cricketer or group of cricketers into disrepute; and/or
- f. acting in a manner contrary to the ECB's Anti-Discrimination Code.

See Appendix 5, guidance notes 2 and A for further information.

If an umpire considers that there has been an On-Field Breach, they must make reasonable efforts to inform the individual (or their captain or a Club Official) before they leave the ground and make a Disciplinary Report to the Disciplinary Officer of the Relevant Disciplinary Body. This Disciplinary Report shall be made irrespective of any action the umpire may have taken on the field of play. Other individuals can also report On-Field Breaches either to the umpire, in which case the umpire will make a Disciplinary Report, or to the Disciplinary Officer directly by way of Written Complaint (for example, if the On-Field Breach relates to a match official). If there is no umpire appointed to a particular match, individuals can report On-Field Breaches to a captain or Club Official who can then make a Disciplinary Report on their behalf.

See Appendix 5, guidance note 4 for further information.

NCC application: Disciplinary Reports or Written Complaints for the NCC Disciplinary Officer should be sent to the Hon Secretary at nccsecretary@hotmail.com

Conduct Obligations - Captain/Team responsibility

If any cricketer commits three or more breaches of "Conduct obligations - on and around the field of play", which take place during or immediately before or after a match, when playing for the same Club in a season it shall automatically be a separate offence of failing to ensure that the relevant cricketers have complied with their obligations for each of:

- a. Any person who captained the team in each of the relevant match(es); and
- b. The Club the cricketer was playing for.

NCC application: NCC shall ensure that there are opportunities available to educate and rehabilitate the cricketer concerned, the captain (or the coach in case of Junior cricket) to reduce the opportunity that offences are not repeated.

Clubs shall also be held responsible for disorderly behaviour on any part of the cricket ground on any match day by their members and spectators, unless they can show that:

- a. they took adequate steps to ensure that their members and spectators behaved in an orderly fashion; and/or
- b. they did not or could not control entry to that part of the cricket ground by the relevant spectators and it would therefore not be fair for them to be held responsible.

See Appendix 5, guidance note C for further information.

NCC application: NCC acknowledges the existence of this clause.

Conduct Obligations - Off-field conduct



NORMANDY CRICKET CLUB

A Participant shall be in breach of these Regulations if they commit any misconduct as set out below which either relates to their participation in Recreational Cricket and/or is of a sufficiently serious nature to justify disciplinary action being taken in relation to their participation in

Recreational Cricket:

- a. making an abusive, obscene, offensive or otherwise insulting comment or gesture (in any form) in relation to any other Participant or any other person;
- b. any act of violence towards another person;
- c. engaging in behaviour that constitutes any form of abuse or harassment, whether physical, sexual, emotional, neglectful or bullying in nature;
- d. any breach of the ECB Anti-Discrimination Code;
- e. making any adverse public statement or comment in any form and by any means about the performance and/or decision(s) of any match official(s);
- f. failing to report to their Club, any Relevant Criminal Offence for which they have been subject to investigation and/or charged with;
- g. conducting themselves in a manner, or doing or omitting to do anything which is or may be prejudicial to the best interests of cricket, or which may bring or does bring the game of cricket, any Participant, Club, League, County Cricket Board or the ECB, into disrepute;
- h. any breach of Law 41; or
- i. failing to comply with any decisions or sanctions validly imposed on them following due process as prescribed by these Regulations.

See Appendix 5, guidance notes 11 and A for further information.

A Club shall be in breach of these Regulations if, at any time, it:

- a. fails to take reasonable steps to ensure the good behaviour and conduct of their Participants for any breach of these Regulations; and/or
- b. knowingly permits a cricketer, who is suspended as a result of a previous breach of these Regulations, to play in any match or competition; and/or
- c. any of its Participants commit any serious, collective or repeated breaches of these Regulations; and/or
- d. commits any breach of its obligations under the ECB Anti-Discrimination Code; and/or
- e. fails to comply with any decision(s) and/or sanction(s) validly imposed on it or on any person within the organisation, which has arisen following due process as prescribed by these Regulations.

NCC application: NCC acknowledges the existence of this clause.

Participants are considered responsible for any relevant posts on their social media accounts and may be in breach of Regulations 9-11 for posting, repeating, commending or supporting posts or comments by others (e.g. 'retweeting' or 'liking') on social media.

See Appendix 5, guidance note 4 for further information.

NCC application: In addition, NCC expects all members to be aware of and comply with its latest Social Media policy and reserves the right to start disciplinary proceedings against any member who contravenes it.

If an umpire considers that there has been an Off-Field Breach which occurs on or around the field of play at a match, they will make reasonable efforts to inform the individual (or their captain or a Club Official) before they leave the ground and make a Disciplinary Report to the Disciplinary Officer of the Relevant Disciplinary Body. Other individuals can also report an Off-Field Breach which occurs on or around the field of play at a match to the umpire, in which case the umpire will make a Disciplinary Report, or to the Disciplinary Officer directly (wherever the Off-Field Breach may have occurred) by way of a Written Complaint.

