



PRESTWICH GOLF CLUB

MEMBERS DISCIPLINARY POLICY.

General Standards of Conduct

All members of Prestwich Golf Club and their visitors are required, whether laying on the course, on the Clubs' premises or representing the Club, to conduct themselves at all times in accordance with accepted standards of playing etiquette and generally accepted standards of behaviour established by the Club.

Disciplinary Matters

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.

- This procedure covers allegations of inappropriate conduct arising in relation to a member of Prestwich Golf Club, possibly meriting suspension or expulsion from the club.
- How a charge of misconduct may be brought and heard and the associated procedure.

Such allegations may be brought by a member of staff, a member of the Board or one of the Clubs committees, another member or a member of the public.

A member shall be liable to disciplinary action by the Club if he or she:

- Fails to hold the traditions and etiquette of golf and which may bring the game of golf or Prestwich Golf Club into disrepute.
- Displays conduct which is likely to injure or discredit the reputation of Prestwich Golf Club or any of its members or violates or disregards the Rules & Regulations.
- Commits a serious breach of the rules of Golf as laid down by R & A Rules Ltd. a serious breach of Prestwich Golf Club Competition Conditions and / or local rules.
- 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 which causes actions of an inappropriate manner in or around the club or on any Prestwich Golf Club activity away from the Club.
- Has failed to comply with a reasonable request from a nominated Prestwich Golf Club official representative.
- *Makes a statement about Prestwich Golf Club or its affairs through the media without the express permission of Prestwich Golf Club or has information published or broadcast without checking with Prestwich Golf Club that it is factually correct.

Once they become aware of it, members should report immediately to The Club Secretary, a Board Member, any violation of the Club byelaws or any conduct likely to injure or discredit Prestwich Golf Club.

Disciplinary Committee

A Disciplinary Committee shall consist of three members, at least one being an Ex-Captain / President and two full members who shall be responsible for ensuring all members comply with the Rules and byelaws of Prestwich Golf Club.

One member to have to have specific knowledge of the section the complaint has arisen from: eg. Junior Organiser, Golf Committee, Ladies Golf Committee.

THE WELFARE OFFICER SHOULD BE INFORMED OF ANT DISCIPLINE AND BE PRESENT TO SUPPORT ANY JUNIOR IN ANY DISCIPLINE MATTER>

The Board of the Club shall give powers to the Disciplinary Committee to deal with issues as required with no referral back to the Board.

The Disciplinary Committee shall only convene when a complaint has been made that may warrant disciplinary action, if a member of the Disciplinary Committee resigns or otherwise becomes unable to or complete his / her duties, the Club Secretary shall have to appoint another member in his / her place.

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 and should be replaced b the Club Secretary.

No Disciplinary hearing may take place without a quorum of three being present

Disciplinary Procedure.

A complaint, in writing, from any source, against a member, alleging inappropriate conduct,

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 Club Secretary of PPGC. In the case of minor issues the Club Secretary should do their utmost to resolve the issue as soon as possible (in conjunction with the relevant section head; Captain, Lady Captain, Junior Organiser or Senior Organiser).

b) If the Club Secretary is unable to resolve the issue and decides there is a formal disciplinary case to be made, the Club Secretary will be responsible for bringing the case formally before the Disciplinary

Committee. The case will be written up giving details of the alleged offence; any written evidence will be attached; together with a list of witnesses who may be asked to give evidence on the matter.

c) The Club Secretary 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 10 days.

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 7 days by the member, the matter will be dealt with by the Disciplinary Committee within a reasonable time-scale (21 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 Club Secretary must give to the relevant member at least 10 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 Member of his or her choice;

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 14 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 7 days of the decision being made. The relevant Member/s will have the right to appeal against the decision.

i) The decision of the Disciplinary Committee shall be deemed to be a decision of the Club and binding on the Member/s concerned.

5. Penalties:

If a member is found to be in breach of the rules of the Club 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 Club Secretary within 10 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 Committee members and/or Officers of the Club one of whom should be the President, none of whom had been members of the Disciplinary Committee which reached the original decision on the matter;
 - iii) the Club Secretary shall give to the relevant member at least 10 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.

NB Dealing with breaches of Competition Rules is the responsibility of the Competition's Committee who may apply sanctions available to them. Members who feel that they have been unfairly treated, either by the Competition's Committee or the Handicap Committee, may appeal to the Member's Committee. In these circumstances the Chair of the Member's Committee shall identify a panel comprising 3 members of the committee, none of whom shall have been party to the decision(s) being appealed against, to consider the matter. The panel shall meet to discuss the matter and this

meeting shall be clerked by the Secretary of the Member's Committee. He/she should record proceedings and not contribute to the Panel's discussion or decision. This record should be kept for 2 years after the meeting. The appellant shall have the right to appear before the panel and both the Panel and the appellant may call witnesses. The appellant may be accompanied at the meeting by a friend or fellow club member. The decision of the Panel is final.

Authorised by -	The Board of P.G.C.
Developed by -	Rod Barber
Date Authorised -	03/05/20
Effective From	November 2022
Review Date -	1 year from above