

## **The Cheshunt Golf Club Disciplinary Procedure.**

3<sup>rd</sup> April 1986.

1. An Officer of the club or an elected Management Committee member may suspend any member (s) for gross misconduct or serious breach of the rules forthwith:

Any such action must be reported to the Management Committee and confirmed in writing by recorded delivery to the member within 7 (seven) days of the occurrence.

2. In cases where action is taken under (1) the Club Secretary shall post a notice in the Clubhouse informing members of the action taken and calling for any information from Members who have witnessed the occurrence. Any evidence from club members must be put in writing to the club secretary within 7 (seven) days of the notice appearing.

3. Upon receipt of the information as quoted in (1) or (2) the Club Disciplinary Committee shall meet and hear all the relevant details.

The member (s) under suspension shall be entitled to put their case personally and shall also be entitled to be accompanied by another Club Member, who will attend only, he / she may not speak at the meeting.

The member under suspension shall also be entitled to call witnesses who must have had first hand knowledge of any incident.

4. The Disciplinary Committee shall be composed of any three following officers of the club.

PRESIDENT, VICE PRESIDENT, CAPTAIN, VICE CAPTAIN and FOUR CLUB MEMBERS.

The suspending officer, or member of Management Committee should not form part of the Joint Disciplinary Committee.

The Club Secretary shall also be in attendance for the purpose of minuting proceedings only.

The Disciplinary Committee shall hear all the evidence available and in a fair and just manner accept, amend or reject the action taken in (1)

5. The Disciplinary Committee's course of action shall be notified to the Member (s) concerned in writing within 48 hours stating grounds upon which the disciplinary action was taken.

The course of action shall be notified to Management Committee at the earliest opportunity and shall also be posted on the Club Notice board.

6. Upon receipt of such a communication the member (S) concerned may appeal. Any appeal must be made 14 days of the receipt of the communication. The appeal must be put in writing and must state the grounds of the appeal.

The details of the appeal shall be made known to Members by means of a notice posted in the Clubhouse.

The appeal shall be considered by the full Management Committee who shall decide whether a further hearing shall be held.

Should the Management Committee decide that further hearing be held, the Appeals Committee should consist of the Management Committee members only (less any M.C Members who sat on the relevant Joint Disciplinary Committee and suspending Officer / Management Committee Member.

7. In cases of minor offences against the Club Rules an Officer of the Club or Management Committee shall be empowered to give a verbal warning to the member (s) concerned. If considered serious enough the warning must be confirmed in writing by the Secretary. In all cases the matter must be reported to the Management Committee.

8. In cases of offences against the rules or misconduct and in the absence of any Committee members the Stewards or Assistant Steward shall have the power to withdraw Clubhouse facilities from the Member (s). Upon doing so they must immediately report the matter to the Club Secretary (or another responsible person)

9. In all cases of misconduct the disciplinary action is at the discretion of the Disciplinary Committee and may be a ban for a period of time, expulsion from the club or a suspension for an undetermined period.

#### MANAGEMENT COMMITTEE