



BORINGDON PARK

GOLF CLUB

Code of Conduct

1. Introduction

- a. Boringdon Park GC is committed to providing an environment that is free from discrimination, harassment and intimidation for members, employees and guests/visitors. To assist in this aim, Boringdon Park management have agreed that this Code of Conduct is adopted as a local rule at the club.
- b. Members and guests/visitors are reminded that an acceptable standard of behaviour is expected in all areas of the Club and on the course at all times. Moreover, upon payment of membership or green fees, all members and guests/visitors give their consent to be bound by both the restrictions and penalties that may be imposed for any breach of the standards set out in this Code of Conduct.

2. Disciplinary Committee

- a. To manage actual/potential breaches of this Code of Conduct, Boringdon Park management will appoint a Disciplinary Committee. The Disciplinary Committee will comprise 2 parts:
 - I. **Disciplinary Committee** comprising the Golf Operations Manager and 2 members of Club Committee selected by the Golf Operations Manager and agreed by the Boringdon GC management.
 - II. **Appeals/Oversight Committee** comprising a member of the Boringdon Management team and 2 others selected from the following members of the Club Committee: the Chairman, the Men's Captain, the Ladies' Captain or the Seniors' Captain; the selection of the 2 members will dependant on the nature/severity of the misconduct charge and the person(s) involved.
- b. The Boringdon GC Management Team expects the members of the Disciplinary Committee to oversee the complaints procedure set out in Section 3 of this document and to conduct investigations/ hearings in a fair and impartial manner. Any actual/proposed recommendations made by the

Disciplinary Committee must meet with the guidelines detailed in Sections 6 & 7 of this document.

- c. The primary role of Appeals/Oversight Committee is broken down into 3 main parts, as follows:
 - i. To review the overall activity of the Main Committee to ensure this Code of Conduct has been strictly adhered to and fairness and impartiality is being applied in all cases of reported misconduct.
 - ii. To ensure that recommendations made by the Main Committee on matters of misconduct meet the requirements detailed in Section X.
 - iii. To meet on an as required basis to hear appeals lodged by a member, employee or guest/visitor who disagrees with the findings/ recommendation of the Disciplinary Committee.

3. Complaints Process:

- a. Boringdon Park management expects all members, guests and employees to maintain high standards of conduct at all times. To help maintain such standards, all members, guests and employees are actively encouraged to report any instances - occurring on or off the course - of behaviour that is detrimental to the game of golf or Boringdon Park's reputation to a member of staff without delay.
- b. Complaints may be made by any person including a competitor, member, visiting guests, other associated golf club members, and members of the public.
- c. Complaints must be made in the first instance to a Boringdon Park staff member within 3 working days of the matter occurring and followed up in writing in an acceptable timeframe.
- d. Complaints (verbal or written) will be treated as confidential.
- e. Once a complaint has been received the Boringdon Management will determine if:
 - i. The complaint is serious enough to warrant a formal review by the Disciplinary Committee. In such cases, the Boringdon Park management will inform the Golf Operations Manager, who in turn will convene a meeting of the Disciplinary Committee.
 - ii. The complaint is such that a formal review is not required, i.e. the complaint is extremely minor in nature and does not meet the list of breaches listed in Section 6 of this document.

- f. If at any time during the disciplinary complaints process it is considered that the breach may constitute a criminal offence, the Boringdon Park management are to be informed immediately and the matter referred to the civil police.

4. Disciplinary Committee Meetings

- a. The Disciplinary Committee will meet on an as required basis.
- b. Notice of any meeting of the Disciplinary Committee shall be given, in the case of a complaint, to the person or persons who are the subject of the complaint, the complainant and the Boringdon GC management.
- c. The notice will specify the date time and place of the meeting and will be accompanied by copies of all material relevant to the complaint. The notice will also specify if the meeting requires written submissions or whether the parties are required to attend in person, with the opportunity to have representation attend if required.
- d. Meetings will be in held private at Boringdon GC and attended only by the individual(s) subject to the complaint, his/her representative (if required) and the members of the Disciplinary Committee.
- d. Members of the Disciplinary Committee and the Appeals/Oversight Committee must declare - at the start of a disciplinary hearing - any actual/potential conflicts of interest relating to a complaint being reviewed.
- e. The findings/recommendations made by the Disciplinary Committee are strictly confidential and are only to be divulged to the individual(s) who are the subject of the complaint, the complainant and the Boringdon Park management.
- f. The Disciplinary Committee will give its decision in writing, within 5 days of the hearing, with reasons for the decision and any penalty imposed.