NCC application: Disciplinary Reports or Written Complaints for the NCC Disciplinary Officer should be sent to the Hon Secretary at nccsecretary@hotmail.com



NORMANDY CRICKET CLUB

If the Relevant Disciplinary Body is aware that the Referral relates to a cricketer who is registered with a First-Class County, a Regional Host or a Hundred Team, the Disciplinary Officer must inform the ECB's Integrity Department by email to integrity@ecb.co.uk that the Referral has been received and provide any further information in respect of the disciplinary process that is requested by the ECB.

NCC application: NCC acknowledges the existence of this clause.

DISCIPLINARY PROCESS

NCC application: Following the receipt of a referral, the NCC Hon Secretary will appoint an appropriate Disciplinary Officer for the particular case. If the Hon Secretary wants to appoint themselves as Disciplinary Officer, they will need approval from Hon Chair (or another member of Senior Committee if Chair is unavailable, being respectful of any confidentiality required due to the nature of the case).

Following receipt of a Referral, a Disciplinary Officer must consider whether there is sufficient information and/or grounds to charge the relevant Participant or Member with a breach of these Regulations. If further information is required, the Disciplinary Officer shall conduct any further investigation that is necessary.

See Appendix 5, guidance note 6 for further information.

NCC application: If further investigation is required, in line with Sport England guidance, NCC recommends appointing a second officer to assist with the gathering of evidence and to ascertain whether there is sufficient information or grounds on which to proceed with the investigation. The Second Officer will be an appropriate individual appointed by the NCC Hon Secretary.

If there is sufficient information and/or grounds, the Disciplinary Officer will issue a Charge Letter to the Respondent. If there is not, the Disciplinary Officer will inform the individual who submitted the Referral that no further action will be taken.

If the Disciplinary Officer decides that the matter does not require a Hearing, the Summary Procedure shall apply. If the Disciplinary Officer decides that the matter requires a Hearing, the Hearing Procedure shall apply.

See Appendix 5, guidance notes 7 and D for further information.

SUMMARY PROCEDURE

The Disciplinary Officer must provide the Charge Letter to the Disciplinary Chair and confirm to the Respondent (either in the Charge Letter or separately) the identity of the Disciplinary Chair.

If the Respondent objects to the Disciplinary Chair on the basis of a conflict of interest, the Disciplinary Officer must consider whether to appoint an alternative Disciplinary Chair to consider the conflict of interest and/or as the Disciplinary Chair in relation to the case.

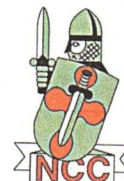
The Disciplinary Chair will set the Respondent a reasonable timeframe to respond to the Charge Letter in writing, if they wish to, and provide any further information which may be relevant.

The Disciplinary Chair will consider the charge and determine whether, on the balance of probabilities, there has been a breach of these Regulations.

If the Disciplinary Chair decides that there has been a breach of these Regulations, they will impose a sanction in accordance with the sanction guidelines which appear in Appendix 4.

The Disciplinary Chair's decision will be communicated to the Respondent (and, where the Respondent is a Participant, the Participant's Club) in writing.

NORMANDY CRICKET CLUB



NCC application: The Disciplinary Chair's report and decision will be shared with the NCC Hon Secretary for filing and recording in line with ECB guidelines. Details of the judgement and of any sanction are to be retained for 24 months.

HEARING

The Disciplinary Officer will appoint a Disciplinary Panel Chair and a Disciplinary Panel and arrange a Hearing. The Disciplinary Officer will confirm to the Respondent (either in the Charge Letter or separately) the identity of the Disciplinary Panel members, where and when the Hearing shall take place and, if the Hearing will take place virtually rather than in person, by what means.

See Appendix 5, guidance notes 6, 7 and 11 for further information.

In appropriate circumstances, including if the Respondent is not contesting the charge or does not wish to attend a Hearing, the Disciplinary Panel Chair may direct that the charge be considered by the Disciplinary Panel by way of written submissions only (i.e. without a Hearing) provided that a Hearing must be arranged if this is requested by the Respondent.

If the Respondent objects to any member of the Disciplinary Panel on the basis of a conflict of interest, it will be resolved by the Disciplinary Panel Chair unless the potential conflict has been raised in respect of the Disciplinary Panel Chair in which case the Disciplinary Officer will consider whether to appoint an alternative Disciplinary Panel Chair to consider the conflict of interest and/or be appointed to the Disciplinary Panel.

The Disciplinary Panel Chair will set the Respondent a reasonable timeframe to respond to the Charge Letter in writing and set any other directions for the exchange of information and/or evidence (which may include witness statements) that the Disciplinary Panel Chair considers appropriate.

See Appendix 5, guidance note H for further information.

