



# Minchinhampton Golf Club

## Disciplinary Policy

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### Introduction

Minchinhampton Golf Club's (MGC) Disciplinary Policy extends to Members' actions, employee activities and sets out clearly what might constitute a disciplinary matter that would need to be handled using this policy. The Club considers that a fair procedure must be achieved and having a policy should provide a consistent approach.

### Responsibilities

The General Manager acts as the Club Compliance Department.

### Procedures

MGC will follow the procedures of England Golf, adopting detailed procedures in sympathy with the circumstances that are prevalent at the Club, at the time of any complaint. Please see England Golf regulations for detailed guidance (<https://www.englandgolf.org/wp-content/uploads/2021/06/England-Golf-Disciplinary-Regulations-Practice-Directions-2021.pdf>)

To ensure a consistent application of every disciplinary issue from any Section of the Club or the membership, any complaint must be in writing and placed before the General Manager in the first instance. A record will be kept for each written complaint reported.

The General Manager will initially review the complaint either to resolve the matter or to refer it to the Board's Vice-Chairman for further consideration.

The intention is to resolve matters at the most appropriate level possible, as near to the incident as possible. The Board's Vice-Chairman will consider referring the complaint to the Captain of the Section concerned, or the Junior Organiser or Club Welfare Officer in the case of a complaint involving a Junior Member. If such a reference is made, the Section concerned will make any further investigations it deems appropriate with the aim of resolving minor complaints (those not involving potential sanctions, such as suspension or expulsion).

The Section will report back to the General Manager that the complaint has been resolved or if unresolved, its recommendations for further action.

The General Manager will review any unresolved complaint, or a more serious complaint not referred to a Section, and pass it, where appropriate, to the Board's Vice-Chairman, who will call together a Disciplinary Panel set up for the purpose. This Panel will be made up of the Board's Vice-Chairman and two other Board Members and/or the President, who are not connected with the complaint. Where a Junior Member is concerned the Junior Organiser or Club Welfare Officer will be involved.

If the Respondent admits the complaint and agrees, the matter will be dealt with summarily, considering any mitigating circumstances which may be submitted.

In other cases, a Disciplinary Hearing may need to be convened. The Disciplinary Panel will reach decisions and may impose sanctions.

The Respondent or the Board may seek leave to appeal the decision of the Panel by a request to the Vice-Chairman in writing within 3 days.

An Appeal's Panel consisting of three Board Members chaired by a Member of the Board and/or President will be appointed. The Appeal Panel Members should not have been directly involved in any of the previous proceedings. The decision of the Appeal Panel will be final.

Detailed procedures relating to all of the above will be informed by the Disciplinary Regulations of England Golf, pertaining at the time of the complaint.

## Complaints & Disciplinary

Having followed this Policy for any complaints or disciplinary matters, as noted above, the decision of the Appeal's Panel will be final.

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### Version Control:

Version	Risk Committee review date	Board endorsement date	Changes
V1		June 2017	
V2.0	12/01/2022		Annual Review
V2.0		31/01/2022	Board Approved – no changes