



EASTHAMPSTEAD LADIES GOLF CLUB

DISCIPLINARY POLICY

1. PURPOSE

ELGC's Disciplinary policy seeks to support a fair and consistent membership culture in which all members are required to reflect the Club's values and demonstrate and promote satisfactory standards of conduct.

In doing so we will endeavour to resolve issues (wherever possible) however there will be instances when it is both necessary and appropriate to take formal disciplinary action.

2. DISCIPLINARY MATTERS

This Policy will apply to:

- Alleged breaches of the Club Rules, Regulations, Codes and Practices, and its values or standards of behaviour.
- alleged breaches of the Rules of Golf, handicap infringements, disqualifications and any breach of the rules of a Club Competition; and
- any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is unacceptable or opposed to the general interests of the Club or which brings the Club into disrepute.
- Incidents of a safeguarding nature must be referred to Safeguarding Manager before any disciplinary action is taken under this Policy and if appropriate, they will refer to England Golf.

3. PROCESS

Investigation

The Committee will nominate a person to conduct and investigation. That person may, without limitation:

- Commence an initial investigation to obtain more information or evidence;
- Contact the relevant parties for a response;
- seek advice from or refer the matter to any other appropriate body;

- resolve to deal with the matter informally;
- conclude that no further action is required; and/or
- refer the matter to a disciplinary panel for further action.

The Investigating Officer will record the reasons for deciding on the appropriate next steps.

Disciplinary Hearing

Should it be necessary, the Committee will appoint a Disciplinary Panel (the Panel), and the following should apply:

- The Panel will be made up of 3 individuals, who will all be independent of the complaint of incident giving rise to the matter. One member of the Panel will be appointed as Chair.
- The member will be invited to a Disciplinary Hearing in writing, setting out the allegations made against the member with any accompanying evidence.
- The member may ask another member to represent them at the Hearing, should they so wish.
- If at any time a member of the Panel either declares an interest or is deemed to have an actual or potential interest by the Chair (or if it is the Chair, another member of the Disciplinary Panel) they will be replaced by another individual.
- The Hearing itself will be an oral hearing, with the member having an opportunity to put their case forward.
- The Panel will decide whether the member committed the allegations complained of or not and will issue an appropriate sanction, if appropriate.

Sanction

The Disciplinary Panel may reach such decision and/or impose such sanctions as it sees fit, including without limitation, to:

- Dismiss the Charge as unproven;
- Issue a warning or reprimand in respect of the misconduct or rule breach committed;
- Suspend or exclude the member from the Club and/or Club Competitions, Tournaments, Teams, meetings or other activities;
- Suspend or exclude the member from holding office within the Club for a specified or indefinite period of time;

- Suspend the member's membership of the Club, and/or their ability or authority to attend Club events or competitions for a defined period;
- Permanently expel the member from the Club; and/or
- A combination of any of the above or any other disciplinary action as considered appropriate by the Panel as appropriate.
- The Panel will give reasons for its decision at the end of the hearing and subsequently in writing.
- If a right of appeal exists from the decision, the written decision must set out how that right can be exercised.

Appeal

- Should a member wish to appeal any sanction they should do so within 14 days of receiving the written reasons from the Panel.
- The member should set out their grounds of appeal in writing.
- The Committee will nominate one person to hear the appeal and may look to external resource to hear the appeal to ensure impartiality.
- The appeal should be heard, where practical, within 14 days of receipt of the grounds of appeal.
- Decisions which relate to the Rules of Golf or to handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out in Appendix 1.
- The decision of the person hearing the appeal will be final.

Appendix 1

Appeals Regarding Rule of Golf or Handicap Infringements

Matter arising at	Disciplinary body at first instance	Appeal level
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

- Following receipt of a Notice of Appeal in relation to a rule of golf or handicap infringement, the relevant Committee member shall consider whether the Notice of Appeal is valid, that is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If Notice of Appeal is considered valid, she will forward it to the County Secretary of Berkshire Golf Association as appropriate. If the Notice of Appeal is not valid, the member will be informed why this is the case.
- The Berkshire Golf or Association Disciplinary Regulations will apply thereafter to any appeal, unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.