



Brickendon Grange Golf Club
In conjunction with England Golf



ENGLANDGOLF

Brickendon Grange Golf Club
DISCIPLINARY REGULATIONS

1. DEFINITIONS

1.1. In these Regulations, the following words and phrases shall have the following meanings and interpretations:

“Adult at Risk of Harm”	an individual aged 18 or over who: • is unable to look after their well-being, property, rights, or other interests; and • is at risk of harm (either from another person's behaviour or their own behaviour); and • because they have a disability, mental disorder, illness, or physical or mental infirmity, they are more vulnerable to being harmed than other adults;
“Appeal Panel”	the individual or group of individuals appointed by these Regulations to deal with Appeals under these Regulations;
“Appellant”	the person or body who appeals a Decision of the Disciplinary Panel;

“Chairperson”	The individual appointed by the Disciplinary Secretary to chair the Disciplinary or Appeal Hearing;
“Charge”	The charge which is brought against the Respondent in respect of the disciplinary matter;
“Club”	Brickendon Grange Golf Club, Pembroke Lane, Brickendon, Herts SG13 8PD
“Club Rules”	The rules of the Club, which may include its bye-laws, code of conduct, and any other rules by which the Members are bound by their membership of the Club;
“Club Tournament”	The rules of any competition, golfing event, or tournament administered by the Club from time to time;
“Complaint”	a complaint of misconduct or notification of a concern as referred to in Regulation 4;
“Complainant”	the person or body from whom the Disciplinary Panel has received a Complaint;
“Committee”	The body that is running the Golf Club;
“County”	The Hertfordshire County Golf Union.
“Disciplinary Panel”	the group of individuals appointed by the Club to deal with disciplinary matters under these Regulations;
“Disciplinary Secretary”	the person who is nominated as the Disciplinary Secretary by the Committee from time to time;
“England Golf”	The English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU, Company Number: 5564018;
“Member”	Any member of the Club in any membership category, including social or honorary members;
“Notice of Charge”	A written notice sent to the Respondent in any matter notifying them of the Complaint(s) and Charge(s) made and brought against them;
“Participant”	Any person, whether a Member, a visitor, or a subscriber to the England Golf iGolf scheme, who takes part in or spectates at any golfing activity at the Club or who attends the clubhouse as a social/honorary member
Player	Any person who plays golf at the Club, whether or not they are a Member
“Respondent”	the person who is the subject of the Complaint or disciplinary

	action brought by the Disciplinary Secretary under the Regulations;
“Rules of Golf”	the rules governing the playing of golf as jointly issued by the R&A and the USGA from time to time;
“Young Person”	A person under 18 years of age.

2. WHO IS BOUND BY THESE REGULATIONS

- 2.1.** These Regulations apply to all Members, Honorary Members, Players Participants, staff members, volunteers, and contractors of or visitors to the Club.

3. JURISDICTION OVER DISCIPLINARY MATTERS

- 3.1.** These Regulations will apply to:

- 3.1.1.** Alleged breaches of the Club Rules, Regulations, Codes, and Practices and its statement of values or standards of behaviour.
- 3.1.2.** alleged breaches of the Rules of Golf, handicap infringements, disqualifications, and any breach of the rules of a Club Tournament, and
- 3.1.3.** any matter in which an individual engages in any conduct that is inappropriate, unlawful, unsporting, or behaves in a manner that is unacceptable or opposed to the general interests of the Club or which brings the Club into disrepute.
- 3.1.4.** any matter in which an individual engages in any conduct that is inappropriate, unlawful, unsporting, or behaves in a manner that brings the sport of golf into disrepute.

- 3.2.** Incidents of a safeguarding nature must be referred to the England Golf Governance team before any disciplinary action is taken under these Regulations.

4. RAISING OF COMPLAINTS

- 4.1.** Any person or body may raise a complaint to be considered under these Regulations. Complaints should be made in writing, but the Club will make reasonable adjustments to deal with Complaints made in other ways where appropriate.
- 4.2.** When the Club receives a Complaint, it shall appoint a Disciplinary Secretary, who shall be independent of the matter, to consider it and decide how to proceed.

5. NEXT STEPS

- 5.1.** Following the appointment, the Disciplinary Secretary may, without limitation:
 - 5.1.1.** Commence an initial investigation to obtain more information or evidence
 - 5.1.2.** Contact the Respondent for a response
 - 5.1.3.** seek advice from or refer the matter to any other appropriate body
 - 5.1.4.** resolve to deal with the matter informally
 - 5.1.5.** conclude that no further action is required
 - 5.1.6.** refer the matter to a disciplinary panel for further action.
- 5.2.** In any event, the Disciplinary Secretary will record the reasons for deciding on the appropriate next steps.

