

### Allegation of misdemeanour in a Club Competition - Template

**At:** Kings Hill Golf Club, Men's Section Competition

**On:** [Date] [Name of Competition]

**Respondent:** Mr [A B]

Proposed enquiry and potential disciplinary process, closely following the Disciplinary Regulations of England Golf, May 2014 ("DREG"):

	Procedure	Detail of procedure
1	<b>Initial investigation</b> (see Note 1)	Men's Section Competition Secretary ("CS") considers the written allegations made by competitor[s], if necessary speaking to him/them directly to clarify any details. <ul style="list-style-type: none"> <li>➤ If CS concludes there is <i>no</i> case to answer, No further action</li> <li>➤ If CS concludes there <i>is</i> a case to answer, move to Step 2</li> </ul>
2	<b>Informing the Respondent</b>	CS or Club Captain speaks to Respondent to inform him of the allegations; invites him to an informal meeting with CS and the Club Captain. Men's Section Secretary ("MSS") will attend to take notes and explain the detail of any further steps, if necessary <ul style="list-style-type: none"> <li>➤ Move to Step 3</li> </ul>
3	<b>Informal meeting</b>	CS puts the allegations again to Respondent; Respondent offers own version of events. <ul style="list-style-type: none"> <li>➤ If Respondent's version is similar, the parties may agree a course of action, including but not limited to: No further action, a warning as to future conduct, or a sanction accepted by the Respondent</li> <li>➤ If Respondent does not agree, move to Step 4</li> </ul>
4	<b>Disciplinary Hearing</b> (see Note 2)	Respondent is asked in writing by the MSS to attend a hearing in front of a disciplinary panel to answer specific allegations. <ul style="list-style-type: none"> <li>➤ If Respondent accepts the allegations, the panel will then operate in his absence. Respondent may make a submission of mitigation</li> <li>➤ If Respondent denies the allegations, the Secretary then informs all parties of the date, time and place for a hearing</li> </ul> <p>Operation of the hearing:</p> <ul style="list-style-type: none"> <li>• Panel Membership: 3 members, 1 as Chair, selected by the MSS from Men's Committee [<i>standing members or co-opted</i>], none having previous knowledge of the allegations. Secretary to act as secretary and administrator to the panel</li> <li>• Written submissions in advance: by CS and by Respondent made one week in advance of panel meeting, including witness statements</li> <li>• Verbal evidence at hearing: given by CS, witnesses, the Respondent</li> </ul>

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		<p>and any witnesses called by him. Questions from panel and cross-examination by Respondent or his representative</p> <ul style="list-style-type: none"><li>• Decision by panel: made on the balance of probabilities</li><li>• Sanction, if any: including but not limited to No further action, a warning as to future conduct, or a sanction (reasonable and proportionate to offence)</li></ul> <p>➤ Afterwards the Respondent has the right of appeal. If he chooses to, move to Step 5</p>
5	<b>Appeal</b> (see Note 3)	The Respondent may appeal to Kent Golf Union. Grounds for appeal are limited to: error of fact, procedural irregularity, the uncovering of new evidence, or an unreasonable sanction.

**Note 1.** From 4.4 of DREG: “As a general rule, disciplinary matters shall be dealt with at their most local level, so that club or county disciplinary matters shall be dealt with at a club or county level as appropriate, with any appeal to the next level”

**Note 2.** The operation of hearings is described in detail in the following sections of DREG:

- 10 Composition of the Disciplinary Panel
- 11 Pre-hearing procedure
- 12 Service of documents
- 13 Conduct of hearings
- 14 The Disciplinary panel’s decision
- 15 Available sanctions

**Note 3.** See section 18 of DREG, Appeal of the Disciplinary Panel’s decision

**Agreed by Committee on May 17, 2016**

*Contd*

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## Men's Section

It is further agreed that this disciplinary procedure may also be followed by the Committee in cases of poor behaviour and/or etiquette by members playing in a men's competition at KHGC or while representing the Section at KH or another course. It is agreed that all members must:

- take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- recognise the valuable contribution made by committee officers, who are usually volunteers, as well as by the club's employees.
- be a positive role model, and treat fellow players and others connected with the club with respect
- use correct and proper language at all times, avoiding obscenities audible to fellow competitors and/or to local residents, and refraining from violent conduct such as (but not limited to) the throwing of clubs or flagsticks

**Agreed by the Committee**

**September 6, 2016**