



# Port St Mary Golf Club

## Members Code of Conduct

Port St Mary Golf Club (PSMGC) is committed to providing an environment that is free of discrimination, harassment and intimidation for members, employees and guests.

Members, guests and visitors are all reminded that an acceptable standard of behaviour is expected in all areas of the Club and course, at all times and that upon payment of membership or green fees, 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 or serious misconduct in failing to meet the standards set in this Code of Conduct.

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

The intention of this Code is to establish clear and acceptable behaviour expectations for PSMGC members. It is not intended to restrict the rights of anyone but rather to ensure that all members of PSMGC can expect to be treated with respect on the Course and off the Course in the Clubhouse.

### **R&A Rule 1.2 – Standards of Player Conduct:**

All players are expected to play in The Spirit of the Game

### **R&A Rule 1.2b – Code of Conduct**

Port St Mary Golf Club has adopted the following Code of Conduct as a Local Rule

#### **On the course:**

##### 1. All golfers must:

- Avoid slow play, apply Ready Golf principles, and allow other golfers to play through as appropriate, waving the following group through when searching for lost balls and maintaining the speed of play by keeping up with the group in front
- Adhere to the dress code and R&A and local rules of the course
- Demonstrate fair play both on and off the course
- Always follow established golf etiquette respecting the course, such as:
  - (i) Repairing pitch marks, replacing divots, raking bunkers etc.
  - (ii) Showing the necessary respect to fellow golfers at all times, which incorporates; no shouting on the course, no misuse of equipment (i.e. throwing clubs in frustration etc.), no aggressive behaviour, or the taking of performance enhancing drugs.
  - (iii) Conduct yourself in a sportsmanlike manner and do not knowingly cheat, disrespect employees, officials or fellow players.
  - (iv) Mobile phones must be switched to silent on the golf course (For individuals who may be on emergency call or rosters, then it is acceptable for that individual to have their phone or communication system operating.)

- (v) Adhere to any additional rules or conditions of use of the course imposed by PSMGC

**In the clubhouse:**

2. Members, guests and visitors are reminded that:

- Any form of discrimination, harassment or intimidation is regarded as unacceptable behaviour.
- Consumption of excessive quantities of alcohol is not permitted by law. Please do not be offended if service is refused.
- 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 either stop or leave the premises.
- The taking of illegal substances will incur immediate suspension and loss of membership.
- Be considerate towards others when using your Mobile phone in the clubhouse

Whilst fully acknowledging that adult “banter” contributes to creating a healthy atmosphere amongst members, these rules are designed to safeguard others who find such banter offensive or intimidating. This Code of Conduct is not intended to create a bureaucratic regulatory environment, but rather to promote and enhance our Club’s values.

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

**Complaints**

All complaints relating to anything competition or conduct orientated must be made in writing and addressed to the Hon Secretary and signed by the person complaining. The Hon Secretary shall submit all complaints and protests to the appropriate competition secretary or the Management Committee for consideration at a properly convened meeting or earlier if required. The Management Committee has the power to appoint a Disciplinary Committee to deal with such complaints in accordance with the Club’s disciplinary procedure.

# Disciplinary Procedures

## General Standards of Conduct:

1. All members of Port St Mary Golf Club (PSMGC) and their guests are required at all times to conduct themselves in accordance with the accepted standards of playing etiquette and the Code of Conduct established by the Club.

## 2. Disciplinary Matters:

It is very much expected that most issues that arise will be of a minor nature and will be dealt with informally and appropriately without the need to instigate the formal disciplinary policy.

This procedure covers allegations of inappropriate conduct arising in relation to a member of PSMGC, (possibly meriting suspension or expulsion from the Club); how a charge of misconduct may be brought and heard and the associated Appeals Procedure. Such allegations may be brought by the Management Committee of PSMGC, another Club Member or a member of the public. The Procedures deal with arrangements relating to: -

- a breach of the Club's Code of Conduct.
- a complaint about any member, either by a fellow member or a member of the public (in respect of the member's behaviour towards the public on the Golf Course and Clubhouse)
- a complaint about anyone competing officially in a Golf Club competition.
- any unacceptable or inappropriate act on the part of a member that could be deemed an act of misconduct
- any act by a member that could damage the reputation of PSMGC.

It is the responsibility of PSMGC members, staff of PSMGC and the public to report immediately inappropriate/ unacceptable conduct or offensive behaviour.

## 3. Disciplinary Committee

- a) A Disciplinary Committee made up of 3 Full Club Members who shall be responsible for dealing with any complaints brought against a member of PSMGC relating to the points in 2 above.
- b) The Management Committee of the Club shall give powers to the Disciplinary Committee to deal with issues as required.
- c) If a complaint has been made that may warrant disciplinary action, then a Disciplinary Committee made up of Club Members shall be convened.
- d) If a member of the Disciplinary Committee, resigns, otherwise becomes unable to or cannot complete his or her duties, the Management Committee shall have the power to appoint another member in his or her place.
- e) Any member of the Disciplinary Committee declaring a conflict of interest in relation to a particular matter under consideration shall be excluded from the proceedings.
- f) No Disciplinary hearing may take place without a quorum of three being present.

