**Ballyliffin Golf Club Code of Conduct and Disciplinary Policy**

**Introduction:**

The purpose of this document is to enable Ballyliffin Golf Club provide an environment that

is free of discrimination, harassment and intimidation for members, staff, visitors and guests.

Members and others are all reminded that an acceptable standard of behaviour is expected in all areas of the Club and course, at all times.

Upon payment of membership or green fees, or entering the clubhouse, course or grounds, all members, guests and visitors have given their consent to be bound by both the restrictions and penalties which may be imposed for any breach of the club’s standards set out in the Code of Conduct.

Members will be liable for any breach committed whether by themselves or their guests.

Visitors will be liable for any breach committed by themselves.

The Club has adopted the following Code of Conduct as a Local Rule.

**On the course:**

Members, guests and visitors are reminded that they must:

1. Avoid slow play and apply Ready Golf principles where possible.
2. Adhere to the dress code.
3. Adhere to the Rules of Golf and local rules of the club.
4. Always follow established golf etiquette in respecting the course and fellow golfers.

**In and around the clubhouse:**

Members, guests and visitors are reminded that:

1. Any form of discrimination, abuse, harassment, intimidation or assault is regarded as totally unacceptable behaviour.
2. Consumption of excessive quantities of alcohol is not condoned.
3. The use of foul or abusive language such as swearing has no place in the clubhouse and any member heard using unacceptable or offensive language will be asked to stop and/or leave.
4. Smoking or the use of e-cigarettes is not permitted within any of the club buildings.
5. Taking illegal substances incurs instant suspension and loss of membership.
6. Switch your mobile phone to silent and be considerate towards others when using it.

**General**

Members, guests and visitors are reminded that they must uphold these values when

communicating with the club or when discussing the club, course, staff, officials, members or visitors in the media, on social media or any other forum.

Feedback is always useful for the club in improving its facilities and standards but should always be offered in a constructive way.

Any person engaging in any behaviour that is deemed to put themselves or others at risk or behaving in a manner deemed to bring the club into disrepute is in breach of the code of conduct and should be reported to the Honorary Secretary or General Manager who will follow the agreed process.

**Complaints and Protests:**

Complaints may be made by any member or guest. Complaints must be made in the first instance to either the Manager or the Honorary Secretary. The matter will immediately be referred to the Disciplinary Committee where there is a clear breach of the Code of Conduct.

**Disciplinary Committee:**

The Council will appoint a Disciplinary Committee of 5 full members to oversee the complaints procedure and to conduct investigations, hearings and impose penalties within the guidelines of the code of conduct and disciplinary policy, as may be deemed appropriate.

The Committee will be nominated by each year’s Council and will exclude the Captain, President and Vice Captain.

The Club Manager may be asked to attend meetings at the discretion of the Disciplinary Committee.

If for any reason any member is unavailable or a conflict of interest exists, Council may nominate a replacement or replacements to the Disciplinary Committee.

The Disciplinary Committee will be responsible for implementing this policy in a fair and impartial manner.

The Disciplinary Committee will meet as necessary to perform the following functions:

* Review complaints in relation to grade 1 offences and ensure consistency in

application.

* Consider all Grade 2 and 3 complaints and appeals to a Grade 1 penalty.
* Where necessary hold investigations, including a hearing into the complaint or appeal.

Notice of any hearing of the Disciplinary Committee shall be given, in the case of a complaint, to the person or persons the subject of the complaint and the complainant, where appropriate; and in the case of an appeal, to the persons affected by the appeal and the appellant.

The notice will specify the details of any hearing and will be accompanied by copies of all material relevant to the complaint.

The notice will also specify if the hearing is to be attended by written submissions or whether the parties are required to attend in person, with the opportunity to have a fellow member of their choosing attend also. Hearings will be in private with only the accused and his/her fellow member and the Disciplinary Committee.

No formal legal representative or counsel shall be entitled to attend any hearing.

Any participant to any hearing will advise if a conflict of interest could be lodged by any party.

If a complaint is upheld by the Disciplinary Committee, it shall give its decision in writing, from the Honorary Secretary within 7 days, with reasons for the decision and any penalty imposed, other than recommendations for suspension or expulsion.

**Grading of Complaints:**

All complaints and charges are to be graded 1 to 3 with 1 being the lightest grading and 3 the most serious. This is done by reference to the following notes. This list gives general examples of grading of complaints of conduct likely to bring the game into disrepute.

