

Rosslare Golf Club Code of Conduct and Disciplinary Procedures. (2017)

Foreword

Rosslare Golf Club have developed procedures and protocols to ensure the smooth running of the club and so that it can fulfil its function under the terms of Paragraph 32 of the clubs constitution **'If any member by conduct or otherwise shall, in the opinion of the committee bring or cause discredit upon or to the club or endanger the welfare or good order of the club, its members or its property, such conduct or other matter shall be enquired into by the committee'**.

The Club is subject to the Constitution of Rosslare Golf Club. However, to ensure the effective and efficient running of its competitions and social events it has been necessary to publish guidelines regarding all aspects of the Club. Revision of such guidelines takes place in the light of experience and as a result of feedback from members.

This document, Rosslare Golf Club Code of Conduct and Disciplinary Procedures is a guide to members which summarises Rosslare Golf 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 the Club Committee will follow in dealing with complaints.

1. 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 Rosslare Golf Club.

For the purposes of this code Rosslare Golf Club uses the following definitions;

Misconduct: (see Page 2) Complaint: 'An expression of dissatisfaction of a member that requires a response from the committee. OR An expression of dissatisfaction relating to how a procedural matter was handled by the club.

2. 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 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 Club 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 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.

Note: Members must not approach any member of the Committee on the course or in the clubhouse to make a complaint or to discuss any issue concerning disciplinary matters.

3. 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.

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).

4. 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 use the 'divot mix' bag provided to 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:

- A single player has no status on the golf course.
- Members or guests must not play more than two balls.
- Practicing on the course is prohibited.

5. 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 Rosslare Golf Club can participate in club competitions after 31st March each year.
- 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.
- Mobiles are allowed on the course provided they are switched to silent and only used when absolutely necessary.

6. In the Clubhouse:

- Members must adhere to the Club Dress Code when attending social functions organised by Rosslare 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 lobby or outside 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 of the club committee

Disciplinary Procedures

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

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

- The Committee may decide that no action is warranted resulting from a report of an incident brought to its attention verbally. OR
- The 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 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 Committee, the procedure outlined above will be followed.
- The Committee will fully investigate all written and signed complaints.

Note: No action will be taken by the 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 and signed 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 Club's 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 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.
 - Failure by the member to attend this meeting, without good cause, may result in an immediate determination.
 - 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 Committee will decide whether or not to uphold the complaint. If the complaint is upheld the 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 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 within 10 days.
 - The member may appeal the decision in writing to the Honorary Secretary within 10 days of receipt of the decision.

- The Committee will then refer the appeal to the 'The Disciplinary Appeals Committee'.
- The Disciplinary Appeals Committee will consist of three members of the club Committee who have not been involved in the case and who were not members of the Disciplinary Committee or Disciplinary Sub-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 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 Rosslare Golf Club Code of Conduct as outlined in this document.

- A reprimand.
 - A written warning as to future conduct.
 - Suspension from membership of the Club and its activities for a determined period.
 - Proposal to the GUI to suspend handicap.
 - A requirement from the 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.
- 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.
 - Expulsion from Rosslare Golf Club and all its activities in line with Par 32 of the club's constitution. *(It shall be at the discretion of the Committee to convene a General Meeting of the Members of the Club to determine whether such member be permitted to remain a Member of the Club. In the event of a Resolution, that the name of such member be deleted from the roll of Members of the Club, being adopted by two-thirds of the Ordinary Members of the Club attending such General Meeting and voting by ballot such Member shall forthwith cease to be a Member of the Club).*
 - 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.