

**Knightsbrook Men's Golf Club
Code of Conduct and Disciplinary
Procedures**



**Knightsbrook Men's Golf Club
Committee**

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Code of Conduct & Disciplinary Procedures



Foreword

Since 2006 Knightsbrook Golf Club Men's Committees have developed procedures and protocols to ensure the smooth running of the club. The Men's Club is subject to the Constitution of Knightsbrook Golf Club. However, to ensure the effective and efficient running of its competitions and social events it has been necessary over the years to publish new guidelines regarding all aspects of the Men's Club. Revision of such guidelines takes place in the light of experience and as a result of feedback from members. This document, ***Knightsbrook Men's Golf Club Code of Conduct and Disciplinary Procedures*** is a guide to members which summarises Knightsbrook Men's Club's expectations of its members' and that of their guests and details the procedures to be followed by a member making a complaint. The guide also outlines the process Knightsbrook Men's Club Committee will follow in dealing with complaints.

KNIGHTSBROOK GOLF CLUB COMMITTEE 2013

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



Introduction

This code of conduct is designed in light of experience to enhance the values of our club and to ensure that all members and their guests enjoy the game of golf in a pleasant and friendly environment.

The Club promotes the values of

- *Integrity*
- *Respect and*
- *Fairness*

This code applies to all members of Knightsbrook Men's Club.

For the purposes of this code Knightsbrook Men's Golf Club uses the following definitions;

Misconduct : (see Page 4)

Complaint: 'An expression of dissatisfaction of a member that requires a response from the men's club committee.

OR

An expression of dissatisfaction relating to how a procedural matter was handled by the men's club'

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



Definition of Misconduct

Misconduct, for the purposes of this Code, is the improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work (Including all members of the PLC) or play in the Club or action which otherwise damages the Club.

Subject to the general definition above, the following shall constitute misconduct:

- Disruption of, or improper interference with the administrative, sporting, social or other activities of the club, whether on club premises or elsewhere.
- Obstruction of or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the company or any authorised visitor.
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on club premises or engaged in any club activity.
- Fraud, deceit, deception or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club.
- Behaviour likely to cause injury or impair safety on club premises.
- Sexual, racial or any other form of personal harassment of any fellow member, member of staff or other employee of the club or any authorised visitor.
- The use of any unfair means in competition.
- Damage to or defacement of club property, the property of other club members caused intentionally or recklessly, or the misappropriation or misuse of such property. Misuse or unauthorised use of club premises or items of property, including inappropriate use of computer.
- Conduct which constitutes a criminal offence where that conduct
 - takes place on club premises, or
 - affects or concerns other members of the club or members of the public, or
 - itself constitutes misconduct within the terms of this code, or
 - is an offence of dishonesty, where the member holds an office of responsibility in the club.
- Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code.
- Members must not approach any member of the Men's Committee on the course to make a complaint or to discuss any issue concerning disciplinary matters.



Appropriate behaviour and golf etiquette for members.

Subject to the broad examples of misconduct herein, this code of conduct specifically states that the following are examples of appropriate etiquette.

1. All the rules of the Royal and Ancient Golf Club of St Andrews (generally referred to as 'the rules of golf') apply, without exception. So too do the rules and regulations governed by The Council of National Golf Unions Limited (CONGU). It is the duty of every member to become familiar with all such rules.
2. All local rules, as displayed in the clubhouse or on the score card must be adhered to. It is the duty of every member to become familiar with all local rules and to all changes to the local rules.
3. Players must turn up in good time prior to tee time and report to clubhouse before commencement of play.
4. Late competitors will forfeit their allotted time and wait until a time is available. A record will be kept of all late-comers and of all who fail to give adequate notice of a cancellation. (see: No show policy)
5. Before commencement of play in a competition the member must pay the entry fee, sign in the book and swipe his GUI card (where applicable).
6. While playing on the course members and their guests must:
 - Show respect to fellow golfers and staff.
 - Avoid the use of abusive or profane language.
 - Avoid slow play at all times.
 - Avoid the use of mobile phones.
 - Not play until the group in front is out of range.
 - If a match fails to keep its place (one clear hole) it must allow the players behind through on request.
 - Must signal players behind to pass if searching for a ball for more than five minutes.
 - Must always repair divots.
 - Must repair plug marks on the green, including where practical the plug marks of others.
 - Must carefully rake bunkers after playing their shot and leave the rake inside the bunker.
 - Mark scorecards only after leaving the green.
 - Must mark one another's scorecard after each hole.
 - Must adhere to the Club's Dress Code. (see page 9)

It should be noted also that:

- A single player has no status on the golf course.