6. DEALING WITH THE MATTER FORMALLY: CONSTITUTING A DISCIPLINARY PANEL

- 6.1.** If the Disciplinary Secretary decides that the matter should be dealt with formally, a Disciplinary Panel will be set up to deal with the matter.

The Disciplinary Panel will consist of three individuals, all of whom will be independent of the complaint or incident giving rise to the matter. One member of the Disciplinary Panel will be appointed as Chair.

- 6.2.** If a member of the Disciplinary Panel declares an interest or is deemed to have an actual or potential interest by the Chair (or if it is the Chair, another member of the Disciplinary Panel), another individual will replace them.

7. ISSUING A NOTICE OF CHARGE

- 7.1.** Once a Disciplinary Panel has been formed, the Disciplinary Secretary will notify the Complainant of the decision to deal with the matter under these Regulations and send a Notice of Charge to the Respondent setting out:

- 7.1.1.** The Regulation, rule, or provision that the Respondent is alleged to have breached; and
- 7.1.2.** A summary of the facts or circumstances that led to the Complaint and the Charge; and
- 7.1.3.** Confirmation that these Regulations apply to the determination of the matter; and
- 7.1.4.** The time, date, and location of any meetings that have been organised to discuss or otherwise deal with the matter; and
- 7.1.5.** The rights of the Respondent under these Regulations to have a fair opportunity to make representations in their defence; and
- 7.1.6.** Instructions on what the Respondent must do to admit or deny the Charge and the deadline for indicating their response.

8. ADMITTING OR DENYING THE CHARGE

- 8.1.** The Respondent shall have at least 14 days from the date of the Notice of Charge to respond and either:
- 8.1.1.** Admit the Charge; or
 - 8.1.2.** Deny the Charge, in which case a full disciplinary hearing will deal with the matter.

- 8.2. If the Respondent admits the Charge, the Disciplinary Panel may deal with Decisions and Sanctions under Regulation [11]. The Respondent may make written representations in mitigation within 7 days of accepting the Charge or having been deemed to accept the Charge.
- 8.3. If the Respondent does not accept the Charge, the Disciplinary Panel will call a Disciplinary Hearing following Regulations [9-10].
- 8.4. If the Respondent does not respond to the Notice of Charge within the period outlined in Regulation [8.1] above, the Disciplinary Panel may call a Disciplinary Hearing. It may treat the Respondent as having admitted the Charge.
- 8.5. If there are multiple Charges, the Respondent may admit or deny all or some of the Charges. The Disciplinary Panel may deal with Charges that are Admitted and Denied separately.
- 8.6. The Disciplinary Panel may deal with a disciplinary matter by way of an oral hearing either conducted in person or by audio or video conference call, or deal with the matter by way of written submissions, whichever method is most appropriate and proportionate to the issues at hand, and considering the needs and wishes of the Respondent and any other witnesses in deciding how to deal with the hearing.

9. NOTICE FOR DISCIPLINARY HEARINGS

- 9.1. The Disciplinary Panel will give reasonable notice of any hearing or deadline for written submissions and should consider at least one rescheduling to accommodate prior commitments.

10. ORAL DISCIPLINARY HEARINGS

- 10.1. A third party may represent the Respondent at any oral hearing, whether or not that person is a member of the Club (the “**Representative**”), and the

Representative may make submissions but not give evidence on behalf of the Respondent.

- 10.2.** Another Member may accompany the Respondent for support (the “**Friend**”), but the Friend may not make representations on behalf of the Respondent.
- 10.3.** The chair will determine the procedure for an oral hearing. A standard hearing procedure is set out in **Appendix 1** of this document, which the Chair of the Disciplinary Panel may follow.
- 10.4.** Regardless of the procedures followed, the Respondent must be allowed to make representations and present evidence in their defence. The Respondent must also be allowed to review and challenge evidence in support of the Complaint and Charge.
- 10.5.** If the Respondent does not attend the hearing as arranged above, provided that the Disciplinary Panel is satisfied that notice of the hearing was received, it may proceed and decide the case in the absence of the Respondent.

11. DECISIONS AND SANCTIONS

- 11.1.** The Disciplinary Panel may reach such decision and/or impose such sanctions as it sees fit, including without limitation, to:
 - 11.1.1.** Dismiss the Charge as unproven.
 - 11.1.2.** Issue a warning or reprimand regarding the misconduct or rule breach committed.
 - 11.1.3.** Suspend or exclude the Respondent from the Club and Club Competitions, Tournaments, Teams, meetings or other activities.
 - 11.1.4.** Suspend or exclude the Respondent from holding office within the Club for a specified or indefinite period.

