



MILE END GOLF CLUB

Disciplinary Procedure

The Proprietors and Members' Committee of Mile End Golf Club appreciate that should disputes occur between members of the club, or if the conduct of a member or members gives cause for concern, it is important to have procedures in place to enable issues to be resolved within the club before the matter becomes a formal complaint. Accordingly, unless the matter could be construed as gross misconduct, an attempt will be made to seek resolution of the problem in an informal manner. Where this approach appears to fail and in cases considered to be serious by the Proprietors or Members' Committee formal action will be taken. All formal disciplinary action will observe the following key principles.

- All parties will be treated fairly.
- The complainant has the opportunity to present their case.
- The accused has the opportunity to respond.
- The accused is innocent until proven guilty.

All issues relating to child protection with regard to any individual will be referred to the Club Welfare Officer.

Any club member can make a written complaint about any incident relating to any other club member regardless of whether action was taken at the time.

On receipt of each written complaint Mile End Golf Club Members' Committee will, where practicable, make every effort to resolve disputes by informal discussion.

Where a matter cannot be resolved informally, or it is clearly necessary to discipline a member the Committee will set up a Disciplinary Panel to address the matter.

Disciplinary Procedure

1. The Disciplinary Panel will consist of three people, normally members of Mile End Golf Club Members' Committee, one of whom will act as Chairman. The Secretary of Mile End Golf Club **Member's Committee** will act as Secretary to the Disciplinary Panel will record proceedings but will not be a member of that Panel nor will they seek to influence its deliberations. No member of the Panel shall have been directly involved in the matter being investigated, and individuals from outside of the Members' Committee may be invited to sit on the Panel if it is deemed necessary.

2. The Members' Committee will appoint an officer of the club to present its case where the complaint is being made by the club.

3. The Chairman of the Panel will notify both parties of the date, time and place of the hearing and the names of the Panel members.
4. Both parties will be given copies of all papers.
5. The hearing will be held within 14 days of receipt of the complaint, unless there are extenuating circumstances.
6. If either party is under 18 years old they can be accompanied by a parent, or guardian, or friend to help them present their case.
7. Both parties are allowed to bring witnesses to support their case, who after questioning will take no further part in the hearing.
8. Notes will be taken at the hearing by the Secretary.
9. The Panel Chairman will announce any decision verbally as soon as practicable, which will be confirmed in writing within 5 days.
10. Mile End Golf Club will maintain a record of all complaints and action taken.

Powers of the Disciplinary Panel

The Disciplinary Panel has the powers to administer the following sanctions:

1. Issue a verbal reprimand.
2. Issue a written reprimand.
3. Recommend to the Proprietors that the member be suspended from the club for a specified period of time with immediate effect.
4. Recommend to the Proprietors that the member should be expelled from the club.

If either party to the complaint is dissatisfied with the findings of the Disciplinary Panel, they shall have the right to appeal to the Proprietors.

NB Dealing with breaches of Competition Rules is the responsibility of the Competition's Committee who may apply sanctions available to them. Members who feel that they have been unfairly treated, either by the Competition's Committee or the Handicap Committee, may appeal to the Member's Committee. In these circumstances the Chair of the Member's Committee shall identify a panel comprising 3 members of the committee, none of whom shall have been party to the decision(s) being appealed against, to consider the matter. The panel shall meet to discuss the matter and this meeting shall be clerked by the Secretary of the Member's Committee. He/she should record proceedings and not contribute to the Panel's discussion or decision. This record should be kept for 2 years after the meeting. The appellant shall have the right to appear before the panel and both the Panel and the appellant may call witnesses. The appellant may be accompanied at the meeting by a friend or fellow club member. The decision of the Panel is final.