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



- Members or guests must **not** play more than two balls while practicing on the course.

7. While playing in competition:

- Members' scores must be recorded by the marker of the scorecard.
- Competitors must return all cards in competitions.
- Scorecards must be signed and have correct handicap and date.
- Local rules posted in the clubhouse or on entry to the course must be observed without exception.
- Only fully paid up members of Knightsbrook Men's Golf Club can participate in club competitions after 31st March each year. Payment includes the Knightsbrook PLC Annual Fee which can be made in full to the PLC or through a payment agreement with Knightsbrook PLC.
- It is the responsibility of each member to maintain his handicap record. When a good score has been achieved away, it is the player's responsibility to adjust his handicap according to the CONGU rules.
- All notable scores obtained in other courses, including with societies, must be brought to the attention of the Handicap Secretary and recorded on the members' notice board.
- Mobiles are allowed on the course provided they are switched to silent and only used when necessary.

8. In the Clubhouse:

- Members must adhere to the Club Dress Code (See Page 9) when attending social functions organised by Knightsbrook Men's Golf Club.
- The clubhouse is frequented by all age groups and it is important to be mindful not to cause offence by improper utterances or bad language.
- Mobile phones are allowed in the clubhouse. If taking a call please proceed to the landing or balcony to continue a call or if you need to make a call.

Note: The above is not meant to be an exclusive list of rules or etiquette and may be amended by (a) at a properly convened meeting the Men's club committee (b) at an AGM or (c) at an EGM of members.

Disciplinary Procedures

The Men's Committee of Knightsbrook Men's Golf Club will deal with all club disciplinary matters. A sub-committee may be formed by the Men's Committee to consider a complaint within the competency of the Men's Committee. The Men's Committee will also deal with any complaint about the conduct of a member of Knightsbrook Men's Golf Club at another GUI affiliated golf club in the same manner as if the offending conduct had occurred at Knightsbrook Men's Golf Club.

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



All matters which breach this code of conduct shall be processed as follows:

- The Men's Club Committee may decide that no action is warranted resulting from a report of an incident brought to its attention verbally.
OR
- The Men's Committee having considered the alleged incident is of a serious nature shall investigate the matter further or appoint a sub-committee to examine all the facts pertaining to the alleged incident. The Men's Committee will adjudicate on the matter, following the sub committee's investigation and report.
- Where an incident is witnessed by one or more committee members OR where a number of verbal reports of an incident are made to the Men's Committee, the procedure outlined above will be followed.
- The Men's Committee will fully investigate all written complaints.

Note: No action will be taken by the Men's Committee where reports of an incident are over-heard and commented on casually.

The following procedure must be followed by a member making a complaint.

- A written complaint (including email) must be sent to the Honorary Secretary no later than 10 days after the incident which is the subject of the complaint. If the complaint directly involves the Men's Club Honorary Secretary, the complaint should be addressed to Captain. If the Captain is party to the complaint, or is unavailable, the complaint should be sent to the Vice Captain.

Once the complaints' procedure is initiated by the Men's Committee as a result of any of the above the following procedure will apply:

- The member will be notified in writing by registered post of the complaint against him. The letter will be sent to his last known address. A copy of the complaint will be enclosed. The member will be given at 7 days notice to attend the meeting for the purpose of responding to the complaint.

