

***Kilcock Golf Club***

***CODE OF CONDUCT and DISCIPLINARY  
POLICY / PROCEDURES***

***(To be read in conjunction with the Constitution and  
Rules of Kilcock Golf Club September 2024)***

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## **CODE OF CONDUCT**

Kilcock Golf Club (the Club) has adopted the Code of Conduct (the 'Code') as a constituent part of its Code of Conduct and Disciplinary Policy. All members are deemed to have accepted this Code. The Club will make available to all members copies of that Code of Conduct on its website.

### **GENERAL**

- Kilcock Golf Club is committed to fairness and the application of natural justice in relation to the matters covered under this policy.
- Kilcock Golf Club understands the sensitivity of the matters that may be addressed under this policy and will ensure confidentiality of all parties to the extent necessary, subject always to the requirements of fairness and natural justice and to any obligations it may have under legislation including, but not limited to, the Protected Disclosures Act 2014 (as amended).

### **APPLICATION**

A. This Code is binding on:

- I. All registered members of the Club and Standing Committees and Sub Committees of the Club. It is also binding on guests and visitors to the club.

### **OBJECTIVES**

B. This Code is introduced to:

- I. Ensure that the policies and decisions of the Club are implemented professionally and in an objective and accountable manner.
- II. Re-affirm the commitment of all members to act in the best interests of the Club at all times.
- III. Provide a deterrent against conduct, behaviour and practices which may be detrimental to the best interests of the Club and / or the game of golf ('the game').
- IV. Provide a process through which matters relevant to this policy may be dealt with in a fair and transparent manner and in the best interests of all.

### **RESPONSIBILITIES OF MEMBERS**

C. Members must:

- I. Act in the best interests of Club and take all necessary steps to assist the Club in achieving its objectives in such a way that the Club's credibility and integrity is not compromised.
- II. Conduct themselves in a manner worthy of their membership of the Club.
- III. Obey all the rules, bye laws and policies of the club as they apply to members and support and encourage this in other members.

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- IV. Dress in a manner appropriate for playing golf including clothing and footwear. (Tracksuits or sportswear are not acceptable on the course or club facilities. Smart casual is deemed appropriate attire.)
  - V. Act with due care and diligence in the discharge of their functions for and on behalf of the Club.
  - VI. On the golf course, to behave in a manner that is respectful to other members, guests and visitors as well as to course staff. In particular, members must at all times comply with the reasonable requests of course or clubhouse staff.
  - VII. Members are always expected to adhere to good manners in and around the clubhouse.
  - VIII. The clubhouse is frequented by all age groups and it is important not to cause offence to any person present, whether members, staff members, contractors, guests or visitors, by improper conduct, improper utterances or use of bad or offensive language.
  - IX. All members and their guests must be respectful to all staff and adhere to instructions given by staff.

**D. Members may not:**

- I. Engage in conduct, behaviour or practices, which may be detrimental to the best interests of the Club, whether on the course, in the clubhouse, in any other of the club's facilities, on social media or elsewhere.
- II. Engage in any conduct, behaviour or practices, which may bring the Club, or the game, into disrepute.
- III. Engage in any activity within the environs of the club, including the course, clubhouse or other facilities, that may cause danger to themselves or to others including members, staff, visitors and guests or that may cause damage to the course or any other property or assets of the club.
- IV. Commit or be responsible for, and / or party to, any form of discrimination including, but not limited to, discrimination based on race, colour, gender, sex, ethnic or social origin, religion or political persuasion.
- V. Do anything which is likely to intimidate, offend, insult or humiliate any person on the grounds of his or her race, colour, gender, sex, ethnic or social origin, religion or political persuasion.
- VI. Harass any person on any grounds whether physical, verbal, mental, or sexual.
- VII. Engage in conduct on the course, the environs or club facilities which can be construed as confrontational, aggressive, inappropriate or rude to any other member, visitor or member of staff.
- VIII. Accept Hospitality, either personally or on behalf of persons accompanying them, whether relatives or otherwise, which is excessive in the circumstance.
- IX. Give gifts or perform favours of any kind where it could appear designed to influence others improperly or which may influence or affect judgement in the conduct of the Club's affairs.

***BREACHES OF THE CODE***

An alleged breach of the Code shall be investigated by a Disciplinary Committee of the Club as outlined under the Disciplinary Procedures below.

A member or Club official may report an incident in writing or by e-mail to the Honorary Secretary of the Club. The Honorary Secretary will refer the complaint to the Disciplinary Committee. The Honorary Secretary will inform the Joint Management Committee that a complaint has been received and

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forwarded to the Disciplinary Committee. The Disciplinary Committee shall determine if an investigation of an alleged breach of the Code is required in their discretion, on condition that the rules of natural justice are complied with.

For the avoidance of doubt, an alleged breach may be in the form of a complaint by a member against another member, or in any other form whereby a matter that may be regarded as involving a breach of the Code is brought to the attention of the Disciplinary Committee.

If it appears that a guest of a member or visitor playing at the Club is in breach of rules or the Code then it should be reported to Honorary Secretary who will forward the report to the Disciplinary Committee who will deal with the matter. Members may also be held responsible for the behaviour of their guests.

A Disciplinary Committee will be appointed within the terms of the Club's Disciplinary Procedures or regulations. The Disciplinary Committee will hear each case and determine if a breach of the Code had been committed. They may impose penalties as outlined below.