#### **4. Disciplinary Procedure:**

- a) A complaint, in writing, from any source, against a member, alleging inappropriate conduct, will be considered in the first instance by the Hon Secretary. In the case of minor issues the Hon Secretary should try to resolve the issue between the parties as soon as possible (in conjunction with the relevant section head; Captain, Lady Captain, Seniors Captain, President or Competition Secretary).
- b) If the Hon Secretary is unable to resolve the issue and decides there is a formal disciplinary case to be made, the Hon Secretary will inform the Board who will appoint the Disciplinary Committee. The Hon Secretary will then be responsible for bringing the case formally before the Disciplinary Committee. The case will be written up giving details of the alleged offence; any written evidence will be attached; together with a list of witnesses who may be asked to give evidence on the matter.
- c) The Hon Secretary shall inform any member (either by letter or email) against whom a complaint has been made of the grounds of complaint enclosing any supporting information or written evidence which documents the complaint and shall invite that member to make written representations in answer to it, all within a reasonable time-scale not exceeding 10 days. The failure of the member involved to provide a written representation within 10 days shall not prevent the Disciplinary Committee from proceeding to a decision.
- d) A personal hearing may be required or offered by the Disciplinary Committee and, in any event, will be offered if it is possible that a sanction could be expulsion or suspension of Membership, in the event the complaint is proved.
- e) If, after offer, a personal hearing is not required or requested within 7 days by the member, the matter will be dealt with by the Disciplinary Committee within a reasonable time-scale (21 days) taking into account the written representations of the relevant member and any other evidence, written or oral, available. That evidence will be made available to the member concerned.
- f) If a personal hearing is to take place: -
- i) The Hon Secretary must give to the relevant member at least 10 days' notice of the date, place and time of the personal hearing. The notice will state the complaint to be discussed and will provide details of any evidence against the Member.
  - ii) the relevant member may be represented or accompanied in the hearing by one other Member of his or her choice;
  - iii) the Disciplinary Committee shall take account of the written and oral representations of the relevant Member and any other evidence, written or oral, available;
  - iv) the failure of any person involved to attend a hearing or to answer any question or to produce any necessary papers shall not prevent the Disciplinary Committee from proceeding to a decision.

g) The Disciplinary Committee will normally consider a complaint fully before any question of suspension arises but, where a complaint is related to a serious act of misconduct and/or breach of the PSMGC Code of Conduct, a recommendation to Management Committee to suspend a Member's playing rights and/or related activities may be advised by the Disciplinary Committee as soon as the complaint is received. Such suspension if confirmed by the Management Committee will last until the formal hearing of the matter by the Disciplinary Committee which will take place no more than 14 days from the beginning of the period of suspension. This target may not always be practical and can be modified by the Committee on request from either party.

h) The decision of the Disciplinary Committee will be conveyed in writing to both the Member, and any person or persons who initiated the complaint, within 7 days of the decision being made. The relevant Member/s will have the right to appeal against the decision. The decision of the Disciplinary Committee shall be deemed to be a decision of the Club and binding on the Member/s concerned.

## **5. Penalties:**

If a member is found to be in breach of the Club's Code of Conduct, the Disciplinary Committee shall have the power to impose on the Member one or more of the following penalties: -

- i) issue a letter warning the Member as to his or her future behaviour;
- ii) Suspension of membership of the Club for a period decided by the Disciplinary Committee, with no refund of any Club membership fee;
- iii) Permanent withdrawal of membership, with no refund of any membership fees;
- iv) A recommendation to PSMGC that all playing/access rights to the golf course be removed.
- v) Request restitution where damage is done during an act of misconduct.

## **6. Appeals:**

a) A member wishing to appeal against a decision of, or penalty imposed by, the Disciplinary Committee under the disciplinary procedure above, shall lodge his or her appeal in writing with the Club Secretary within 10 days of the date of the letter of notification of the decision by the Disciplinary Committee.

b) In the event of the lodgement of an appeal the following procedures will be followed: -

- i) any penalty imposed by the Disciplinary Committee will be deferred pending the outcome of the appeal.
- ii) an Appeal Committee shall be appointed by the Management Committee comprising at least two Management Committee members and/or Officers of the Club one of whom should be the President, none of whom had been members of the Disciplinary Committee which reached the original decision on the matter;
- iii) the Hon Secretary shall give to the relevant member at least 10 days' notice in writing of the date, time and place of the appeal hearing and shall give him or her the opportunity of being heard in person or by written submission. The notice shall set out details of any additional evidence which has been made available to them since the original hearing.
- iv) if the member is attending the hearing in person the rules detailed in 4.f) above shall apply.

v) the Appeal Committee shall adjudicate upon the matter taking into consideration the written or oral evidence of the relevant member and seeking such further evidence, written or oral, as it thinks fit.) The Appeal Committee may cancel, reduce, confirm or increase the penalty under appeal or substitute a penalty of a different form. If the penalty being appealed includes suspension, the start of the period of suspension may be deferred pending the outcome of the appeal.

d) The decision of the Appeal Committee is final.

## **7. MISCELLANEOUS PROVISIONS**

a) The standard of proof in all cases before the Disciplinary Committee and the Appeal Committee is the balance of probabilities.

b) Any time frame required to be implemented in respect of the Regulations may be amended on a case by case basis with consideration of all the circumstances of the case and the setting of such time frame shall be at the discretion of the person/body who has the power to impose a deadline pursuant to the Regulations.

c) If the Chair of the Disciplinary Committee / Appeal Committee deems it appropriate, bearing in mind all the circumstances surrounding the case, the appropriate Committee may, at its discretion, request an independent person to act as adviser to the Disciplinary / Appeal Committee.

d) The Disciplinary Committee / Appeal Committee are not obliged to follow strict rules of evidence. They may admit such evidence as they think fit and accord such evidence such weight as they think appropriate in all the circumstances.

e) The Disciplinary Committee and Appeal Committee shall decide any issue by majority and no member of the Disciplinary Committee or Appeal Committee may abstain from voting.

f) The Club will not be liable to any person, Member, or body for any loss, however caused, whether direct, indirect, financial or consequential arising out of or in connection with any disciplinary action taken under the Regulations.

g) Any relevant contact details for the Disciplinary Secretary and the Disciplinary / Appeal committees shall be available from the Club and communicated to Members from time to time.