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



- Failure by the member to attend this meeting, without good cause, will result in immediate sanction.
- In the event that the complaint is challenged, the matter will be fully investigated.
- All parties to the complaint and relevant witnesses may be interviewed, if deemed necessary, by the committee.
- Having considered all the facts, the *Men's Committee* will decide whether or not to uphold the complaint. If the complaint is upheld the Men's Committee will decide what sanction is appropriate. In the case of a complaint being referred to a sub-committee, its findings will be considered by the Men's Committee in reaching its decision. The details of the decision will be recorded and minuted.
- The member will be informed of the committee's decision in writing by registered post within 10 days.
- The member may appeal the decision in writing by registered post to the Honorary Secretary within 10 days of receipt of the decision.
- The Men's Committee will then refer the appeal to the *The Disciplinary Appeals Committee*.
- The Disciplinary Appeals Committee will consist of three full members of the club who are not members of the Men's Club Committee. *The Disciplinary Appeals Committee* must meet within 7 days of receipt of the appeal. Its deliberations will include consideration of all the facts already presented, any new evidence that may be relevant and may include recalling witnesses.
- The Disciplinary Appeals Committee must present its findings in writing to the Men's Committee within 7 days of reaching their decision. The decision of the Disciplinary Appeals Committee will be final

Sanctions

Any one or more of the following penalties may be imposed for a breach of the Knightsbrook Men's Golf Club Code of Conduct as outlined in this document.

- a. A reprimand.
- b. A written warning as to future conduct.
- c. Suspension from membership of the Men's Club and its activities for a determined period.
- d. Proposal to the GUI to suspend handicap.
- e. A requirement from the Men's Committee that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe. A breach of this undertaking will constitute misconduct.

Note: In the case of a complaint of cheating the member will be disqualified from the competition and any prize received must be returned.

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



- f. Exclusion for a stated period or permanently from any part of the golf course or from the use of all of the facilities of the club.
- g. Expulsion from Knightsbrook Men's Golf Club and all its activities.
- h. Such other penalties as determined from time to time by the committee including but not limited to suspension from the club or suspension of handicap.
- i. The Men's Committee may also advise the Executive Committee of Knightsbrook PLC on any disciplinary action taken against a member.

Knightsbrook Men's Club Dress Code.

On the Golf Course:

Members are expected to adhere to Knightsbrook Men's Club Dress Code regulations while on the golf course and they also have a responsibility to ensure that their guests comply with the code.

The following items are unacceptable:

- Denim Jeans/jackets.
- Untailored shorts.
- Tracksuits.
- Trainers/running shoes.
- Tee shirts.
- Football or rugby jerseys.
- Trousers tucked into socks.
- Metal spiked golf shoes.

In the Clubhouse:

Members are expected to adhere to Knightsbrook Men's Club Dress Code regulations while in the clubhouse and they also have a responsibility to ensure that their guests comply with the code. Formal dress or neat casual dress, including smart tailored denims must be worn in the clubhouse at all Knightsbrook Men's Golf Club social functions. No baseball caps / woolen hats / etc can be worn. Soft spiked golf shoes are permitted in the clubhouse up to 7 p.m. Members should ensure that their golf shoes

Knightsbrook Men's Golf Club
Code of Conduct & Disciplinary Procedures



are clean. Tailored shorts are permitted up to 7 p.m. but are not suitable attire for a social function.

The management and staff of Knightsbrook Golf Club will draw these regulations to the attention of members and guests who are in breach of this dress code and have the full support of the Knightsbrook Men's Golf Club Committee in the implementation of the code.

Notes

- i. The above procedures shall apply in every case insofar as is practical.*
- ii. Members' statutory rights are unaffected by all of the above.*
- iii. The above procedures shall not be followed where there is an allegation or evidence of illegality. In such cases the matter will be referred to the appropriate authorities.*
- iv. If the matter relates to an issue that is of clear and direct interest to Knightsbrook PLC, The Men's Club Committee may decide to refer the matter to the Executive Committee of Knightsbrook Golf Club.*
- v. The GUI will be involved only where it is deemed appropriate.*
- vi. No member of the Men's Club committee shall be involved in any part of this process if he is materially involved in the complaint under consideration.*