



# Beech Park Golf Club

## DISCIPLINARY POLICY FOR MEMBERS

### **1. Policy Statement / Purpose of Policy**

This Policy is designed to outline the practices and procedures the Club will operate in respect of disciplinary matters and grievances which may arise within Beech Park G.C (hereon referred to as the Club). It sets out how the Club will handle such matters, what procedures are in place, what processes the Club will follow, and how members can raise concerns within the Club.

The Club is committed to ensuring its processes and procedures are fair and allow all parties the right to be heard and the right to appeal.

### **2. Objectives of Policy**

This policy and procedures are designed to help and encourage everyone to achieve and maintain standards of conduct, ethics and performance. The policy provides a clear mechanism to raise and deal with disciplinary matters, grievances and complaints in accordance with fairness and due process at all times.

### **3. Scope of Policy**

This policy applies to all our members who are engaged in the Club activities, including the Management Committee and all Sub Committee members.

### **4. Disciplinary General Principles**

Disciplinary investigations and hearings may result from a breach of the Constitution, Rules, Policies, Procedures, and Codes or from a complaint made to the Club.

Disciplinary matters may also arise from behaviour or conduct which may reasonably be bringing the club into disrepute and may arise from a complaint made to the Club.

Disciplinary matters shall be fully investigated, and if necessary, a hearing shall be convened to adjudicate on the matter of concern.

The Honorary Secretary and the Disciplinary Panel shall remit all matters pertaining to the protection of children or vulnerable adults to the statutory authorities as required under the Child Safeguarding Policy.



The Honorary Secretary will be the first point of call for all disciplinary matters relating to this disciplinary policy which may arise from time to time. The role of the Honorary Secretary to take responsibility for processing the case prior to a hearing being set up, to determine if there are sufficient grounds to proceed with a disciplinary hearing, to conduct any preliminary investigations such as seeking evidence or submissions from parties and to set up a disciplinary hearing. If deemed minor in nature, the Honorary Secretary will try, with the agreement of the complainant, to resolve the issue through an informal process. If the complaint cannot be resolved by this process it will go before a disciplinary panel.

The Management Committee will appoint a Disciplinary panel to assist the Honorary Secretary and adjudicate on referred Disciplinary matters.

In the event of an appeal against the decision of the Disciplinary Committee, an Appeals Committee will be established by the Management Committee to hear the appeal.

## **5. Disciplinary Procedure – Investigation**

Any member may complain to the Honorary Secretary for a breach of any policies, codes, directions, procedures, or any kind. Such complaints must be in writing and include all evidence of the alleged breach and be submitted within 14 days of the alleged incident.

The Honorary Secretary will then review the complaint and, if failing to resolve the issue through an informal process, refer it to the Disciplinary panel.

The defendant must receive in writing a copy of the complaint within 7 days of its submission to the Management Committee and reply to the Honorary Secretary within 14 days with any comments they wish to make.

The Disciplinary panel will be appointed by the Management Committee whose responsibility it is to ensure that the panel members have no conflict of interest in hearing the case.

The complainant and defendant may both be accompanied at the meeting.

The Honorary Secretary may determine that a matter is a grievance rather than a disciplinary matter and may instead instigate the grievance procedures.



## **6. Disciplinary Procedure – Disciplinary Panel remit and role**

Disciplinary cases shall be heard by the Disciplinary Panel which is ultimately responsible for hearing and adjudicating cases. The following applies:

The Disciplinary Panel shall be made up of a panel of 3 persons – based on availability, independence, and knowledge of the issues to be considered. One member of the Management Committee shall act as Chair of the Committee.

The Disciplinary Panel may request the attendance of any persons at a hearing. Failure to comply with any reasonable request may in itself result in disciplinary action if deemed appropriate in the circumstances.

The Disciplinary Panel shall decide by a simple majority vote.

Members of the Disciplinary Panel shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or where conflicts of interest may arise.

All proceedings and disclosures made in relation to a case remain confidential to the parties during the disciplinary process.

The decision issued in each case shall be provided to all parties to the procedure.

## **7. Disciplinary Procedure – Hearing procedures**

The Honorary Secretary must inform all parties to the case of the venue, date and time of the hearing and all parties are entitled to attend the hearing. A party shall not be prejudiced if they do not wish to attend a hearing unless they have specifically been requested to attend by the Disciplinary Panel and fail to do so.

All parties involved in the hearing must confirm to the Honorary Secretary in writing the name and role within or relationship to the party of all persons who will be attending the hearing on their behalf or at their request within the time limits stated in the notification. The Disciplinary Panel shall have discretion to permit the attendance of any persons who was not confirmed within the stated deadlines.

All parties shall be notified by the Honorary Secretary within seven days by email and/or registered post, of the decision of the Disciplinary Panel.

All parties shall bear their own costs.



It shall also be a breach offence not to comply with a decision, and any party that fails to respect such a decision may be sanctioned further.