- 11.1.5.** Suspend the Respondent's Membership of the Club and their ability or authority to attend and exercise playing rights at the Club for a defined period.
- 11.1.6.** Permanently expel the Respondent from the Club and/or
- 11.1.7.** A combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Panel as appropriate.
- 11.2.** The Disciplinary Panel's decision regarding sanctions must be reasonable and proportionate in all circumstances. The Panel will give reasons for its decision.
- 11.3.** The decision of the Disciplinary Panel may be communicated to the Respondent orally at any oral Hearing. Still, in any event, it must be communicated in writing within a reasonable time of making the decision.
- 11.4.** If a right of appeal exists from the decision, the written decision must set out how that right can be exercised.

12. MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK

- 12.1.** Where a disciplinary matter involves a Young Person and/or Adult at Risk of Harm, the Club, the Disciplinary Panel must be mindful of the needs of the person in question and take these into account when deciding:
 - 12.1.1.** The format of proceedings.
 - 12.1.2.** Whether any action is taken against such a Young Person or an Adult at Risk of Harm;
 - 12.1.3.** Whether any provisions in these Regulations should be varied.
- 12.2.** The Disciplinary Panel should inform the Club Welfare Officer or, in their absence, the County Welfare Officer or the England Golf Safeguarding team of the circumstances surrounding the Young Person and/or the Adult at Risk of Harm before taking action under these Regulations.

- 12.3.** Written permission should be obtained from any parent/carer of a Young Person or Adult at Risk of Harm where such person is asked to provide evidence and/or attend a hearing. Where a Young Person or Adult at Risk of Harm is asked to attend a hearing, they shall be allowed to do so accompanied by any parent/carer. The Disciplinary Panel shall ensure that the Young Person or Adult at Risk of Harm fully understands the process.
- 12.4.** For the avoidance of doubt, the refusal of the parent, Young Person, or Adult at Risk of Harm to cooperate shall not preclude the Club from taking disciplinary action against the Young Person or Adult at Risk of Harm.

13. APPEALS – ENGLAND GOLF FRAMEWORK

- 13.1.** Decisions related to the Rules of Golf or handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out below.

Matter arising at	Disciplinary body at first instance	Appeal level
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

There will be no further right of appeal.

- 13.2.** If the Respondent wishes to appeal a decision of the Disciplinary Panel, they (the “**Appellant**”) must lodge the appeal to the Disciplinary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel's original decision being notified to the Respondent.
- 13.3.** The Appeal Request must set out one or more of the grounds of appeal below, any further evidence on which the Appellant wishes to rely, and reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

- 13.3.1.** The decision was based on an error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it;
 - 13.3.2.** Serious procedural or other irregularity in the proceedings before the Disciplinary Panel.
 - 13.3.3.** Significant and relevant new evidence has become available that was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision and/or
 - 13.3.4.** The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.
- 13.4.** Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, is received in time, and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers the Notice of Appeal valid, he will forward it to the County Secretary of *Hertfordshire County Golf Union* or Association as appropriate. If the Disciplinary Secretary believes the Notice of Appeal is invalid, he will return it to the Respondent and explain why it is not valid.
- 13.5.** The *Hertfordshire County Golf] Union* or Association Disciplinary Regulations will apply after that to any appeal unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.

14. APPEALS – INTERNAL CLUB MATTERS

APPEAL WITHIN THE CLUB

- 14.1.** If the Respondent wishes to appeal a decision of the Disciplinary Panel to which Regulation 13 does not apply, they (the “**Appellant**”) must lodge the appeal to the Disciplinary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel's original decision being notified to the Respondent.
- 14.2.** The Appeal Request must set out one or more of the grounds of appeal below, any further evidence on which the Appellant wishes to rely, and reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:
- 14.2.1.** The decision was based on an error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it
 - 14.2.2.** Serious procedural or other irregularity in the proceedings before the Disciplinary Panel
 - 14.2.3.** Significant and relevant new evidence has become available that was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision and/or
 - 14.2.4.** The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.
- 14.3.** Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, is received in time, and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers the Notice of Appeal invalid, he will return it to the Respondent and explain why it is not valid.

