

# Maleny Golf Club

## Member Code of Conduct and Disciplinary Policy

### 1. Introduction

The purpose of this code is to assist members and guests of Maleny Golf Club to know and understand the standards of behaviour expected, and shall apply at all times when at the Maleny Golf Club, or representing the Club in competitions.

The policy sets out the disciplinary process and outlines to all players, members and the public how to make a complaint and how the disciplinary process of Maleny Golf Club works.

### 2. Code of Conduct

As a member of the Maleny Golf Club, a certain standard of behaviour is expected while at the Club that reflects the basic requirements of sportsmanship, integrity, courtesy and respect to be shown to all other members, competitors, officials and the public.

Without limiting the basic requirements of sportsman ship, integrity, courtesy and respect, matters of conduct also likely to reflect unfavourably on the game include:

- Bad temper, club throwing, foul and abusive language
- Failure to adhere to the rules and etiquette of the game of golf
- Unsportsmanlike conduct and unnecessary gamesmanship
- Physical violence and threatening behaviour

A person engaging in any behaviour that may be detrimental to the game of golf or Maleny Golf Club is in breach of the code of conduct and should be reported to the Club Captain or a member of the Management Committee.

It is in the best interests of the game that such behaviour is reported and all players, members and members of the public are encouraged and have a duty to report such behaviour.

### 3. Disciplinary Committee

The Management Committee of the Maleny Golf Club will appoint a Disciplinary Committee to oversee the complaints procedure and to conduct investigation, hearings and impose penalties within the guidelines as may be deemed necessary.

The Disciplinary Committee will be convened by the Vice President (Convenor) and comprise the Convenor and at least one and possibly two other members of the Management Committee depending on the severity of the complaint as deemed suitable by the President.

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

## 4 Complaints Procedure

Complaints may be made by any person including a competitor, member, visiting guests, other associated golf club members, and members of the public.

Complaints must be made in the first instance to either the Club Captain or any other member of the Management Committee within 3 working days of the matter occurring. These must be then followed up in writing in an acceptable timeframe.

Once received, the Management Committee will appoint a Disciplinary Committee as outlined in clause three which will investigate the complaint. The Convenor will be responsible for keeping all parties involved informed about the complaints process.

The disciplinary committee will meet on an as required basis to perform the following functions:

- Review complaints information notices and ensure consistency in application
- Where necessary hold investigations, including a hearing into the complaint.
- Determine the penalty if disciplinary action is considered necessary
- Manage any appeal arising from the complaint.

**Grading of Complaints:** All complaints are to be graded 1 to 3 with one being the lightest grading and three the most serious with reference to Appendix 1. The grading allocated will determine the action to be taken and the potential penalty a player may receive.

Consistency of grading across offences is important and it is a requirement that records are kept by the Convenor to support the grading process.

Grading of complaints will be determined by the President as deemed in Clause 3 above.

**Notice of Meetings:** Notice of any meetings of the Disciplinary Committee shall be given by the Convenor in the case of a complaint, to the person or persons the subject of the complaint and the complainant.

The notice will specify the date time and place 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. Hearings will be in private with separate meeting between the complainant and the Disciplinary Committee; and the accused and the Disciplinary Committee.

No formal legal representative or counsel shall be entitled to attend, provided that the Disciplinary Committee may receive such legal advice as it deems necessary.

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

**Decisions and Penalty:** If a complaint is upheld by the Disciplinary Committee, it shall give its decision in writing to the accused within 5 days, with reasons for the decision and any penalty imposed.

The complainant will also be advised of the outcome of the complaint.

The accused has the right to appeal the decision of the Disciplinary Committee which must be lodged with the Convenor within seven days of receipt of the decision. The Convenor will reconvene the Disciplinary Committee to consider the appeal.

Within 5 days of reaching a decision on any appeal the Disciplinary Committee's decision will be advised to the appellant in writing.

The complainant will also be advised of any appeal lodged and decision reached.

The Disciplinary Committee will deal severely with proven cases of serious misconduct and in some cases the conduct may constitute a criminal offence in which case the matter should be referred to the Police.

## Appendix 1

General examples of grading of complaints of conduct likely to bring the game into disrepute (not an exhaustive list)

### Grade 1 Offences

- Bad language
- Improper treatment of equipment, including throwing of clubs
- Use of club other than within the intentions of the game e.g. damaging trees with clubs
- Ill-mannered behaviour
- Failure to complete a round when representing the club in any sanctioned tournament/interclub match

### Grade 2 Offences

- Behaviour bringing the club into disrepute
- Theft of minor items
- Excessive or offensive bad language
- Verbal abuse or threatening behaviour to another player
- Breaking clubs

### Grade 3 Offences

- Any serious misuse of alcohol or drugs on the course or club premises
- Serious theft
- Assault of a player, official, member, guest or member of the public
- Sexual or verbal harassment

### Appendix 2

#### Grade 1 Offence

If no previous offences any one of the following process will be adopted:

1. Verbal warning with notice on file;
2. Written warning issued to member;
3. Penalty of suspension imposed by Disciplinary Committee;

If the next incident is a Grade 2 offence then that process will override the above.

#### Grade 2 Offence

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

1. Written warning issued to member;
2. Penalty of suspension imposed by Disciplinary Committee;
3. Penalty of expulsion as determined by the Disciplinary Committee

If the offence is considered serious, or there are other recent offences, then a step can be passed at the discretion of the Disciplinary Committee.

#### Grade 3 Offence

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

1. Written warning issued to member;
2. Penalty of suspension imposed by Disciplinary Committee;
3. Penalty of expulsion as determined by the Disciplinary Committee

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

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