In exceptional circumstances, the Disciplinary Panel Chair may suspend a Participant from participating in cricket until the Hearing has concluded. If so, the Disciplinary Panel Chair will give the Participant the opportunity to give written submissions on why it would not be appropriate to suspend the Participant and consider those submissions before making any decision. Any suspension which has been ordered will be taken into account by the Disciplinary Panel when considering what sanctions to impose in accordance with Regulation 31.

See Appendix 5, guidance note I for further information.

At the outset of any Hearing, the Disciplinary Panel Chair will confirm how the Disciplinary Panel would like the Hearing to proceed, and in particular how the case should be presented (and by whom). The Respondent will be entitled to provide oral submissions at the Hearing if they wish to do so.

See Appendix 5, guidance note I for further information.

At the end of any Hearing, the Disciplinary Panel will consider the charge (in private) and determine whether, on the balance of probabilities, there has been a breach of these Regulations. Any decision of the Disciplinary Panel will be taken by majority vote, with the Disciplinary Panel Chair having a casting vote in the event of a tie.

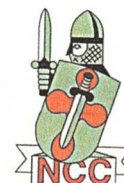
See Appendix 5, guidance note 9 for further information.

If the Disciplinary Panel decides that there has been a breach of these Regulations, it will impose a sanction in accordance with the sanction guidelines which appear in Appendix 4.

Unless the Disciplinary Panel directs otherwise, the parties will bear their own costs of preparing for and attending a Hearing.

See Appendix 5, guidance note 10 for further information.

NORMANDY CRICKET CLUB



Wherever possible, the Disciplinary Panel Chair will communicate the decision and any sanction to the parties verbally at the end of the Hearing. The Disciplinary Panel's decision will also be confirmed to the parties in writing following the Hearing.

NCC application: The Disciplinary Chair's report and decision will be shared with the NCC Hon Secretary for filing and recording in line with ECB guidelines. Details of the judgment and of any sanction are to be retained for 24 months.

APPEALS PROCESS

Any decision made by a Disciplinary Chair or a Disciplinary Panel may be appealed by the Respondent. In order to commence an appeal, the Appellant shall submit:

- a. a Notice of Appeal; and
- b. a fee to cover the standard administrative costs of the Appeal Panel; to the Disciplinary Officer of the Appeal Body within 7 days of receipt of the decision in writing.

See Appendix 5, guidance notes 11 and K for further information.

The Notice of Appeal must contain at least one of the following grounds of appeal:

- a. the decision of the Disciplinary Chair or Disciplinary Panel was against the weight of the evidence;
- b. there was a serious procedural irregularity, which includes the Disciplinary Chair or Disciplinary Panel not following the procedure set out in these Regulations, in a way which significantly impacted the rights of the Appellant;
- c. there is fresh evidence (in which case the Notice of Appeal must state why the evidence could not be presented at the original Hearing); and/or
- d. the decision of the Disciplinary Chair or Disciplinary Panel (including as to sanction) was irrational or unreasonable in the circumstances.

The Disciplinary Officer of the Appeal Body will determine whether the Notice of Appeal identifies sufficient grounds for an appeal and will notify the parties and the Disciplinary Officer of the Relevant Disciplinary Body accordingly in writing. This decision of the Disciplinary Officer of the Appeal Body will be final.

If there are sufficient grounds for an appeal, the Disciplinary Officer will appoint an Appeal Panel Chair and an Appeal Panel and arrange an Appeal Hearing. No individual who was appointed as the Disciplinary Chair or as a member of the original Disciplinary Panel or who has otherwise been involved in the case shall be appointed to the Appeal Panel. The Disciplinary Officer will confirm to the Appellant the identity of the Appeal Panel members, where and when the Appeal Hearing shall take place and, if the Appeal Hearing will take place virtually rather than in person, by what means.

See Appendix 5, guidance note 6 for further information.

Unless otherwise determined by the Appeal Panel Chair, any sanction imposed by a Disciplinary Chair or Disciplinary Panel will not come into effect until the Appeal has been determined. If a Participant has been suspended from participating in cricket by a Disciplinary Panel and the Appeal Panel Chair considers that it may be appropriate for this sanction to be imposed before the Appeal has been determined, they will give the Participant the opportunity to give written submissions on why it would not be appropriate to suspend the Participant and consider those submissions before making any decision.

See Appendix 5, guidance note 1 for further information.

If the Respondent objects to any member of the Appeal Panel on the basis of a conflict of interest, it will be resolved by the Appeal Panel Chair unless the potential conflict has been raised in respect of the Appeal Panel Chair in which case the Disciplinary Officer will consider whether to appoint an

NORMANDY CRICKET CLUB



alternative Appeal Panel Chair to consider the conflict of interest and/or be appointed to the Appeal Panel.