5. Minimum Levels of Conduct

- a. The conditions set out in this code of conduct are not intended to create a bureaucratic, regulatory environment, but rather to promote and enhance our Club's values and reputation. Consequently, whilst it is acknowledged that alcohol and adult "banter" contributes to creating a happy atmosphere among members, these rules are designed to ensure such 'banter' is not excessive/get out-of-hand and to safeguard others who find such banter offensive or intimidating. The minimum standards required by the Boringdon Park management are as follows:

i. In the clubhouse: members, visitors, guests and employees are reminded that:

- They must be courteous and respectful at all times.
- Any form of discrimination, harassment or intimidation is unacceptable and any incidents of such behaviour will result in a complaint/Disciplinary Committee review.
- The use of foul or abusive language has no place in the clubhouse and any member, visitor or employee heard using unacceptable or offensive language will be asked to either stop or leave the premises. Continuing after being requested to stop or repeat occurrences will be considered for Disciplinary Committee review.
- The taking of illegal substances will incur immediate suspension and loss of membership.
- Smoking or the use of e-cigarettes is not permitted within any of the club buildings.
- The consumption of excessive quantities of alcohol is unacceptable and offenders will be not served.

ii. On the golf course, members, visitors, guests and employees are reminded to:

- Avoid slow play by keeping up with the group in front; practicing Ready Golf principles; allowing other golfers to play through as appropriate and waving the following group through when searching for lost balls.
- Abide by all the R & A rules of golf and all local rules in place at all times.
- Follow established golf etiquette including, repairing pitch marks, replacing divots and raking bunkers.
- Show the necessary respect to fellow golfers at all times, which includes; no shouting on the course, no misuse of equipment (i.e. throwing clubs in frustration etc.) and no aggressive behaviour.
- Adhere to the golf dress code at all times.
- Switching mobile phones to silent when playing and only using them in emergency situations

6. Code of Conduct Breaches - Grading

a. To ensure that the Disciplinary Committee and the Appeals/Oversight Committees act in a fair, open and even-handed way when dealing with complaints/ breaches of this code of conduct, breaches will be graded in 3 ways as follows:

- i. Grade 1 – Minor Misconduct
- ii. Grade 2 – Serious Misconduct.
- iii. Grade 3 – Gross Misconduct.

b. It is not possible to determine a complete list of breaches for each of the 3 grades of offences detailed above. However, to assist the Disciplinary Committee in acting in a consistent manner, Boringdon Park management have agreed to following (non-exhaustive) list of breaches for each of the 3 grades:

i. Grade 1 – Minor Misconduct.

- Bad language
- Ill-mannered/disrespectful behaviour towards other members, visitors or staff.
- Improper treatment of equipment, including throwing of clubs.
- Failure to adhere to the expected dress code.
- Repeated offences of failing to turn up for a game (i.e. 'no-show').
- Minor breaches of R&A or local golf rules.
- Repeated offences of slow play or failure to apply the correct etiquette whilst on the course.
- Smoking (including e-cigarettes) in any Boringdon Park GC building.

ii. Grade 2 – Serious Misconduct.

- Repeated incidents of any Grade 1 breach.
- Excessive or offensive foul or abusive language
- Verbal abuse of another player.
- Ill-mannered/disrespectful behaviour towards other members, visitors or staff.
- Failure to complete a round when in a formal match or competition.
- Failure to correctly complete a scorecard relating to a match, competition or general play supplementary.
- Excessive misuse of equipment – e.g. throwing or breaking clubs.
- Behaviour that has an actual/potential adverse impact on the Club's reputation – depending on the severity of the incident, this may be considered a Grade 3 – Gross Misconduct – breach.

iii. Grade 3 – Gross Misconduct.

- Repeated incidents of any Grade 2 breach.
- Significant breaches of R&A or local golf rules – i.e. any act that gives an individual an unfair advantage e.g. altering a scorecard, recording an incorrect score, incorrect placement of ball after going into a hazard etc.
- Any act of discrimination or harassment.
- Excessive ill-mannered/disrespectful behaviour towards other members, visitors or members of staff.
- Unacceptable behaviour resulting from excessive alcohol consumption.

- Using drugs or other illegal substances in/on any part of Boringdon Park GC.
- Theft.
- Threatening behaviour towards a member, visitor or member of staff.
- Assault of a member, visitor, or member of staff.

It should be noted that a number of breaches outlined as Grade 3 breaches – Gross Misconduct – are serious offences and will be reported to the civil police.

7. Code of Conduct Breaches – Penalties

- a. There are no specified penalties under the Rules of Golf for breaching this Code of Conduct, with the exception that the Boringdon Park management can disqualify a player for acting contrary to the spirit of the game if it finds that the player has breach R & A rules.
- b. However, in adopting this Code of Conduct as a local rule, Boringdon Park management may impose the following penalties for player misconduct:
 - i. Grade 1 – Minor Misconduct – one of the following will be adopted:
 - Verbal warning with notice held on file.
 - Written warning
 - ii. Grade 2 – Serious Misconduct – one of the following will be adopted:
 - Suspension from matches/competitions (number to be determined by the severity of the breach)
 - Suspension from the Club (time to be determined by the severity of the breach)
 - iii. Grade 3 – Gross Misconduct – one of the following will be adopted:
 - Suspension from the club (time to be determined by the severity of the breach)
 - Expulsion from the Club – in such cases membership/course fees will not be refunded).

8. Code of Conduct Breaches – Appeals

- a. Any member, visitor, guest or member of staff who has been the subject of a Disciplinary Committee review who disagrees with the findings/recommendations of the Committee may lodge an appeal with the Boringdon Park management. Appeals must be in writing and received with 7 days of notification of the findings/recommendations.