

The Millbrook Golf Club

Disciplinary Process

V1.0 - May 2020

DISCIPLINARY REGULATIONS

PROCESS OVERVIEW

Disciplinary Secretary Guidance

The Disciplinary Secretary will perform investigative and administrative duties in relation to the proper implementation of the Disciplinary Regulations at The Millbrook Golf Club (hereinafter referred to as 'The Millbrook' or 'the Club')

Appointment

- The Disciplinary Secretary will be appointed by the Management Committee.
- The Disciplinary Secretary will be appointed for a term of one year which may be renewed on an ongoing basis with consideration to the Disciplinary Secretary's duties and the requirement for all disciplinary matters to be dealt with in a fair and just manner.

Powers / Duties

The Disciplinary Secretary will:

- be independent of all disciplinary matters and in the event that a conflict of interest arises a new Disciplinary Secretary shall be appointed by the Management Committee in respect of the matter in question;
- be notified of all complaints received from individuals or bodies relating to conduct of members,
- conduct the initial investigation into a disciplinary matter following receipt of a complaint or becoming aware of a disciplinary matter involving a member. The Disciplinary Secretary may seek guidance / advice from any individual they deem fit which may include seeking independent legal advice in respect of a disciplinary matter. If the concern is felt to fall into the realms of safeguarding the Club's Golf Welfare Officer will proceed with appropriate action. Details of The Millbrook's appointed officers can be found on the Club website or by contacting the Club Manager,
- choose the most appropriate course of action for dealing with a disciplinary matter following completion of the initial investigation,
- keep the Complainant (if applicable) and the Respondent fully apprised of the ongoing disciplinary proceedings and the course of action chosen with regards dealing with the matter,

- act as secretary / administrator to the Disciplinary Committee / Appeal Committee (as applicable) and communicate any arrangements as deemed necessary by the Disciplinary Committee / Appeal Committee (as applicable) for the conduct of a hearing which will include considering reasonable and appropriate time frames in order for a Respondent to receive a fair hearing,
- present the case to the Disciplinary Committee / Appeal Committee (as applicable) who shall then consider the matter at its discretion and in accordance with the Regulations,
- act as an intermediary between the Disciplinary Committee / Appeal Committee (as applicable) and those persons who are subject to disciplinary action as necessary from time to time.
- Refer any appeal to the County Union and act as an intermediary between the County Union, and all other parties,
- keep a written record of all disciplinary decisions made by the Disciplinary Committee / Appeal Committee.