

WILLESLEY PARK GOLF CLUB MEMBERS' DISCIPLINARY POLICY.
IN ACCORDANCE WITH THE ARTICLES OF ASSOCIATION OF THE WILLESLEY
PARK GOLF CLUB

1. General Standards of Conduct:

All members of Willesley Park Golf Club (WPGC) and visitors are required, whether playing, on the Club's premises or representing the Club, to conduct themselves at all times in accordance with the accepted standards of playing etiquette and generally accepted standards of behaviour established by the Club. This Policy should be read in conjunction with the WPGC Vision, Mission & Values document, and the Members Code of Behaviour.

2. Disciplinary Matters:

- a) It is very much expected that most issues that arise will be of a minor nature and will be dealt with informally and appropriately without the need to instigate the formal disciplinary policy.
- b) This procedure covers allegations of inappropriate conduct arising in relation to a member of WPGC possibly meriting suspension or expulsion from the club; how a charge of misconduct may be brought and heard and the associated Appeals Procedure. The Club Board of Directors, another member or a member of the public may bring such allegations.
- c) A member shall be liable to disciplinary action by the Club if he or she
- Fails to uphold the traditions and etiquette of golf and which may bring the game of golf or WPGC into disrepute
 - Displays conduct which is likely to injure or discredit the reputation of WPGC or any of its members or violates or disregards the Vision, Mission & Values document or Members Code of Behaviour of WPGC or any regulations pursuant to them;
 - Commits a serious breach of the Rules of Golf as laid down by R&A Rules Ltd, a serious or persistent breach of WPGC Competition Conditions and/or Local Rules;
 - PLEASE NOTE ANY CONTRAVENTION OF THE LOCAL RULES CONCERNING USE OF THE BACK TEE ON THE FOURTH HOLE WILL LEAD TO AN IMMEDIATE SUSPENSION & MAY ON FURTHER INVESTIGATION LEAD TO TERMINATION OF MEMBERSHIP;
 - Conducts themselves in a violent, abusive, bullying, harassing or intimidating manner;
 - Has falsified any handicap, membership or entry forms;
 - Is under the influence of drink or drugs on the golf course and/or acting in an inappropriate manner in or around the club or on any WPGC activity.
 - Has failed to comply with a reasonable request from a nominated WPGC official representative.
 - Makes a statement about WPGC or its affairs through the media without the express permission of WPGC or has information published or broadcast without checking with WPGC that it is factually correct.
- d) Once they have become aware of it, members should report immediately to the Compliance Officer any violation or conduct likely to injure or discredit WPGC.

3. Disciplinary Committee, Willesley Park Golf Club.

- a) **Definition** - A Disciplinary Committee made up of 3 Club Members shall be responsible for ensuring that all members comply with the Rules of WPGC as published in the WPGC Articles; Vision, Mission & Values and Members Code of Behaviour – all published on the website. One member to have specific knowledge of the section the complaint has arisen from e.g. Junior Organiser (nb the Welfare Officer should be informed of any discipline involving a junior and be present to support the junior in any discipline).
- b) **Powers** - The Board of the Club shall give powers to the Disciplinary Committee to deal with issues as required with no referral back to Board. Where timescales are mandated these will be adhered to unless exceptional circumstances arise & the Disciplinary Committee agrees to their being amended.
- c) If a complaint has been made that may warrant disciplinary action, then the Chair of the Board in conjunction with the Compliance Officer shall convene a Disciplinary Committee made up of Club Members.
- d) The Disciplinary Committee shall comprise a minimum of three members (as above). If a member of the Disciplinary Committee, resigns, otherwise becomes unable to or cannot complete his or her duties, the Chair of Board shall have the power to appoint another member in his or her place.
- e) Any member of the Disciplinary Committee declaring a conflict of interest in relation to a particular matter under consideration shall be excluded from the proceedings.
- f) No Disciplinary hearing may take place without a quorum of three being present.

4. Disciplinary Procedure:

- a) A complaint, in writing, from any source, against a member, alleging inappropriate conduct, will be considered in the first instance by the Compliance Officer of WPGC. In the case of minor issues the Compliance Officer should do their utmost to resolve the issue informally, as soon as possible (in conjunction with the relevant section head; Captain, Lady Captain, Junior Organiser).
- b) If the Compliance Officer and relevant Section Head are unable to resolve the issue and decide there is a formal disciplinary case to be made, the Compliance Officer and Chair of the Board will be responsible for bringing the case formally before a Disciplinary Committee, formed as per 3a) for the specific complaint. The case will be written up by the Compliance Officer, giving details of the alleged offence; any written evidence will be attached, including witness statements; together with a list of witnesses who may be asked to give evidence on the matter.

