



DUNGARVAN GOLF CLUB

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

MANAGEMENT 2019

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CODE OF CONDUCT, COMPLAINT AND DISCIPLINARY PROCEDURES

Foreword

Dungarvan Golf club Management Committee has developed procedures and protocols to ensure the smooth running of the club. The club is subject to the Constitution of Dungarvan 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 Club. Revision of such guidelines takes place in the light of experience and because of feedback from members. This document is a guide to members, which summarises Dungarvan Golf Club expectations of its members and that of their guests and also, details the Golf Club procedures to be followed by a member making a complaint. The guide also outlines the process Dungarvan Golf club Management will follow in dealing with complaints.

Dungarvan Golf Club Management Committee 2019

DUNGARVAN GOLF CLUB CODE OF CONDUCT, COMPLAINT

AND

DISCIPLINARY PROCEDURES

Introduction

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

The club promotes the values of:

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

This code applies to all members, committee, and staff of Dungarvan Golf club.

For the purposes of this code, Dungarvan Golf Club uses the following definitions:

Misconduct: 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 play in the Club or those who work 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 premise or elsewhere.**

- ❖ **Obstruction of or improper interference with the functions, duties or activities of any fellow member, member of staff or another employee 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, committee member, member of staff or another 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**
 1. **Takes place on club premises, or**
 2. **Affects or concerns other members of the club or members of the public, or**
 3. **Itself constitutes misconduct within the terms of this code, or**
 4. **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 Management 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 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. Players must turn up in good time prior to tee time and report to the pro-shop before commencement of play.**
- 3. Late competitors will forfeit their allotted time and wait until a time is available. A record will be kept of all who fail to give adequate notice of a cancellation. (see: No show policy)**
- 4. Players must take their names off timesheet or inform Proshop if unable to play.**
- 5. Before commencement of play in a competition the member must pay the entry fee, sign into the computer using his/her given GUI/ILGU No.**
- 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.**
 - Always avoid slow play.**
 - Avoid the use of mobile phones.**
 - 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 three 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.**

It should be noted also that:

While playing in competitions: 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 or members with standing orders can win prizes in club competitions after 31st January each year. Payment includes the GUI/ILGU fee. Payments can be made in full or by standing order through the office administrators.**
 - **It is the responsibility of each player to maintain their handicap record when a score has been achieved away. All scores obtained in other courses, including with societies, must be brought to the attention of the Handicap Secretary, and recorded on the members' handicap notice board.**
 - **Mobiles are allowed on the course, provided they are switched to silent and only used when necessary.**
- 7. In the club house: 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**

Vaping and smoking are strictly forbidden in the clubhouse.

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 (b) at an AGM or (c) at an EGM of members.

Disciplinary Procedures

The Management Committee of Dungarvan Golf Club will deal with all club disciplinary matters. As written in the constitution:

10.8 Formal Complaint Procedure:

The Management Committee of Dungarvan Golf Club will deal with Club complaint matters. Such complaints should be referred to the Honorary Secretary of the Club who will attempt to resolve the complaint informally; if unresolved the written complaint should be on the agenda for discussion at the next Management Meeting. If still unresolved, the Management Committee will appoint a two-person committee, to investigate the matter and report to the Management Committee. The Management Committee will decide on the matter and the two persons, who carry out the investigation, will not participate in the decision. If the decision is not acceptable to the complainant or respondent, he/she may, within 7 days of receipt of the decision, appeal the decision. The appeal will be heard by three former officers of the club, appointed by the Management Committee, and whose decision is final. The principles of fairness will be guaranteed in the resolution of any complaint.

10.9 Disciplinary Procedure

A breach of the code of conduct, rules or byelaws may incur a penalty, which shall be decided by the Management Committee, after the incident has been investigated. Before any penalty is imposed, the member or members accused of the breach may, not later than seven days after notification of the intention to impose the penalty, resort to the complaint procedure.

The Management Committee alone, by a majority of two thirds of those present, has the right to suspend or terminate membership.

Sanctions

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

- 1. A reprimand**
- 2. A written warning as to future conduct.**
- 3. Suspension from membership of Dungarvan Golf Club and its activities for a determined period.**
- 4. Proposal to the GUI to suspend handicap**
- 5. A requirement from the Management 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.**
- 6. Exclusion for a stated period or permanently from any part of the golf club.**
- 7. Expulsion from Dungarvan Golf club and all its activities**
- 8. 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.**

Dungarvan Golf Club Dress Code:

The Following Items of Dress is acceptable on the Golf Course and in the Clubhouse.

Smart Casual dress must be worn at all times

The following items of dress are unacceptable:

- Singlets
 - Sports Jerseys
 - Untailored Shorts
 - Tracksuit
 - Trainer Shoes or Runners
 - Jeans
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- Trainer shoes or runners, and any type of footwear worn on the course is not acceptable in the clubhouse
 - Soft spikes are preferable on the golf course

Smart casual dress is essential in the clubhouse. It must be clean, neat and tidy.

To avoid the embarrassment of being approached please ensure compliance with the Club dress code.

MANAGEMENT COMMITTEE 2019