

PORT AUGUSTA GOLF CLUB

Code of Conduct and Disciplinary Policy 2021

1. Introduction

The purpose of this code is to assist members, staff, volunteers and guests of the Port Augusta Golf Club to understand the standards of behaviour expected.

The policy sets out the disciplinary process, outlines how to make a complaint and explains how the disciplinary process of the Port Augusta Golf Club works.

2. Code of Conduct

As an employee, volunteer and/or member of the Port Augusta Golf Club, a certain standard of behaviour is expected while at the Club that reflects the basic requirements of sportsmanship, integrity, courtesy and respect to be shown to all other staff, volunteers, members, competitors, officials and the public.

Without limiting the basic requirements of sportsman ship, integrity, courtesy and respect, matters of conduct also likely to reflect unfavourably on the game of golf and/or the Port Augusta Golf Club include:

- Bad temper, club throwing, foul, inappropriate, offensive or abusive language
- Failure to adhere to the rules and etiquette of the game of golf
- Unsportsmanlike conduct and unnecessary gamesmanship
- Physical violence and threatening behaviour towards another person

A person engaging in any behaviour that may be detrimental to the game of golf and/or the Port Augusta Golf Club is in breach of the code of conduct and should be reported to a member of the Management Committee.

It is in the best interests of the game that such behaviour is reported and all players, staff, volunteers, members and members of the public have a duty to report such behaviour.

3. Disciplinary Panel

The Management Committee of the Port Augusta Golf Club will appoint a Disciplinary Panel to oversee the complaints procedure and conduct investigations, hearings and impose penalties within the guidelines as deemed necessary.

The Disciplinary Panel will be convened by at least two or more appointed members of the Management Committee, depending on the severity of the complaint as deemed suitable by the President. A convenor will be appointed and they will be responsible for keeping all parties involved informed about the complaints process. The Disciplinary Panel will be responsible for implementing this policy in a fair and impartial manner.

4. Complaints Procedure

Complaints may be made by any person including a volunteer, staff member, competitor, member, visiting guest, other associated golf club members, and members of the public.

Complaints must be made in the first instance to a member of the Management Committee within 3 working days of the matter occurring. This can be in the form of a verbal complaint. This then must be then followed up in writing outlining the complaint in an acceptable timeframe.

Once a complaint is received, the Management Committee will appoint a Disciplinary Panel as outlined in clause three to investigate the complaint.

The disciplinary panel will meet as required to perform the following functions:

1. Review complaints information notices and ensure consistency in application
2. Where necessary hold investigations, including a hearing into the complaint
3. If deemed necessary, determine any disciplinary actions

4. Manage any appeal arising from the complaint

- Grading of Complaints:

All complaints are to be graded from 1 to 3 with one being the lowest/grading and three the most serious. (See Appendix 1)

The grading allocated will determine the action to be taken and the potential penalty a person may receive. Consistency of grading across offences is important and it is a requirement that records are kept by the Convenor to support the grading process.

Grading of complaints will be determined by the President as deemed in Clause 3.

- Notice of Meetings:

Notice of any meetings of the Disciplinary Panel shall be given by the Convenor in the case of a complaint, to the person or persons the subject of the complaint and the complainant.

The notice will specify the date time and place of any hearing and will be accompanied by copies of all material relevant to the complaint. The notice will also specify if the hearing is to be attended by written submissions or whether the parties are required to attend in person. Hearings will be held in private, with separate meetings between the complainant and the Disciplinary Panel; and the accused and the Disciplinary Panel.

No formal legal representative or counsel shall be entitled to attend, provided that the Disciplinary Panel may receive such legal advice as it deems necessary. Any participant in the hearing must advise if a conflict of interest could be lodged by any party.

- Decisions and Penalty:

If a complaint is upheld by the Disciplinary Panel, shall present their decision in writing to the accused within 7 days, outlining their reasons for the decision and any penalty imposed. The complainant will also be advised of the outcome of the complaint.

The accused has the right to appeal the decision of the Disciplinary Panel which must be lodged with the Convenor within seven days of receipt of the decision. The Convenor will reconvene the Disciplinary Panel to consider the appeal.

Within 7 days of reaching a decision on any appeal the Disciplinary Panel's decision will be advised to the appellant in writing. The complainant will also be advised of any appeal lodged and the outcome reached.

The Disciplinary Panel will deal severely with proven cases of serious misconduct and in some cases the conduct may constitute a criminal offence in which case the matter would be referred to the Police.

Appendix 1

General examples of grading of complaints of conduct likely to bring the game into disrepute may include:

Grade 1 Offences

- Inappropriate or offensive language
- Improper treatment of equipment, including throwing of clubs
- Use of club other than within the intentions of the game e.g. damaging trees with clubs
- Ill-mannered behaviour

Grade 2 Offences

- Behaviour bringing the club into disrepute
- Theft of minor items
- Excessive, inappropriate or offensive language
- Verbal abuse or threatening behaviour to another person
- Deliberate/intentional breaking clubs/property

Grade 3 Offences

- Any serious misuse of alcohol or drugs on the course or club premises

- Serious theft
- Assault of a staff member, player, official, member, guest or member of the public
- Sexual or verbal harassment

Appendix 2

Grade 1 Offence Penalty

If no previous offences one of the following processes will be adopted:

1. Verbal warning with notice on file
2. Written warning issued to member
3. Penalty and/or suspension imposed by Disciplinary Panel

If the next incident is a Grade 2 offence then that process will override the above.

Grade 2 Offence Penalty

If no previous offences one of the following processes will be adopted depending on the seriousness of the offence:

1. Written warning issued to member
2. Penalty of suspension imposed by Disciplinary Panel
3. Penalty of expulsion as determined by the Disciplinary Panel

If the offence is considered serious, or there are other recent offences, then a step can be passed at the discretion of the Disciplinary Panel.

Grade 3 Offence Penalty

Depending on the seriousness of the offence any one of the following actions may be adopted:

1. Written warning issued to member
2. Penalty of suspension imposed by Disciplinary Panel
3. Penalty of expulsion as determined by the Disciplinary Panel

Step 1 will only be taken if the offence is of a lesser scale otherwise a penalty of suspension will usually be imposed.

A clean slate policy will apply to any offence after a period of time that the panel determines appropriate, from date of last penalty.