The Appeal Panel Chair will set the Relevant Disciplinary Body a reasonable timeframe in which to respond to the Notice of Appeal in writing, if it so wishes, and set any other directions for the exchange of information and/or evidence that the Appeal Panel Chair considers appropriate. **See Appendix 5, guidance note H for further information.**

Unless the appeal is brought under Regulation 35.c, the Appellant has no right to a complete rehearing of the case and the Appeal Panel will instead consider whether the grounds of appeal have been made out. If an appeal is brought under Regulation 35.c, if the Appeal Panel determines that the fresh evidence is admissible the Appeal Panel shall re-hear the case in full.

At the outset of the Appeal Hearing, the Appeal Panel Chair will confirm how the Appeal Panel would like the Appeal Hearing to proceed, and in particular how the case should be presented (and by whom). The parties will be entitled to provide oral submissions at the Hearing if they wish to do so.

See Appendix 5, guidance note I for further information.

At the end of the Appeal Hearing, the Appeal Panel will consider the Appeal (in private) and determine whether, on the balance of probabilities, the Appeal should be allowed (in whole or in part). Any decision of the Appeal Panel will be taken by majority vote, with the Appeal Panel Chair having a casting vote in the event of a tie.

See Appendix 5, guidance note 11 for further information.

If the Appeal is allowed (in whole or in part), the Appeal Panel may disapply the sanction imposed by the Disciplinary Chair or Disciplinary Panel or issue a new sanction in accordance with the sanctions guidelines in Appendix 4. If the Appeal is dismissed, the sanction imposed by the Disciplinary Chair or Disciplinary Panel will remain in place.

The Appeal Panel Chair will decide whether to make a costs order and whether the appeal fee will be refunded to the Appellant in the event of a successful appeal. Any costs ordered by the Appeal Panel will be limited to £250 (which shall be paid on top of the appeal fee referred to in Regulation 34).

See Appendix 4, guidance notes 10 and K for further information.

Wherever possible, the Appeal Panel Chair will communicate the decision and any sanction to the parties verbally at the end of the Hearing. The Appeal Panel's decision will also be confirmed to the parties in writing following the Hearing.

Any decision of an Appeal Panel is final and binding and there is no further right of appeal.

APPLICABILITY OF PENALTIES

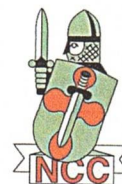
Following the Effective Date and being given notice of any penalty imposed under these Regulations, all Participants and Relevant Cricket Organisations shall recognise, give effect to and fully enforce any sanction imposed by any Disciplinary Chair or Disciplinary Panel under these Regulations.

If the Relevant Disciplinary Body is aware that the Respondent participates in multiple leagues and/or competitions, including competitions run by a County Cricket Board and/or the ECB, the Disciplinary Officer of the Relevant Disciplinary Body must communicate any sanction imposed under these Regulations to the Disciplinary Officer of the relevant competition organiser(s).

MISCELLANEOUS

Where the incident(s) leading to any charge relating to conduct occurred when any other disciplinary regulations were in force, then:

NORMANDY CRICKET CLUB



- a. the offences which may be charged and the sanctions that may be applied shall be determined by the regulations that were in force at the time of the offence; and
- b. the process to be followed will be determined by the regulations that were in force when the complaint was first brought to the attention of the Relevant Disciplinary Body.

Each Participant (and any other person whose personal data are obtained) must be provided with a privacy notice from the Relevant Disciplinary Body that explains the collection, processing, disclosure and use of information relating to the particular individual and their activities in connection with these Regulations and particularly for the conduct of any applicable disciplinary procedures and any associated issuing and recognition of penalties. The Relevant Disciplinary Body's Privacy Notice will be provided to the Participant (and, if applicable, each other person whose personal data are obtained) either at the point each individual's personal data are obtained, or, if the personal data are not obtained from the individual themselves, when the relevant Participant is notified of any allegation made against them.

See Appendix 5, guidance note 13 for further information.

Signed:

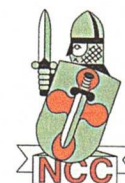
NCC Chair

Dated:

15th May 2023

Next Review date: April 2024

NORMANDY CRICKET CLUB



Appendix 1 Surrey Junior Cricket Championship Disciplinary Process

The latest guidance to be followed is the document “SJCC-Disciplinary-Process---Updated-April-2023”

Appendix 2 Disciplinary Report Template

See ECB General Conduct Regulations for template.

[26.-GCR.pdf \(ecb.co.uk\)](#)

Appendix 3 Charge Letter Template

See ECB General Conduct Regulations for template.

[26.-GCR.pdf \(ecb.co.uk\)](#)

Appendix 4 Sanction Guidelines

See ECB General Conduct Regulations for Sanction Guidelines .

[26.-GCR.pdf \(ecb.co.uk\)](#)

In addition, the guidance in the Surrey Junior Cricket Championship Disciplinary Process (Appendix 1) is to be considered when the procedure relates to Junior cricket.

