



Dundalk Golf Club

Code of Conduct

Effective from June 12, 2019

The Aim of this Codes of Conduct is:

- To provide a safe, enjoyable and friendly environment, for all club members.
- To create an awareness, that it is each member's personal responsibility, to respect, facilitate and help fellow members and their guests.
- To formalise codes, procedures and practices, to be followed in circumstances of inappropriate behaviour.
- To ensure that all disciplinary matters are dealt with as expeditiously as possible.

Principles of Behaviour

1. Members, staff and visitors must treat each other with dignity and respect. Personal responsibility for our own conduct and that of our guests is the key to creating a strong sense of community within our club and a high level of co-operation between our members, their guests and our staff.
2. The maintenance of good order and discipline in the first instance will be the responsibility of each member, then the Men's and Ladies Club Committees and overall by Council.
3. Member and guests have a fundamental right to enjoy all the facilities of our club, in a safe and stress-free environment. Bullying, harassment or any form of discrimination will not be tolerated.
4. All matters of discipline shall be overseen by Council, in a manner that protects the dignity of the members.

1. BEHAVIOUR AND ETIQUETTE

Subject to the broad examples of misconduct, this Code of Conduct specifically states that the following are examples of appropriate etiquette:

1. All the rules of the Royal and Ancient Golf Club of St Andrews (generally referred to as 'The rules of Golf') apply, without exception. So too do the rules and regulations governed by CONGU (*Council of National Golfing Unions Handicap System*).
2. All rules and regulations of the GUI, ILGU and Golf Ireland also apply.
3. All local rules and bye-laws, as displayed in the clubhouse or on the club web page, or on the score card, must be strictly adhered to. It is each member's responsibility to ensure that they are familiar with our club's local rules and bye-laws.

2. MISCONDUCT

1. Misconduct for the purposes of this Code is Conduct by a party contrary to the stated objectives of the written Code of Conduct and/or improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work or play in the Club, or action which otherwise damages the Club.
2. Subject to the general definition above, the following shall constitute misconduct:
 - a. disruption of, or improper interference with the administrative, sporting, social or other activities of the club, whether on club premises or elsewhere;
 - b. obstruction of, or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the club or any authorised visitor;
 - c. violent, indecent, disorderly, threatening or offensive behaviour or language whilst on club premises or engaged in any club activity;

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- d. fraud, deceit, deception or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club;
- e. behaviour likely to cause injury or impair safety on club premises;
- f. sexual, racial or any other form of personal harassment of any fellow member, member of staff or other employee of the club or any visitor;
- g. the use of any unfair means in competition;
- h. damage to, or defacement of, club property or the property of other members of the club caused intentionally or recklessly, or misappropriation of such property;
- i. misuse or unauthorised use of club premises or items of property, including computer misuse;
- j. conduct which constitutes a criminal offence where that conduct
 - i. took place on club premises, or
 - ii. affected or concerned other members of the club or members of the public, or
 - iii. itself constitutes misconduct within the terms of the "Code of Conduct" or
 - iv. is an offence of dishonesty, where the member holds an office of responsibility in the club;
- k. behaviour which brings or is likely to bring the club into disrepute
- l. failure to comply with a previously-imposed penalty, requirement or undertaking under these Regulations:

3. **COMPLAINTS AND GRIEVANCES PROCEDURES.**

At the first meeting following the AGM, Council will create a Disciplinary Panel made up of full members of the Club from which investigation committees will be formed as required. The role of the investigation committees will be to investigate, adjudicate and decide on any penalties it deems necessary for any complaints it might consider.

If a complaint is made against a Juvenile member then the matter is referred to the Juvenile Committee. If a complaint is made by a Juvenile member the matter is referred to the Club's Designated Liaison Person in the first instance. If there are no child protection issues the complaint can then be processed as outlined below.

All other matters appearing to breach this code of conduct shall be processed as follows.

All complaints or grievances, unless decided otherwise by Council, must be in written form (by letter or by e-mail), and addressed directly to The Chair of the Management Committee (Chair) and receipt of the correspondence will be acknowledged, as soon as possible. If the Chair of the Management Committee is the subject of the complaint then the complaint should be addressed to either of the Club Captains. In such a case the Captain will replace the Chair of the Management Committee in the following proceedings.

