Woodend Golf Club Inc

Members Code of Conduct and Disciplinary Procedures

Purpose

This Code of Conduct and Disciplinary Procedures provides members with guidance on

1. the standards of behaviour and sportsmanship that are expected while they are
   a. on Woodend Golf Club Inc (Club) controlled property
   b. in their interactions with the Club, its members, guests and visitors
   c. when representing the Club at other venues or events
2. the way in which allegations and breaches of the Code of Conduct will be handled and the penalties that will be considered by the Club.

Members are reminded that on payment of membership or green fees, or by signing-in to the Club, they have given their consent to be bound by the Club's Constitution, Policies, Code of Conduct and the Rules of Golf.

Golf

Each player must adhere to commonly accepted standards of golfing following the Rules, etiquette and sportsmanship as well as the rules of golf and all local rules.

Rule 1.2a of the R&A, states that all players are expected to play in the spirit of the game by:

1. Acting with integrity – this includes
   - following the rules
   - applying all penalties
   - being honest in all aspects of play
   - reporting to the clubhouse (when open) prior to accessing the golf course to play golf (including social golf and golf practice)

2. Showing consideration to others – this includes
   - adhering to the Club's Slow Play Policy at all times (Policy is found on Club website)
   - looking out for the safety of others
   - acknowledging you do not have right of way if you are playing from the wrong fairway
   - not distracting the play of another player
   - respecting the rights of golf course staff who have right of way when actively engaged in work on the course
   - not using inappropriate, abusive, vulgar or offensive language
   - placing mobile phones on silent whilst playing golf
   - not abusing equipment including clubs in such a manner as to threaten injury or upset to another player

3. Taking good care of the course, this includes
   - replacing and/or filling all divots
   - repairing ball pitch marks
   - not causing unnecessary damage to the course
   - following directions for the use of carts

Clubhouse and Club controlled property

Members, guests and visitors will:

1. respect the rights of others to enjoy the Club's facilities and services
2. treat members, staff, guests and visitors fairly, equally and with respect
3. interact with each other and with staff in a courteous manner
4. not engage in behaviour towards each other, the Club's staff or volunteers that is intended to abuse or harass

5. refrain from disorderly or disruptive behaviours
6. show due consideration to the needs of others, including their right to privacy
7. comply with club policies, signage and lawful directions of employees
8. abide by the dress code of the Club
9. not bring food or drinks into the Clubhouse premises for consumption on the premises, excluding food or drinks purchased from a club facility, or with express permission of the Club
10. not bring alcoholic drinks onto the Club's controlled property for consumption
11. not bring or have in their possession illegal materials while on Club controlled property
12. handle property belonging to the Club with care and diligence
13. refrain from representing the Club, unless properly authorised to do so
14. not undertake activities on Club premises that do not align with the objectives of the Club's Constitution, without prior permission from the Secretary
15. only use social media in a responsible and positive manner
16. refrain from behaviour that may tarnish the reputation of the Club or bring the Club into disrepute

To ensure high standards of behaviour within the Club's premises and Club controlled property during competition and social golf on the course, any Member who is found to have breached the Code of Conduct will face disciplinary proceedings as outlined in the Appendices and as per the Club's Constitution.

Appendices

APPENDIX 1: Managing allegations and breaches of the Code of Conduct

It is in the best interests of the Club, its members and the game of golf, that allegations of breaches of the Code of Conduct are reported to the board in writing.

Reporting an alleged breach of this Code of Conduct or the Rules of Golf.

1. Notify the Club Captain or their delegate for golf matters or the Secretary for all other matters within 3 days of the alleged breach.
2. Include
    a. The basis and circumstances of the alleged breach
    b. The person or persons involved
    c. The date and time of the alleged breach
    d. The location of the alleged breach
    e. The names of any witnesses

Responsibility to action allegations and determined breaches

<u>For golf related allegations of breaches</u>

The Club Captain will, involve another Director to jointly investigate the allegation. They will be referred to as the Match Committee.

<u>For club or clubhouse/property related allegations of breaches</u>

The Secretary will involve at least one Director to jointly investigate the allegation. They will be referred to as the Clubhouse Committee.

<u>For serious allegations of breach(es) of the Code</u>

The Club Captain or Secretary will immediately refer the alleged breach to the Board who will form a Disciplinary Committee under Clause 7 of the Club's Constitution.

Responding to an allegation of a breach

1. The Club Captain or Secretary will initially
    a. determine whether the alleged breach comes under the Rules of Golf or other
    b. determine the level severity of the allegation as per the definitions in this Appendix
        i. Level 1 - Nominal breach of the Code of Conduct

ii. Level 2 - Minor Breach of the Code
iii. Level 3 - Serious Breach of the Code

c. notify and convene the relevant committee to undertake the preliminary investigation

2) At the conclusion of the preliminary investigation by the relevant committee, should an allegation be found to have the substance of a breach, the Club-Captain, or General Manager in consultation with the Board, will develop a written record of the allegations
3) Notify in writing, the person about whom the allegation has been made (the respondent), that an allegation has been lodged, the details of the allegation and the process to facilitate their right of reply. See Appendix 2 for the conduct of a contested hearing.
4) Inform the complainant in writing, that their allegation Is being investigated and that confidentiality must be maintained.
5) The Captain or Secretary will organise interviews with all parties and witnesses as appropriate.
6) The Match or Clubhouse Committee will make a recommendation to the Board as to whether a charge should be made against the respondent. It will also advise of previous breaches for consideration in determining any penalties.
7) The Board, when required, will then decide on the type of consequence and disciplinary action.
8) The Board will notify the respondent in writing of the decision of the Board of Directors.
9) All breaches will be recorded in the Club's breach register and level 2 and 3 breaches will be tables at the following Board meeting.
10) The Board will notify the complainant in writing the outcome of the investigation.
11) The Member/Respondent has two options.
    a. They can either contest the charge and have the matter resolved in a hearing.
    b. They can accept the charge and consequently the penalty may be discounted.