Appendix 5 Guidance

A. The on-field behaviour listed in “Conduct Obligations” mirrors the conduct provisions in the Laws of Cricket and additional conduct provisions have been included further in “Conduct Obligations – On field Conduct” and “Conduct Obligations – Off field Conduct”. Relevant Cricket Organisations can stipulate that additional categories of on-field and/or off-field behaviour will constitute an On-Field Breach or an Off-Field Breach in accordance with the version of these Regulations that they adopt. If so, the Regulations and definition of On-Field Breach and Off-Field Breach should be amended accordingly. For the avoidance of doubt, Relevant Cricket Organisations cannot exclude any of the categories of on-field or off-field behaviour which fall within the definition of On-Field Breach or Off-Field Breach in these Regulations.

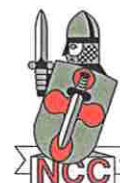
NCC application: NCC will apply the guidance as written in the “Conduct Obligations” section.

B. Relevant Cricket Organisations can stipulate that players under their jurisdiction are obliged to report additional categories of offence to them. If so, the definition of Relevant Criminal Offence should be amended accordingly.

NCC application: NCC will apply the Definition for “Relevant Criminal Offence” as provided in the ECB Document “General Conduct Regulations for Recreational Cricket (Effective date 1 March 2023)”.

1. JURISDICTION (DEFINITIONS)

1.1 When a definition or regulation refers to someone (or something) being “under the jurisdiction” of another body or organisation (for example, the definition of “Participants”), this means that the relationship between that person and other body is such that the body or organisation has official power to make decisions or judgments in respect of that person. For example, when a cricketer signs



NORMANDY CRICKET CLUB

up to join and play for a cricket club, they agree to be bound by the rules and regulations of that cricket club and are therefore officially under that cricket club's jurisdiction.

2. SCOPE OF THESE REGULATIONS

2.1 These Regulations do not apply to competitions organised by First-Class Counties, including any academy fixtures.

2.2 If a County Cricket Board or National County arranges or participates in ad hoc or friendly matches that do not form part of a formal competition structure, these Regulations will not apply to those fixtures and the Recreational Cricket Regulations shall apply instead.

2.3 These Regulations also do not apply to competitions organised by University Centres of Cricketing Excellence or Colleges of Sport unless they have adopted these Regulations.

2.4 The ECB GCR will apply to any competitions organised by the ECB, including County Age Group and Emerging Player Programme fixtures.

3. ANTI-DISCRIMINATION CODE

3.1 The ECB Anti-Discrimination Code can be found on the following ECB webpage, along with guidance on the ECB Anti-Discrimination Code: <https://www.ecb.co.uk/about/policies-andregulations/regulations/non-first-class-county>.

4. RESPONSIBILITY FOR DISCIPLINARY PROCESSES

4.1 Relevant Cricket Organisations may already have structures in place where there is an agreed division of responsibility between Clubs, Leagues and County Cricket Boards about which categories of case will be determined by which entity. Whilst the ECB would prefer for there to be consistency in this across the game, we appreciate that in many cases these systems are operating effectively and therefore are not seeking to disrupt this approach at this stage. However, in order for these Regulations to be effective it is crucial that there is consistency of process, procedure and approach to sanctions. Accordingly, Relevant Cricket Organisations who wish to retain that existing structure will not be in breach of these Regulations provided that whichever Club, League and/or County Cricket Board has jurisdiction over a particular category of cases complies with the requirements in relation to the disciplinary and/or appeals process as set out in these Regulations.

4.2 Relevant Cricket Organisations should consider, and clearly stipulate to all Participants:

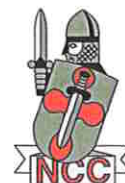
- (a) Whether offences at Level 1 and Level 2 should be determined by the same Relevant Disciplinary Body as offences at Level 3 and Level 4.
- (b) Whether On-Field Breaches should be determined by the same Relevant Disciplinary Body as Off-Field Breaches.
- (c) Which cricket organisation has jurisdiction in respect of each of cricketers, coaches, club officials and/or match officials.
- (d) Which cricket organisation has jurisdiction in respect of appeals.

5. DISCIPLINARY REPORTS AND WRITTEN COMPLAINTS

5.1 Disciplinary Reports and Written Complaints must only be submitted in good faith, i.e. with honest intentions and containing correct information (to the best of the individual's knowledge). The primary purpose of allowing Written Complaints to be submitted by individuals other than the umpire is to capture offences that an umpire did not see but which would constitute an offence if the umpire had seen it.

5.2 Disciplinary Reports and Written Complaints should include a description of the alleged breach including:

- (a) any relevant background information;
- (b) name(s) of any witnesses;
- (c) who was involved;
- (d) what the Participant(s) is/are alleged to have done;
- (e) anything anyone said at the time (including admissions and/or apologies); and
- (f) any information regarding any relevant evidence and the context of that evidence (for example, information about a recording of the match, which captured the alleged incident or photographs taken and, if so, whether the parties involved were aware of and consented to this video footage and/or photographs). We refer to the ECB Live Streaming Guidance, which can be found here:



NORMANDY CRICKET CLUB

<https://resources.ecb.co.uk/ecb/document/2022/02/14/8f153276-1990-418c-ac19-360b382915e0/ECB-Live-Streaming-Guidance-September-2021-.pdf> .