## **8. Appeals**

An appeal may be lodged against a decision of the Disciplinary Committee or by way of an appeal from a Club decision of any member

Appeals must be lodged to the Honorary Secretary within seven (7) days of the date on which the written notification of the decision being appealed against was received by the appellant. For the avoidance of doubt time limits begin from the day after receipt of the notification.

The appellant must submit to the Honorary Secretary the initial appeal documents and all additional documentation, submissions and/or evidence upon which it intends to rely at the Appeal Committee hearing. .

All appeal hearings shall commence within fourteen (14) days of the Honorary Secretary receiving the appeal unless exceptional circumstances require an extension of this time period.

The Appeal Committee, shall be constituted as per the Disciplinary Committee and draw from a panel of persons who are not conflicted and have had no role in the initial Disciplinary Committee hearing or investigation.

All parties involved in the appeal must, at least seven (7) days before the hearing, confirm in writing, by post, fax or email to the Honorary Secretary the name and the role, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request. The Appeal Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.

Any party involved in the appeal, which fails to attend an Appeal hearing if requested to do so by the Appeal Committee may be subject to disciplinary action.

Appeal procedures shall follow the same procedures as set out for Disciplinary Committee procedures above in terms of the hearing, administration, evidence and decision notifications.

The Decision of the Appeals Committee is final and binding. Both parties must be notified of the appeal outcome within 7 days.



# Beech Park Golf Club

## GRIEVANCE POLICY FOR MEMBERS

### 1. Policy Statement / Policy Purpose

This Policy is designed to outline the practices and procedures the Club will operate in respect of Grievances which may arise within Beech Park G.C (hereon referred to as the Club). It sets out how the Club will handle such matters, what procedures are in place, what processes the Club will follow, and how members can raise concerns within the Club.

If a member has a grievance, they are encouraged to raise their concerns openly and quickly so that they can be dealt with rather than left to develop into grievances. For this reason, raising such concerns should occur at the earliest convenience. The member is also encouraged to voice constructive opinions and to suggest and contribute solutions to problems which concern them.

Grievances could include but are not limited to:

- Raising concerns over the behaviour of an individual/s
- Not believing equity has taken place over a particular matter
- Raising unfairness of any kind
- General complaints about issues

Matters related to Golf handicaps and club rules and regulations are not covered by the Grievance policy and should be referred to the appropriate Club Structures.

It may be the case that the grievance a member has, will later be processed as a disciplinary matter, but it will depend on the nature of the issue raised. If for example, the member raises the behaviour of an individual as a grievance or complaint and, following consideration, it appears the individual may have breached a policy the Honorary Secretary may determine to take a disciplinary charge against the individual. If, however, the behaviour is related to a particular tone or manner in which the member was personally spoken to, this would more like follow the grievance procedure and one



suitable for resolution rather than disciplinary action, but it will depend on the severity of the situation.

Problems, queries, or complaints should be raised orally first as soon as possible. Time should be allowed for the matter to be resolved. If the problem is not satisfactorily resolved the Honorary Secretary may investigate the matter further.

## **2. Grievance Procedure**

The procedure below should be followed if a member has a grievance or concern;

### **A. Informal Discussion**

The majority of concerns are generally best resolved through informal discussions. If this discussion fails to resolve the matter to the member's satisfaction, the member should refer their grievance in writing to the Honorary Secretary.

### **B. Letter/Email outlining the grievance**

In the letter/email the member gives, they must:

- Outline the details of their grievance, stating clearly what the issue is and/or with whom their grievance is against and the reasons for this.
- Confirm that the issue has been raised initially informally or advise the reasons why they were unable to do this.
- State what outcome/resolution they are seeking from the grievance hearing.

You will receive an acknowledgement within 7 working days of receiving your grievance.

### **C. Grievance Meeting/Phone call**

If the Honorary Secretary considers the grievance is a valid matter which requires further consideration a meeting in person or by phone may take place. The member must make themselves available. The member has the right to be accompanied by another member. If the member chooses to take advantage of this right, they are asked to notify the Honorary Secretary of the name of the person prior to the grievance hearing. When the meeting has been held and/or where appropriate, the investigation completed, the Honorary Secretary will write to the member within 7 working days to confirm the outcome.

### **D. Appealing an outcome of a Grievance**

If the member is unhappy with the outcome and decides to appeal, they must confirm this in writing within 7 working days, setting out the reasons why. The Management Committee will arrange another appropriate person to reconsider their grievance. When



a decision has been made the Honorary Secretary will confirm the outcome in writing. The decision is final.

Where the Club believes a grievance has been made with malicious intent, or with a view to cause provocation, the Club reserves the right to investigate and take disciplinary action where necessary.

## **11. Monitoring and implementation**

This policy was approved by the Management Committee of Beech Park Golf Club and will be reviewed every three years or updated in compliance with any new legislation or guidance before then. The Governance Committee are responsible for all reviews of this policy and adoption of the policy is a matter for the Management Committee.

The Governance Committee will continue to monitor this and other policies to ensure they are in line with legislation and also with any other required changes which Beech Park wish to include.