A person of their choice may at the discretion of the Disciplinary Committee, accompany witnesses who are required to give evidence on the matter at any Hearing that takes place. Anyone accompanying a witness is there to act as moral support to the witness, they may not answer any questions put to the witness nor ask any questions of the Disciplinary Committee.
- c) The Compliance Officer shall inform any member against whom a complaint has been made of the grounds of complaint enclosing any supporting information or written evidence which documents the complaint and shall invite that member to make written representations in answer to it, all within a reasonable time-scale not exceeding 8 working days. (See note 3b))
- d) A personal hearing may be required or offered by the Disciplinary Committee and, in any event, will be offered if it is possible that a sanction could be expulsion or suspension, in the event the complaint is proved.
- e) If, after offer, a personal hearing is not required or requested within 5 working days by the member, the matter will be dealt with by the Disciplinary Committee within a reasonable

time-scale (10 working days) taking into account the written representations of the relevant member and any other evidence, written or oral, available. That evidence will be made available to the member concerned.

- f) If a personal hearing is to take place:-
 - i) The Compliance Officer must give to the relevant member at least 5 working days' notice of the date, place and time of the personal hearing. The notice will state the complaint to be discussed and will provide details of any evidence against the Member.
 - ii) The relevant member may be represented or accompanied in the hearing by one other person of his or her choice. The companion is there to act as a witness to what was said, to provide moral support and to assist and advise the member in presenting his/her case. The companion may address the hearing (provided the member wishes this), ask questions on behalf of the member and confer with the member but not answer questions on behalf of the member, nor may the companion prevent the Disciplinary Committee from explaining its case.
 - iii) The Disciplinary Committee shall take account of the written and oral representations of the relevant Member and any other evidence, written or oral, available;
 - iv) The failure of any person involved to attend a hearing or to answer any question or to produce any necessary papers shall not prevent the Disciplinary Committee from proceeding to a decision.
- g) The Disciplinary Committee will normally consider a complaint fully before any question of suspension arises but, where a complaint is related to a serious breach of the rules of the Club, a power to suspend forthwith a Member's playing rights and/or related activities may be exercised by the Disciplinary Committee as soon as the complaint is received. Such suspension will last until the formal hearing of the matter by the Disciplinary Committee, which will take place no more than 15 working days from the beginning of the period of suspension.
- h) The decision of the Disciplinary Committee will be conveyed in writing to both the Member, and any person or persons who initiated the complaint, within 5 working days of the decision being made. The decision of the Disciplinary Committee shall be deemed to be a decision of the Club and binding on the Member/s concerned.
- i) The relevant Member/s will have the right to appeal against the decision.

5. Penalties:

If a member is found to be in breach of the rules of the Club or the Code of Conduct as outlined in **2c)** the Disciplinary Committee shall have the power to impose on the Member one or more of the following penalties: -

- i) Issue a letter warning the Member as to his or her future behaviour;
- ii) Suspension of membership of the Club for a period decided by the Disciplinary Committee, with no refund of any membership fees;
- iii) Permanent withdrawal of membership, with no refund of any membership fees;
- iv) Request restitution where damage is done during an act of misconduct.

6. Appeals:

- a) A member wishing to appeal against a decision of, or penalty imposed by, the Disciplinary Committee under the disciplinary procedure above, shall lodge his or her appeal in writing with the Compliance Officer within 8 working days of the date of the letter of notification of the decision by the Disciplinary Committee.
- b) In the event of the lodgement of an appeal the following procedures will be followed: -

- i) Any penalty imposed by the Disciplinary Committee will be deferred pending the outcome of the appeal.
 - ii) An Appeal Committee shall be appointed by the Club comprising three Board members of the Club, none of whom had been members of the Disciplinary Committee which reached the original decision on the matter;
 - iii) The Chair of the Board shall give to the relevant member at least 5 working days' notice in writing of the date, time and place of the appeal hearing and shall give him or her the opportunity of being heard in person or by written submission. The notice shall set out details of any additional evidence, which has been made available to them since the original hearing;
 - iv) If the member is attending the hearing in person the rules detailed in **4.f)** above shall apply.
 - v) The Appeal Committee shall adjudicate upon the matter taking into consideration the written or oral evidence of the relevant member and seeking such further evidence, written or oral, as it thinks fit.
- c) The Appeal Committee may cancel, reduce, confirm or increase the penalty under appeal or substitute a penalty of a different form. If the penalty being appealed includes suspension, the start of the period of suspension may be deferred pending the outcome of the appeal.
 - d) The decision of the Appeal Committee is final.

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