5.3 A Relevant Disciplinary Body may become aware of a potential or alleged breach of these Regulations by other means than a Disciplinary Report or Written Complaint, for example by identifying an inappropriate social media post which has not been independently referred to it. Notwithstanding the fact that the Relevant Disciplinary Body has not received a Disciplinary Report or Written Complaint, the Relevant Disciplinary Body may consider this conduct in accordance with the process set out in these Regulations.

5.4 Relevant Cricket Organisations may wish to stipulate in the version of these Regulations that they adopt, that there should be a deadline for Disciplinary Reports to be made.

5.5 Where an action (or inaction) is determined to be "prejudicial to the best interests of cricket" and therefore a breach of the Regulations, this means it is an act (or omission) not covered by any of the breaches listed specifically in Regulations 4, 6(a)-(d), 6(f), 10(a)-10(f) or 10(h) but is an act (or omission) that a reasonable person would consider detrimental to the ethos, reputation and/or environment of the game.

Examples of this may include 'running a book' on outcomes or having a sponsor that is banned through other advertising policies.

C. Relevant Cricket Organisations can impose more rigorous conduct obligations for captains or Clubs if they wish. However, they cannot impose less rigorous conduct obligations for captains or Clubs than are set out in these Regulations.

NCC application: NCC acknowledges this and may issue additional guidance for or requirements of Captains as deemed appropriate.

6. SOCIAL MEDIA

6.1 Posting, repeating, commenting, or supporting posts or comments by others that breach the Regulations may itself constitute a breach of the Regulations. For example, liking or otherwise promoting or supporting a comment that breaches the ECB's Anti-Discrimination Code is likely to result in a breach of the Regulations not only for the person who posted the comment in the first place but also for any Participant who supports that post.

6.2 If a Participant is alleged to have breached Regulation 13 as a result of having liked or supported a discriminatory comment but claims that someone else logged into their social media account to submit that "like" (or other supportive comment/gesture), this will not necessarily prevent regulatory action being taken but should be taken into account by the Adjudicator or Disciplinary Panel.

7. RESPONSIBILITIES OF A DISCIPLINARY OFFICER

7.1 Following receipt of a Referral, the Disciplinary Officer may conduct any further investigation as they deem necessary to limit the chances of vexatious complaints and ensure there is a full understanding of the circumstances in which the complaint arose.

7.2 Once any additional investigation is carried out, if a Disciplinary Officer decides that there is sufficient information to charge the Participant, Club or League for an alleged breach of the Regulations, and the Disciplinary Officer determines it is right to do so having considered the information and evidence provided, the Charge Letter issued may include a charge for a different breach to that detailed in the Referral.

D. Relevant Cricket Organisations may decide that all cases should be determined at a Hearing and therefore disapply the Summary Procedure at Regulations 19-25. This should be clearly reflected in the version of the Regulations that the Relevant Cricket Organisation adopts.

NCC application: NCC permit the use of the Summary procedure where appropriate.

8. SUMMARY PROCEDURE



NORMANDY CRICKET CLUB

8.1 Relevant Cricket Organisations may decide that it is not necessary for lower-level offences to be determined by a Disciplinary Panel at a Hearing. By way of example, it may be appropriate for on-field offences at Level 1 and Level 2, or off-field offences which would constitute a Level 1 or Level 2 offence if they had been carried out on the field (e.g. dissent), to be determined using the Summary Procedure rather than at a Hearing. However, on-field offences at Level 3 and Level 4 and all other off-field offences should be determined by a Disciplinary Panel.

8.2 If a Relevant Cricket Organisation decides to adopt the Summary Procedure, it should adopt clear internal guidelines on the types of cases that should be determined at a Hearing and the types of cases that should be determined using the Summary Procedure. These guidelines should then be applied consistently to all cases the Relevant Cricket Organisation has to deal with.

9. DISCIPLINARY PANEL HEARING PROCESS

9.1 Reasonableness will depend on the circumstances of the case but, in most instances, it is reasonable to request a response to a Charge Letter within seven days.

9.2 Any Hearing should be arranged in a timely manner. As the matters brought under the Regulations will likely involve volunteers in most instances, this will likely differ for each matter. However, arranging a Hearing in a timely manner means allowing sufficient time for all the parties concerned to prepare adequately, taking account of their availability and other commitments but not scheduling a Hearing so far in advance that it causes unreasonable delay. There must still be efficient handling of all matters and determination within a timeframe that allows everyone concerned to recall the matter adequately. Although a Hearing may be rescheduled if the Respondent is not able to attend at the original date or time, this is designed to ensure that the Respondent is given an opportunity to attend and shall not be used by the Respondent as a way to unreasonably delay proceedings. If the Disciplinary Officer feels that the Respondent is seeking to unreasonably delay proceedings (for example, if they have requested multiple postponements of the Hearing without very good reason) they shall take this into account when deciding whether to agree to the Respondent's request to reschedule the Hearing.

