



THE MANOR

Junior Disciplinary Procedure & Appeals Procedure:

1. Overview of Proceedings

Failure to adhere to the rules and restrictions laid down by the Golf Club, as provided for in the Junior Handbook, can lead to the following course of actions as set out in this Disciplinary Procedure.

2. Actions Considered Suitable for Disciplinary Action

As explained and set out within the *Junior Handbook*, there are several acts that can constitute **Disciplinary Issues** and will result in following this Disciplinary Procedure by the Golf Club. Such acts include, but are not limited to the following;

- Serious and Repeated use of Swearing or Vulgar Language;
- Serious and Repeated Breaches of Golf Etiquette;
- Repeated Reports of Misbehaving Whilst on the **Premises**;
- Reports of Bullying or Harassment of Other Individuals;
- Reports of Cheating or Assisting Others to Cheat;
- Damage to Personal or Company Property, and,
- Breach of the Restrictions Included in the Junior Handbook and Terms of Membership

Other acts may be deemed, by **Club Management**, serious enough to require commencing this Disciplinary Procedure.

3. Outline of Disciplinary Procedure and Action Plan

The following Disciplinary Procedure shall consist of a series of steps that **Club Management** will adhere to as a criteria for dealing with all matters pertaining to any and all actions serious enough as to warrant disciplinary proceedings.

The following steps are as follows and will be satisfied in this procedural order:

- Once a member of **Club Management** is informed of any misconduct by a **Junior Member** which is deemed to fit the above criteria for which actions require Disciplinary Procedures; this information shall instigate the commencement of the following Disciplinary Procedure.
- Once informed, **Club Management** shall collect all evidence available such as records on Internal Club Systems (BRS, WHS/My EG, Club V1 etc.); CCTV

Footage; Witness Statements etc. **Club Management** shall ensure that adequate and thorough notes are taken pertaining to the prohibited action.

- Following the gathering of evidence, an investigation shall be conducted by **Club Management** surrounding any procedural flaws, safeguarding issues, lack of communication etc.
- An interview with all involved parties shall be conducted with either one or several members of **Club Management**, if such an interview is to be conducted; in compliance with the **Safeguarding Policy** all Juniors involved will be accompanied by a **Responsible Adult** for this interview. **Club Management** shall ensure that adequate and thorough notes are taken from this interview, and such notes may be used as evidence in further disciplinary action at **Club Management's** discretion.
- Following all previous steps taken, should **Club Management** deem it necessary to pursue the Disciplinary Procedure further, a Disciplinary Panel shall be convened to discuss any sanctions that they deem suitable to impose following the prohibited acts conducted by the **Junior Member**. This Panel shall consist of members of **Club Management, Junior Organiser** and any other person(s) that **Club Management** find appropriate to sit on the Disciplinary Panel.
- If the **Junior Member** and/or the **Responsible Adult** in attendance, believes that the findings of the Disciplinary Panel to be unduly harsh, inappropriate or extreme in context of the **Disciplinary Issues** which have warranted the commencement of the Disciplinary Procedure then an appeal may be made by the **Junior Member**, or by a **Responsible Adult**, on behalf of the **Junior Member**. The Appeals Procedure is included within this Disciplinary Procedure below.

4. Sanctions Enforceable by The Disciplinary Panel

Following the successful completion of the Disciplinary Procedure, resulting in the convening of a Disciplinary Panel; the following sanctions may be imposed based around their ruling.

The following sanctions can be imposed by the Disciplinary Panel if the sanctions are deemed appropriate and suitable for the **Disciplinary Issues** conducted by the **Junior Member**. These sanctions can be either of the following or a combination if deemed suitable by the Disciplinary Panel:

- A Monetary Fine, that shall only cover the costs to rectify the loss; and nothing more; of any damage to personal property, company property; including that of excessive damage to the Championship Course etc. (Usually claimed for through a **Junior Member's** insurance policy);
- Suspension of Playing Rights;
- Suspension of Participation in Competitions;
- Temporary Prohibition from being on the **Premises**;
- Revocation of Membership;
- Lifetime Suspension from Membership;
- Lifetime Prohibition from being on the **Premises**;
- Any Other Sanction the Disciplinary Panel deems Appropriate and Suitable for the severity of the **Disciplinary Issues**.

As provided for within this Disciplinary Procedure, upon the findings of the Panel, should any or all imposed sanctions be deemed unnecessary or excessive against the **Junior Member** either by the accused **Junior Member** or **Responsible Adult**, the Appeal Process may be used to mitigate or alter any sanctions imposed upon the **Junior Member**.

5. Appeals Process to **Club Management**

Following from the imposition of any or all sanctions against the **Junior Member** the following Appeals Process may be commenced by the **Junior Member** or **Responsible Adult** on the **Junior Member's** behalf.

- The appealing party must provide in writing, their reasoning as to why the sanctions imposed by the Disciplinary Panel are either excessive or unsuitable in relation to the **Disciplinary Issues** conducted by the **Junior Member**.
- This written appeal should be addressed to **Club Management** and hand delivered to a member of the Pro Shop team, no later than 4 weeks from the day of the Disciplinary Panel. **Club Management** reserves the right to decline the written appeal by the **Junior Member** should an appeal be delivered outside of this time frame.
- After a successful delivery of the written appeal; **Club Management** shall read and weigh up the arguments posed to mitigate against any sanctions imposed by the Disciplinary Panel.
- **Club Management** shall respond in writing to the written appeal with any further findings and details of all next steps to be taken by both the Golf Club and **Junior Member**. The written form for this response is acceptable by email to the contact email included in the **Junior Member's** initial membership application. This written response will be sent no later than 2 weeks after receiving the written appeal.