This is not an exhaustive list and all relevant complaints will be considered.

The Disciplinary Committee will determine the grading of the offence which will determine the action and the potential penalty a member may receive.

Consistency of grading across offences is important and records should be kept supporting the grading process.

**a) Grade 1 Offences**

* Bringing the Club into disrepute.
* Disrespecting the course.
* Breach of Conditions of Competition.
* Breach of Dress Code.
* Abuse of Alcohol.
* Ill-mannered behaviour.

Penalties can range from a verbal or written warning up to a 3 month suspension.

**b) Grade 2 Offences**

* Repeat Grade 1 offence.
* Disrespecting fellow members, staff or visitors.
* Excessive or offensive bad language.

Penalties can range from a written warning up to a 12 month suspension.

**c) Grade 3 Offences**

* Repeat Grade 2 offence or Grade 1 offence if deemed serious enough.
* Any serious misuse of alcohol or drugs on the course or club premises.
* Theft, assault, harassment, abuse.
* Cheating.
* Behaviour bringing the Club into disrepute.
* Damage to the reputation of a player, official, employee, member or guest.
* Serious deliberate damage to the links, club property or the property of others.
* Verbal abuse or threatening behaviour to others.

Penalties can range from a written warning up to expulsion from the club.

**Penalties & Sanctions:**

a) If the matter is Grade 1 offence, of a minor nature, the Disciplinary Committee will discuss the complaint with the person(s) involved and deal with the complaint by either dismissing the complaint or deal with it by way of the Grade 1 sanctions below whereupon the matter will be closed.

b) If the matter is Grade 1 offence, but the person involved has already had a Grade 1 sanction, then the Disciplinary Committee will discuss the complaint with the person(s) involved and either dismiss the complaint or deal with it by way of the Grade 2 sanction.

c) If the matter is a Grade 2 or 3 offence, or might involve a Grade 1 suspension, the Disciplinary Committee will carry out a preliminary investigation and gather all the facts of the complaint as are reasonably available within 14 days from the receipt of the Complaint notice. This may include speaking to the accused person and getting a written report from that person.

d) The Disciplinary Committee will be responsible for keeping all parties involved informed about the complaints process.

e) The Disciplinary Committee will inform Council at the earliest opportunity of their decision on disciplinary matters. Council will instruct the Honorary Secretary to communicate its decisions on Grade 3 offences in writing to the member(s) concerned.

f) All disciplinary incidents will be recorded in Disciplinary Committee minutes and noted in Council minutes.

g) Disciplinary Committee decisions are final except on receipt of an appeal from the person disciplined. Council will be informed of Disciplinary Committee decisions but decisions may not be discussed at Council unless under an Appeal.

**Sanctions - Grade 1 Offence:**

If no previous offences any one of the following steps in the process may be adopted:

1. Verbal warning with a note on file.

2. Written warning issued to member.

3. Penalty of suspension recommended by the Disciplinary Committee and imposed by Council.

Any member issued with a penalty under a Grade 1 Offence may not sit on Council or hold office in the club for a minimum period of 1 year, or longer, as otherwise determined by Council.

**Sanctions - Grade 2 Offence:**

If no previous offences any one of the following steps or processes will be adopted depending on the seriousness of the offence:

1. Written warning issued to member.

2. Penalty of suspension as recommended by the Disciplinary Committee and imposed by Council..

3. Penalty of expulsion as recommended by the Disciplinary Committee and imposed by Council.

Any member issued with a penalty under a Grade 2 offence may not sit on Council or hold office in the club for a minimum period of 3 years, or longer, as otherwise determined by Council.

**Sanctions - Grade 3 Offence:**

Depending on the seriousness of the offence any one of the following steps or actions may be adopted;

1. Written warning issued to member.

2. Penalty of suspension as recommended by the Disciplinary Committee and imposed by Council.

3. Penalty of expulsion as recommended by the Disciplinary Committee and imposed by Council.

Step 1 will only be taken if the offence is of a lesser scale otherwise a penalty of suspension or expulsion will usually be imposed.

Any member issued with a penalty under a Grade 3 offence may not sit on Council or hold office in the club for a minimum period of 5 years, or longer, as otherwise determined by Council.

A clean slate policy will apply to any offence after a twelve month period from the date of issue of the last penalty.

**Appeal Process**

All appeals must be made in writing to Council.

This will be chaired by the Captain and consist of members of Council and will

exclude any persons involved in the process to date i.e. The Disciplinary Committee.