9.3 It may be appropriate for Relevant Disciplinary Bodies to seek to ensure that they arrange a Hearing within 28 days of the Charge Letter. However, this timeframe may not be appropriate in all cases and a shorter timeframe may be considered more expedient in the interests of the case. A longer timeframe may also be considered in extremely complex cases.

9.4 The Disciplinary Panel Chair has the discretion to set a disciplinary timetable as they consider appropriate. This means they can administer the proceedings according to a timetable they deem fit for the matter at hand (albeit whilst ensuring compliance with the Regulations). The Chair should notify the parties, within a reasonable timescale in advance of the Hearing, of their expectations on all parties and provide the parties with the opportunity to:

- (a) share any documentation relevant to the case of either party in the proceedings, such as witness accounts;
- (b) submit any written witness accounts and/or any other evidence that relate to the charge(s) against the Participant, Club or League; and/or
- (c) prepare written submissions where the Panel considers the proceedings to be sufficiently sensitive or complex to require them.

9.5 Although it is a matter for the Chair to determine how to run the Hearing, most Hearings relating to a breach of the Regulations should be inquisitorial (taking on a fact-finding approach to get to the bottom of the situation as it is alleged) rather than adversarial and oppositional (which is the approach taken in criminal or civil proceedings). The Chair should make clear that the parties will have the opportunity to raise any matters they consider relevant to determining whether the Charge can be made out and allow for an appropriate length of Hearing to provide sufficient time for this.

9.6 All parties should be given information explaining that they will have the opportunity to put forward any observations, question the other party or parties, and/or make any submissions on the matter (including in relation to the other side's evidence).

9.7 The Chair and Panel should:

- (a) seek to ensure that witnesses are not present in the room being used for the Hearing until the time that they are required to give their evidence when they should be called into the room on an individual basis; and



NORMANDY CRICKET CLUB

(b) ask each party, as part of their submissions, to outline any factors that the Panel should consider in determining an appropriate sanction in the event that the alleged breach is found to be proven, with reference to the ranges prescribed in Appendix 3 of the Regulations.

9.8 Relevant Disciplinary Bodies should seek to ensure that decisions are produced within 7 days of the respective Hearing.

E. Relevant Cricket Organisations may stipulate a set timeframe for the Respondent to respond to the Charge Letter, provided that the Disciplinary Panel Chair shall have the power to grant the Respondent additional time to respond to the Charge Letter in appropriate circumstances.

NCC application: NCC will be permitted to stipulate a set timeframe for responses..

F. Relevant Cricket Organisations may stipulate how a Hearing will typically proceed, provided that the Disciplinary Panel Chair shall have the power to alter these directions in appropriate circumstances.

NCC application: NCC retains the right to stipulate how a hearing will proceed.

13. APPEALS

13.1 If the Notice of Appeal or required administrative fee is not submitted within 7 days, the Appeal will not proceed unless there are reasons justifying otherwise, which shall be decided by the Appeal Panel Chair in their sole discretion. The appeal fee is requested to cover the administrative costs associated with holding a hearing and/or otherwise determining the matter. For example, there may be costs associated with the travel of the panel members or hiring a room for the day. If no administrative costs are incurred, the Appeals Body may choose to refund all or part of the fee in accordance with Regulation 47.

13.2 All procedural rules and principles that apply to Hearings at first instance also apply to appeals. The process and timing requirements for Disciplinary Panel Hearings (detailed in the Regulations and above at paragraph 9 of this guidance) will also apply to Appeal Panel Hearings.

G. An Appeal Body may stipulate an appropriate fee in respect of appeals. The maximum fee that would be considered appropriate is £150, but the Appeal Body may stipulate a lower figure. An Appeal Body may also stipulate a different timeframe for a Notice of Appeal to be filed.

NCC application: NCC would not ordinarily expect a fee to be charged by an Appeal body, but will apply the wording in this paragraph if appropriate.

H. An Appeal Body may stipulate a set timeframe for the Relevant Disciplinary Body to respond to the Notice of Appeal, if it chooses to do so, provided that the Appeal Panel Chair shall have the power to grant the Relevant Disciplinary Body additional time to respond to the Notice of Appeal in appropriate circumstances.

NCC application: NCC will apply the wording in this paragraph.

I. It may be appropriate for the Disciplinary Panel Chair to suspend a Participant from participating in cricket until the Hearing has concluded, or the Appeal Panel Chair to impose a sanction imposed by a Disciplinary Panel until an Appeal has concluded, where the allegations which have been made are serious, the sanctions imposed (or likely to be imposed) are severe and it would potentially bring the sport into disrepute for the Participant to participate in cricket whilst the disciplinary process is ongoing.