All complaints will be dealt with in one of the following ways:

1. If the complaint involves a golfing matter the Chair of the Management Committee may refer the matter to the respective Tournament Committees for resolution.
2. Otherwise the Chair of the Management Committee will set up an Investigation Committee to specifically investigate the matter. Such committee should consist of at least two or more club members, drawn from the Disciplinary Panel, but must not include any member who is directly or indirectly involved in the matter concerned, nor should it include, any member or individual who has had a prior relationship with either party and whose participation may be perceived to compromise the ultimate decision or ruling reached by the Investigation Committee.

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3. In all instances where an investigation occurs into a breach of the Code of Conduct, the person allegedly in breach of the code will be made aware in writing of the precise allegations being made against him/her and will be given the opportunity to rebut these allegations in accordance with the principles of natural justice.
4. The decision of the Investigation Committee will be formally communicated to the parties within 10 working days of the Investigation Committee's findings.
5. Where the decision or ruling issued by the Investigation Committee is not to the satisfaction of the parties concerned it may be appealed by either party to the Council of Dundalk Golf Club.
6. The Appeal must be submitted in writing (by letter or email) to the Chair of the Management Committee within 10 working days of the issuing of the Investigation committee's decision.
7. Council will form an Appeal Committee, made up of three Council members, one of whom will be nominated as the Chair of the Appeals Committee. The Appeals Committee must not include any Council member who is directly or indirectly involved in the matter concerned, nor should it include any member or individual who has had a prior relationship with either party and whose participation may be perceived to compromise the ultimate decision or ruling reached by the Appeal Committee.
8. The decision of the Appeals Committee will be formally communicated to the parties within 10 working days of the final decision of the Appeals Committee.
9. Where there is still contention as to the decision or ruling reached after the process, an application can be made within 10 working days of the date of the Appeals Committee ruling to the Chairperson of the Management Committee for the matter to be referred to Just for Sport Ireland, for independent investigation and arbitration by an external arbitrator appointed by them. The Arbitrator's decision shall be binding on all parties. Who shall bear the cost of such arbitration will be decided by the Arbitrator.

10. Nevertheless, nothing contained herein shall preclude any individual's right to pursue whatever other means of redress he/she considers necessary.

11. Where a decision has been reached and it is considered that some form of sanction should be imposed, such sanction will be in accordance with those specified below.

4. SANCTIONS

Any one or more of the following penalties/sanctions may be imposed for a breach of this Code of Conduct.

- a. a reprimand;
- b. a written warning;
- c. suspension from club competition;
- d. proposing to the GUI/ILGU the suspension of the member's handicap;
- e. with the consent of the member, a requirement that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe.
- f. in the case of the charges pertaining to cheating that the member be disqualified, and any relevant prize be withdrawn/returned;
- g. exclusion for a stated period or permanently from any part of the golf course or from the use of any of the facilities of the club;
- h. suspension for a stated period from membership of The Club;
- i. expulsion from membership of Dundalk Golf Club,
- j. Pay cost for any damage caused.

5. TIMINGS/TIME FRAMES

1. All complaints must be received by The Chair of the Management Committee within 10 working days of the alleged incident.
2. The Chair of the Management Committee will acknowledge receipt of the complaint within 10 working days.
3. The investigation committee's decision will be formally communicated to the parties within 10 working days of their final Meeting.
4. Where a party wishes to make an appeal under section 3.5 of this Code of Conduct, such an appeal must be in writing and must be sent to the Chair of the Management Committee within 10 working days of receipt the Investigation Committee's decision/ruling.
5. The Council's Appeal Committee should meet within 10 working days of receipt of such an appeal and issue its decision/ruling/findings within seven days.
6. Where a party wishes to refer the matter to arbitration under section 3.9 of this Code of Conduct such an application must again be in writing and sent to the Chair of the Management Committee within 10 working days of receipt of the decision of the Appeal Committee.
7. The above time frames can be amended, extended or reduced by Council.

Adopted by Council on June 12, 2019