



# **CODE OF CONDUCT 2024**

## **CODE OF CONDUCT**

St Margaret's Golf & Country Club (the Club) has adopted the Code of Conduct (the 'Code') as a constituent part of its 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.

### **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 further 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').

### **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. Dress in a manner appropriate for playing golf including clothing and footwear. Tracksuits or sportswear is not acceptable on the course or club facilities.
- IV. Dress in a manner appropriate for attending social functions organised by the club.
- V. Act with due care and diligence in the discharge of their functions for and on behalf of the Club.
- VI. Members are expected to adhere to good manners in and around the clubhouse at all times. Smart casual is deemed appropriate attire.
- VII. The clubhouse is frequented by all age groups and it is important not to cause offence by improper conduct, improper utterances or use of bad language.
- VIII. All members and their guests must respect 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.
- II. Engage in any conduct, behaviour or practices, which may bring the Club, or the game, into disrepute.
- III. Commit or be responsible for, and / or party to, any form of discrimination including, but not limited to, discrimination on the basis of race, colour, gender, sex, ethnic or social origin, religion or political persuasion.
- IV. 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.
- V. Harass any person on any grounds whether physical, verbal, mental, or sexual.

- VI. 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.
- VII. Accept:
  - 1. Hospitality, either personally or on behalf of persons accompanying them, whether relatives or otherwise, which is excessive in the circumstance.
  - 2. Gifts other than gifts of nominal value in accordance with prevailing local custom and given and accepted as a mark of respect or friendship: provided that gifts which exceed €200.00 per annum in value should be declared to the appropriate club committee and handed over to it unless it decides otherwise.
- VIII. 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 the Disciplinary Committee of the Club as outlined under the Disciplinary Procedures below.

A member or Club official may report an incident in writing by e-mail to the Management Committee and/or the Club Management 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.

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 Club Management who will deal with the matter. Members may also be held responsible for the behaviour of their guests.

If, having considered the matter, the Management Committee and/or the Management determines that a breach of the Code may have been committed, they shall refer the matter to a Disciplinary Committee for adjudication.

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

## **DISCIPLINARY PROCEDURES**

### **Introduction:**

St Margaret's Golf & Country 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 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. 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 will 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.

### **Procedure:**

- A.** The Disciplinary Committee shall be made up of 3 members, comprised of those currently serving on the Management Committee of the Club and /or members of Club Management.
- B.** The Management Committee shall select the committee for a Disciplinary Hearing.
- C.** The members of the Disciplinary Committee must not have any conflict of interest with the disciplinary matter to be adjudicated upon.
- D.** The Disciplinary Committee will elect a chairperson on the day and the chairperson 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.
- E.** 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. Members may be disciplined by way of:
  - (i) warning
  - (ii) censure,
  - (iii) fine up to a maximum of €50.00
  - (iv) suspension from competition or playing rights for a specified period
  - (v) expulsion from the club or
  - (vi) such further directions or sanctions as the Disciplinary Committee may deem appropriate in the circumstances.
- F.** 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.
- G.** Disciplinary decisions taken under Club rules must be notified in writing to the member against whom disciplinary action is been taken within 5 days of the decision being made.
- H.** Any definition or interpretation of the club rules shall be solely defined by the Management Committee and/or the Management and their decision on such interpretations or definitions shall binding in all cases.

## **APPEALS PROCEDURES**

- A.** There shall be the right of appeal to the Appeals Committee 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 Management Committee and/or the Management of the Club within 7 days of notification of the disciplinary decision and must be accompanied by a deposit of €50.00. This deposit shall be refunded if the appeal is upheld.
- C.** Notification of a bone fide appeal once received shall be circulated by the Club to the relevant parties whose decision is being appealed and a date and time for the hearing, once set, shall also be communicated to both parties.
- D.** The Appeal Committee shall consist of 3 members of the Management Committee and/or the Management comprising any 2 of the following: the Club Captain, the Club President, the Club Lady Captain or one Management Committee member and or 1 representative from Management from that Management Committee. The Management Committee shall select the panel for a Disciplinary Hearing.
- 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 of the Appeal Committee shall normally be the Club Captain or in his absence the Club President or the Vice-Captain. If none are present then the Chairperson shall be selected by the Appeal Committee on the night in advance of the appeal meeting from amongst those present.
- 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 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 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).