- 14.4.** If the Disciplinary Secretary considers that the notice of appeal is valid, the Disciplinary Secretary will consider whether at least one ground of appeal is being established, in which case the Disciplinary Secretary will appoint an Appeal Panel comprising 3 individuals who have had no prior involvement and have no actual or potential interest in the matter. If the Disciplinary Secretary does not consider that a ground of appeal has been established, he will inform the Respondent of the reasons.
- 14.5.** The Appeal Panel shall determine whether an appeal of a Disciplinary Panel decision shall be by way of review only or a full re-hearing of all the evidence presented to the Disciplinary Panel, with due consideration given to any requests made by any relevant party.
- 14.6.** An Appeal Hearing may deal with an appeal based on written submissions from the Appellant and the Respondent or through an oral hearing. If any party requests an oral hearing, this will be facilitated unless exceptional circumstances mean an oral hearing is impracticable.
- 14.7.** The procedure for an Appeal Hearing shall be flexible and at the discretion of the Appeal Panel, which may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness.
- 14.8.** The Appeal Panel may also, at its discretion, follow the standard hearing procedure for disciplinary hearings set out in **Appendix 1**.
- 14.9.** The Appeal Panel shall have the power to:
- 14.9.1.** Dismiss the appeal.
 - 14.9.2.** Remit the matter for a re-hearing by the Disciplinary Panel.
 - 14.9.3.** Remit the matter for a re-hearing by a new Disciplinary Panel made up of different individuals than those appointed initially.
 - 14.9.4.** Substitute an alternative finding.

14.9.5. Reduce or increase the original sanction and/or

14.9.6. Make such further orders as they consider appropriate.

14.10. The decision of the Appeal Panel may be communicated at the Hearing. Still, in any event, it must be communicated in writing within 7 days of the hearing or deliberation of written submissions.

15. MISCELLANEOUS PROVISIONS

15.1. The Disciplinary Panel will make decisions by a majority of over 50%. The Panel may make a single decision and is not obliged to disclose to the Respondent how individual members of the Panel voted or whether the decision was a majority or a unanimous decision.

15.2. The standard of proof in all cases before the Disciplinary Panel and the Appeal Panel is the balance of probabilities.

15.3. The Chair may extend any timescales or deadlines for matters dealt with under these Regulations in the light of all material circumstances of the case and the individuals involved.

15.4. The Disciplinary Panel or the Appeal Panel may, where they deem it appropriate, bearing in mind all the circumstances of the matter, request an independent person to act as an adviser to the Panel(s).

15.5. The Disciplinary Panel and Appeal Panel are not obliged to follow strict rules of evidence. They may admit such evidence and attribute such weight to any piece of evidence as they deem fit in the circumstances.

15.6. The Club will not be liable to any person, Member, or Participant for any loss caused, whether direct, indirect, financial, or consequential, arising out of or in connection with any matters taken under these Regulations.

- 15.7.** The Club shall provide any relevant contact details for the Disciplinary secretary and any other relevant parties and communicate them to Members from time to time and upon request.
- 15.8.** The laws of England & Wales shall apply to these Regulations.

APPENDIX 1

STANDARD DISCIPLINARY HEARING PROCEDURE

- 1** If deemed required, the Disciplinary Panel will set appropriate deadlines for submitting any written evidence/representations requested from the Disciplinary Secretary or the Respondent before any hearing.
- 2** The hearing will be convened by the Disciplinary Panel at a time suitable to the parties and communicated to the parties by the Disciplinary Secretary.
- 3** The Disciplinary Secretary will present the case against the Respondent, together with relevant evidence, including witness evidence, if appropriate.
- 4** The Respondent will be granted the opportunity to present its case, challenge the evidence presented against them, submit their own evidence, call witnesses, and make representations to the Disciplinary Panel. The evidence of further witnesses not notified by the Regulations will be admitted only at the discretion of the Chair of the Disciplinary Panel.
- 5** A Representative representing a Respondent at a hearing may present and sum up their case, but they may not answer questions put to the Respondent.
- 6** Before being called, witnesses will not be allowed in the room while evidence is being given. This does not apply to the Complainant or Respondent.
- 7** The Disciplinary Panel may ask the Respondent and each witness questions after concluding their evidence.
- 8** The Respondent will have the opportunity to raise questions in cross-examination.
- 9** The Disciplinary Panel may limit cross-examination as it deems appropriate.
- 10** The Respondent and the Disciplinary Secretary will be allowed to make a closing statement to the Disciplinary Panel.
- 11** The room will be cleared, and the Disciplinary Panel will deliberate and determine whether the disciplinary charge has been proven on the balance of probabilities.
- 12** The hearing will reconvene, and the Chair of the Disciplinary Panel shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing later as set by the Disciplinary Panel.
- 13** Where a charge is proven, the Respondent will have the opportunity to present arguments for mitigation.
- 14** The Disciplinary Panel will review the Respondent's previous disciplinary record, where relevant, to consider sanctions.

- 15** The room will again be cleared, and the Disciplinary Panel will determine the appropriate sanction.
- 16** A record kept of all disciplinary proceedings hearings, and decisions.