Definition, examples and grading of Breaches of the Code of Conduct

Breaches will be graded by the Captain or Secretary at 3 levels

Level 1: Nominal Breach of the Code of Conduct

First time offence where no property is damaged or financial loss incurred by any party:

1. not playing in the spirit of the game, as described in the Code of Conduct
2. behaves in a manner detrimental to the good name and reputation of the Club
3. excessive withdrawals from competition time-sheets without notice
4. excessive slow play including late arrival causing delays
5. use obscene, inappropriate or offensive language
6. inappropriate expressions of anger and abusive language
7. improper treatment of golf equipment, including throwing, breaking of clubs and damage to the course
8. deliberately throwing bottles, cans, bottle tops and other rubbish on the golf course
9. failure to complete a round when representing the club (except in emergencies)
10. inappropriate use of mobile phones (except in emergencies)
11. failing to return scorecards within 10 minutes of completing your round, even if incomplete.
12. any other offence not specifically defined in this Code of Conduct which the Captain or Secretary deem to be an offence of similar gravity.

Level 2: Minor Breach of the Code

First time offence where property is damaged or a financial loss up to $100 is incurred by any party.
Second or subsequent offence(s) that are not repeats at level 1.
First time offence involving any of the points below:

1. A breach of the rules of golf that is not identifiable as deliberate
2. returning a false/altered score card
3. failing or refusing to co-operate with, or obstructing, any investigation by a disciplinary committee
4. failing or refusing to co-operate with, or obstructing, a hearing by a disciplinary committee
5. removing or damaging property belonging to another member or guest
6. damaging any part of the Club's golf equipment, including the course signs, markers and club house furnishings or fittings.

7. excessive and offensive obscene language
8. verbal abuse and or threatening behaviour to others including staff
9. having over consumed alcohol and been refused service
10. behaviour bringing the club into disrepute
11. theft of minor items
12. any other offence not specifically defined in this Code of Conduct which the Captain or Secretary deem to be of similar gravity or a repeated offence at the "1. Nominal Breach" level.

Level 3: Serious Breach of the Code

First time offence where property is damaged or a financial loss over $100 is incurred by any party.
Second offence of the same type at any level within 3 months of initial offence where a warning has been issued, whether verbal or written.
First or subsequent offence involving of any of the points below.

1. A breach of the Rules of Golf which is found to be a deliberate infringement of the Rules of Golf or where the member's actions or omissions to act are reckless to the extent that they should have known that a breach of the Rules of Golf would occur
2. Physically or verbally attacking or abusing, in any way, a member, staff member or guest
3. Any serious misuse of alcohol or drugs on the course or club premises
4. Serious theft including fraud, which is defined as obtaining financial benefit by deception
5. Sexual harassment of any kind, including any action, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation.
6. Racial vilification of any kind.
7. Any other offence not specifically defined in this Code of Conduct which the Board deems to be of similar gravity or a repeated offence as per the definitions.

Appendix 2 – Procedure for the Disciplinary Committee

If the Board decides a charge is warranted and disciplinary action will be taken, they will follow the procedure outlined in Clause 7 of the Club's Constitution,

1. The Club must give the member written notice of any charge against them under clause 7 at least 7 days before the disciplinary committee hearing at which the charge is to be heard. The notice must set out the facts, matters and circumstances giving rise to the charge.
2. The Member/Respondent has two options:
    i. They can either contest the charge and have the matter resolved in a hearing.
    ii. They can accept the charge and consequently the penalty may be discounted.
3. The member is entitled to attend the disciplinary hearing to answer the charge or may answer the charge in writing and is entitled to call witnesses in their defence and bring a support person.
4. If the respondent attends the meeting:
    a. After the Board has considered the evidence, it must come to a decision as to the member's guilt or innocence in relation to the charge.
    b. If found guilty, the member must be given an opportunity to address the Board in relation to the penalty appropriate to a charge, before the Board determines the penalty to be imposed.
5. If the member fails to attend the meeting, the charge may be heard and dealt with and the Board may decide on the evidence before it, and determine any penalty in the members absence.

Appendix 3 – Penalties

The following outlines the range of penalties that will be considered.

Level 1: Nominal Offence Penalty

The following process will be adopted:

1. Verbal warning to be recorded in the Breach Register with notification being given to the respondent
2. Penalties set out in the Rules of Golf up to disqualification from the event if appropriate

Level 2: Minor Offence Penalty

One of the following processes will be adopted depending on the seriousness of the offence:

1. Compulsory written warning issued to the respondent to be recorded in the Breach Register and tabled at the next Board Meeting
2. Penalties set out in the Rules of Golf up to disqualification from the event if appropriate

Level 3: Serious Offence Penalty

Depending on the seriousness of the offence any one of the following actions and as per Clause 7 of the Constitution, may be adopted:

1. Written warning issued to the member
2. Reprimand the member
3. Suspend the member from all or any privileges of membership for such period as it considers fit
4. Expel the member
5. Accept the resignation of the member

A clean slate policy will apply to any offence after a period of time that the panel determines appropriate, from date of last penalty.

Appendix 4 – Governance Sub-Committee procedure to review a Disciplinary Committee action

The governance sub-committee will review the conduct of the Disciplinary committee to ensure:

1. the principles of natural justice have been followed to give the respondent
2. the disciplinary committee followed the processes in Appendix 1 and Appendix 2
3. the penalty matches the relevant level (1, 2 or 3) in Appendix 3