

## **Minchinhampton Golf Club Disciplinary Policy**

### **DISCIPLINARY PROCEDURES**

The Club will follow the procedures of England Golf, adopting detailed procedures in sympathy with Club circumstances at the time of any complaint. Please see England Golf regulations for detailed guidance.

To ensure 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 instance reported.

The General Manager acts as the Club Compliance Department and will investigate the complaint either to resolve matters or to refer it to the Chair of the Disciplinary Committee (Deputy Chair of the Board) for further consideration.

The intention is to resolve matters at the most local level possible. The Chair of the Disciplinary Committee will consider referring the complaint to the Captain of the section concerned, or the Junior Organiser and Junior 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 investigation it deems appropriate with the aim of resolving minor complaints (those not involving potential suspension or expulsion).

The Section will report to the Chair of the Disciplinary Committee that the complaint has been resolved or its recommendations for further action.

The Chair of the Disciplinary Committee will review any unresolved complaint, and refer it where appropriate to a Disciplinary Panel set up for the purpose and, made up of a chair of the panel (who should be a board member) and two other members not being connected with the complaint. Where a junior member is concerned the Junior 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 will be convened. The 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 General Manager in writing within 3 days.

An Appeal Panel consisting of three members chaired by a member of the Board will be appointed. The members should not have been directly involved in previous proceedings. The decisions 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.

### **GRIEVANCE PROCEDURES**

The Club will follow broadly the procedures adopted above or those directed by England Golf at the time any Grievance is notified to the General Manager.

This policy is effective from August 2017