## ***DISCIPLINARY PROCEDURES***

### **Introduction:**

Kilcock Golf Club shall have power to take disciplinary action against any registered members or committee members of the Club in accordance with the procedures outlined herein below ("the Disciplinary Procedures")

An alleged breach of the Code of Conduct, or any rules of the Club or rules of golf shall be investigated as outlined under the Disciplinary Procedures.

The Disciplinary Procedures may also be enacted on foot of an employee having made a complaint against a member in accordance with the Club's Grievance and/or Bullying, Harassment and Sexual Harassment Policy for its staff, or any other relevant policy. In the event a sanction is made against a member on foot of an employee having made a complaint, and that member is subject to a further subsequent sanction involving any other staff member, they may be automatically expelled from the Club.

The Club reserves the right to refuse to renew a member's membership in the event they have acted in disregard for the Club's rules and policies and/or has received any sanctions against him/her following disciplinary action or have brought the club into disrepute.

### **Procedure:**

- A.** Any alleged breach of the Code shall be brought to the attention of the Honorary Secretary of the Club in the first instance.
- B.** The Disciplinary Committee shall be made up of 5 members, elected annually at the AGM. The Committee shall consist of a chairperson and two male and two female members..
- C.** The Committee may function with three members present, provided there is at least one male and one female member.
- D.** The members of the Disciplinary Committee must not have any conflict of interest with the disciplinary matter to be adjudicated upon.
- E.** The chairperson of Disciplinary Committee will take notes/minutes of the meeting. The notes or minutes are strictly only for the use of the disciplinary committee in reaching a decision. The notes are confidential to that committee and are not for circulation to other parties.

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**F.** The Disciplinary Committee shall have the power to take appropriate disciplinary action against registered members found in breach of the Club's Code of Conduct, Golf Course or Clubhouse Etiquette and Safety Documents or such other policy or rules as are relevant. Members may be disciplined by way of:

- (i) warning
- (ii) censure,
- (iii) suspension from competition or playing rights for a specified period
- (iv) expulsion from the club or
- (v) such further directions or sanctions as the Disciplinary Committee may deem appropriate in the circumstances.

**G.** Any registered member who is the subject of disciplinary proceedings other than where automatic penalties are specified, shall have the right to be heard in person or by written statement made by them in their own defence. The member also has the right to be accompanied by a third party if they so wish at the disciplinary hearing.

**H.** Disciplinary decisions taken under Club rules must be notified in writing to the member against whom disciplinary action has been taken within 5 days of the decision being made.

**I.** Any definition or interpretation of the club rules shall be solely defined by the Joint Management Committee and/or the Management and their decision on such interpretations or definitions shall be binding in all cases.

## **APPEALS PROCEDURES**

**A.** There shall be the right of appeal to the Joint Management Committee (JMC) against any decision of the following:

- (i) Disciplinary Committee decision
- (ii) Any decision of a Sub Committee of the Club or Club Officer.

**B.** In order for an appeal to be valid it must be received in writing by the Joint Management Committee through its Honorary Secretary or the General Manager of the Club within 7 days of notification of the disciplinary decision.

**C.** Notification of a bone fide appeal once received shall be circulated by the JMC to the relevant parties whose decision is being appealed and a date and time for the hearing, once set, shall also be communicated by the JMC to both parties.

**D.** The JMC may hear an appeal itself or may appoint an Appeal Committee to decide the matter. Such Appeal Committee shall consist of 3 members of the Joint Management Committee and one member of the ladies' club and one member of the men's club. The Appeal Committee may undertake its work with just three members, provided that there is at least one female and one male member.

**E.** The members of the Appeal Committee must not have any conflict of interest with the appeal matter to be adjudicated upon and must not have sat on the original disciplinary panel who made the decision, the subject of the appeal.

**F.** A member of the staff may be in attendance at the request of the Chairperson for administrative assistance or information purposes but must leave the meeting before a decision is made.

**G.** The Chairperson shall be selected by the Appeal Committee on the night in advance of the appeal meeting from amongst those present.

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- H.** The meeting shall elect a minute-taker for all hearings. The notes or minutes are strictly only for the use only of the Appeal Committee in reaching a decision. The notes are confidential to that Committee and are not for circulation to other parties.
- I.** The party bringing the appeal (the appellant) shall state their case first. The defending party (the Respondent) will then state their case. Each side will have the opportunity to cross examine the other side through the Chair. The Appeals Committee members may also question both sides. The appellant may be accompanied by a third party at the appeal if they so wish.
- J.** The decision of the Appeal Committee shall be forwarded in writing by the Club Secretary or by e-mail electronically to both parties. Both parties must offer either a telephone number or e-mail address to the Appeal Committee for receipt of the decision.
- K.** The appeal process is the final dispute mechanism for all internal disputes. The appeal process having been utilised there is no further avenue within the Club. There is no redress to the Courts, but disputes can be referred to Sports Dispute Solutions Ireland for final and binding resolution once all internal avenues of appeal have been exhausted. Golf Ireland (GI) will only deal with competition or handicap matters as per rules of golf. They do not deal with disciplinary matters. Club procedures will be administered in accordance with Golf Ireland Regulations (as amended from time to time).