



MEMBERS DISCIPLINARY PROCEDURE

The purpose of this procedure is to ensure that all members of the Golf Club maintain the highest standards of conduct, integrity, and sportsmanship, both on and off the course. This procedure provides a fair and consistent process for dealing with any alleged breaches of club rules, policies, or codes of conduct.

This procedure applies to all members of the club, including full, senior, associate, junior, country, non-resident, non-playing, honorary, senior VIP, and social members. It covers misconduct occurring:

- On club premises. Practice facilities or the courses;
- During club competitions or events;
- On social media or in public representations of the club.

Misconduct may include, but is not limited to:

- Breach of club rules or constitution;
- Unsportsmanlike behaviour or cheating;
- Offensive, abusive, or threatening language or conduct;
- Damage to club property or facilities;
- Conduct likely to bring the club into disrepute.

Any member may report an alleged breach to the Club Manager, **or** Captain.

Reports should be made in writing as soon as possible after the incident, providing details, witnesses, and any supporting evidence.

Initial Review

- The Club Manager (or appointed officer) will conduct an initial review to determine whether there is a case to answer.
- If the complaint is deemed trivial or unfounded, it may be dismissed at this stage with reasons recorded.
- If further action is required, the matter will be referred to the Disciplinary Committee.

The Disciplinary Committee

- The Committee shall consist of three to five members appointed by the Club Committee, none of whom shall have a conflict of interest in the case.
- The Committee will consider the complaint objectively and fairly.

Notice of Hearing

- The member concerned will be notified in writing of:
 - The nature of the alleged misconduct;
 - The date, time, and place of the hearing;
 - Their right to present evidence, call witnesses, and be accompanied by another member for support.
- The member will be given at least 7 days' notice of the hearing.

Disciplinary Hearing

- The Committee will hear from:
 - The complainant (or representative);
 - The member in question;
 - Any relevant witnesses.
- Both sides will have an opportunity to state their case and ask questions.
- The Committee will then deliberate in private.

Possible Outcomes

After considering the evidence, the Committee may:

1. Dismiss the complaint (no further action);
2. Issue a verbal or written warning;
3. Impose a temporary suspension of membership privileges;
4. Require an apology or restitution (e.g., repair of damage);
5. Terminate membership for serious or repeated misconduct.

All outcomes will be recorded in writing, with reasons.

Right of Appeal

- The member has the right to appeal to the Club Committee (or Appeals Panel) within 14 days of receiving the decision.
- The appeal must be submitted in writing, stating the grounds for appeal (e.g., new evidence, procedural error, disproportionate sanction).
- The appeal will be heard as soon as reasonably possible, and the decision of the Appeals Panel shall be final.

Confidentiality

All proceedings and records will be treated as confidential, shared only with those directly involved in the process.

12. Record Keeping

A written record of the complaint, evidence, hearing, and outcome will be retained securely by the Club Secretary for a minimum of 3 years.

13. Natural Justice

At every stage, the member will:

- Be informed of the allegation;
- Have the opportunity to state their case;
- Be treated fairly and without bias.