NCC application: NCC will apply the wording in this paragraph.

J. An Appeal Body may stipulate how an Appeal Hearing will typically proceed, provided that the Appeal Panel Chair shall have the power to alter these directions in appropriate circumstances.

NORMANDY CRICKET CLUB



NCC application: NCC will apply the wording in this paragraph.

K. An Appeal Body may stipulate a different limit for any award of costs.

NCC application: NCC will apply the wording in this paragraph.

14. DISCLOSURE OF RELEVANT CRIMINAL OFFENCES

14.1 In instances where a participant discloses a Relevant Criminal Offence, in accordance with Regulation 10, the Relevant Cricket Organisation receiving that disclosed information must abide by its duty of confidentiality and all applicable data protection laws.

14.2 Any Relevant Criminal Offence should be disclosed to the Club Safeguarding Officer in the first instance and, if that Club Safeguarding Officer has any concerns in relation to the handling of the matters disclosed, they should escalate it only to the County Safeguarding Officer. Such matters should only be disclosed beyond those two people and discussed at committee level in complex cases and only following discussion and agreement with the County Safeguarding Officer. The ECB's Safe Hands Training Course provides further information on this.

14.3 Full information about the relevant ECB contacts for referring any safeguarding concerns can be found here: <https://www.ecb.co.uk/about/policies-and-regulations/safeguarding/share-a-concern>.

15. DATA PROTECTION

15.1 The UK GDPR and the Data Protection Act 2018 are the primary data protection legislation in the United Kingdom. It is a legal requirement for all Relevant Cricket Organisations and Panels to comply with data protection law when processing personal data. If Relevant Cricket Organisations do not comply with their obligations under data protection law, the Information Commissioner can impose various sanctions on the Relevant Cricket Organisation including preventing the use of the personal data and/or imposing a significant financial penalty on the Relevant Cricket Organisation. Relevant Cricket Organisations may wish to obtain independent legal advice to ensure they meet their obligations.

15.2 The UK GDPR provides that, where personal data is obtained, the person or organisation receiving the personal data must provide transparency information (usually referred to as a 'privacy notice') to each individual whose personal data is received. If the data is not received directly from the individual (as may be the case following receipt of a Disciplinary Report or Written Complaint), the person or organisation receiving the personal data must provide the privacy notice within a reasonable period following receipt of the data and, in any event, within one month. What amounts to "reasonable" will depend on the circumstances, but as a general principle, the Relevant Disciplinary Body should take all steps to communicate with the data subject (about whom personal data is received in a Disciplinary Report or Written Complaint) as soon as is reasonably practicable, providing the privacy notice with the communication, to ensure compliance.

15.3 All Relevant Cricket Organisations will need to include appropriate references to the Regulations and its provisions in their respective privacy notices to ensure that they comply with transparency obligations in data protection law when collecting, processing and/or sharing personal data as a result of handling disciplinary matters. The UK GDPR provides a list of what information must be included in a privacy notice, but in the context of these Regulations it will be important to explain the collection, processing, disclosure and use of information relating to the particular individual and their activities. In particular, this should address the conduct of any applicable disciplinary procedures and any associated issuing and recognition of penalties. Independent legal advice should be sought on this point where necessary.

15.4 A template privacy notice, which can be adopted and amended as appropriate for use by Relevant Cricket Organisations, appears in Appendix 5. The privacy notice should be provided to each person whose personal data is obtained, either at the point that their data is obtained or, if the personal data is not obtained, directly from the individual (e.g. when the relevant Participant is notified of any allegation made against them).



NORMANDY CRICKET CLUB

16. CHILDREN AND ADULTS AT RISK

16.1 When handling proceedings involving an under-18 or an adult at risk who is a witness, alleged victim or alleged offender, the processes that are followed must pay due consideration to safeguarding and welfare issues and associated data protection laws. Full guidance from the ECB on disciplinary proceedings that involve under-18s can be found on the ECB's website:

<https://www.ecb.co.uk/about/policies-andregulations/safeguarding/kit-bag-resources/getting-started> .

Guidance from the ECB on disciplinary proceedings that involve an adult at risk can be found in the Adults at Risk Policy on the ECB's website:

<https://resources.ecb.co.uk/ecb/document/2021/11/16/40c88580-33f0-49b8-8962-96e6f2e650e1/AAR-Policy-Statement.pdf> .

16.2 Reasonable adjustments should be made for anyone with a disability.

NCC application: NCC will apply the wording in this paragraph. Further clarity will also be sought from the Surrey Junior Cricket Championship Disciplinary Process (Appendix 1).

Appendix 6 Template Privacy Notice

See ECB General Conduct Regulations for template.

[26.-GCR.pdf \(ecb.co.uk\)](#)