



BERRINGTON HALL

Discipline Guidelines

Version July 2025

FOREWORD

This document outlines the discipline code currently in operation at Berrington Hall Golf Club.

These Guidelines have been drawn up by the Club Captain under the direction of the Club Secretary.

Sole responsibility for these Guidelines rests with the Club Secretary who is also responsible for all golfing matters at Berrington Hall Golf Club.

Club Secretary

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6. Discipline dealt with by proprietors of club

Distribution:

MENS LOCKER/CARD ROOM
LADIES LOCKER ROOM
FRONT DESK
SECRETARY

Revision Control:

Revision	Date	Main changes
1	21 st Dec '23	First draft
2	July 2025	Golf England appeals process, owners actions amended

Section 1 Code of Conduct:

1.1: - Club members should always conform to the rules of the Club and to the best traditions of golf in terms of dress, behaviour and sportsmanship when playing in Club competitions, when on Club premises or when representing the Club at organised events.

1.2: - Where members witness a breach of the rules when playing Club competitions, they should in the first instance “call-out” the breach to the golfer concerned and attempt to resolve the matter. It is encouraged to bring the matter to the attention of all the playing partners at the time of the incident.

If the matter cannot be resolved and/or requires further clarification, they should immediately report the incident with the Club and/or Competitions Secretary at the end of their round and on entering the Clubhouse.

If they wish to escalate the matter further, they should bring it to the attention of a member of the Committee.

Section 2 Disciplinary Procedures:

The following procedures will be followed if it is necessary to initiate disciplinary action against any member of Berrington Hall Golf Club.

2.1: -The Disciplinary Panel of Berrington Hall Golf Club shall consist of not more than four members nominated by the Management Committee. One of the members of this panel **MUST** be the Club Secretary.

2.2: -Any person with a personal involvement or interest in the subject matter shall not be appointed to the Disciplinary Panel.

2.3: - All members of the Disciplinary Panel must be totally impartial.

2.4: - The Club Secretary shall act as Secretary for the disciplinary panel, he/she doesn't have any say or vote.

Section 3 Formal complaint:

3.1: -An initial Complaint can be made verbally to any Member of the Management Committee. Any complaint about a member must eventually be made in writing by the complainant and sent to the Club Secretary this should be signed and dated.

3.2: -The written complaint **MUST** be lodged within 14 days of the alleged incident or grounds for the complaint arising or becoming known. The Management Committee reserve the right not to investigate a complaint that does not strictly adhere to this.

3.3: -The complaint **MUST** specify the details of the alleged incident or grounds for complaint.

3.4: -On receipt of complaint Club Secretary **SHALL** forward a copy of the complaint to the member in question and request a written response within 7 days.

3.5: - The Club Secretary **SHALL** forward the complaint, written response, and any other relevant material to the Disciplinary Panel for consideration and within 7 days.

Section 4 Discipline panel:

4.1: - Upon receiving a referral from the Club secretary, the Chair of the Disciplinary Panel shall convene a hearing of the Panel.

4.2: - Any person that is subject to a disciplinary hearing shall be supplied with a copy of the original complaint and any additional material provided to the Disciplinary Panel.

4.3: - Further to this they shall be informed of their right to the following.

- a) To be advised of the nature of the complaint and the potential penalties that may apply.
- b) To be present in person at any such hearing and be advised at least 7 days in advance of the date, time, and venue of such hearing.



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- c) Allowed to make their own representations and/or have or be accompanied by a personal representative, who **MUST** also be a member.
- d) To state his/her case, call relevant witnesses and provide evidence at this hearing.
- e) Members are not allowed legal representation at any time.
- f) The partaking in Club Competitions should be advised against. However, should a member decide to partake in competitions then subsequently receive a suspension for the initial breach or complaint, any previous winnings will be deemed null/void, and the member will be stripped of the win and any prize monies awarded, during the relevant period. If the member does decide to self-suspend and the decision is upheld, then any suspension imposed will be from the time the member self-imposed.

4.4: - If the club member is unable to attend the meeting, he/she should notify the Club Secretary in writing at least 48 hours before. If there is a valid reason the meeting should be rescheduled.

4.5: - If the member elects not to attend the meeting without good reason the Disciplinary Hearing may proceed in his/her absence.

4.6: - Unless the Disciplinary Panel otherwise directs the procedure will be as follows.

- a) The Discipline Panel will explain the process and advise of the rights of appeal.
- b) The terms of the complaint will be considered followed by written or oral response provided by the member.
- c) Any further evidence will be heard.
- d) Any other witnesses to be called will then be heard (or in the situation where the witness is unable to attend then their signed written statement will be read out)
- e) Any witnesses are to be excluded from the hearing until required to give their evidence and must retire immediately after giving their evidence and answering any questions from the Disciplinary Panel.
- f) Questioning of the parties or any witnesses may only be directed by the Disciplinary Panel acting fairly and reasonably.



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- g) The member will then be given an opportunity to make final submissions, including submissions on sanctions if the complaint is upheld.
- h) Notification of the decision, including sanctions, with appropriate reasons, shall be issued by the Club Secretary, in writing within 14 days of the hearing.

4.7 - The Panel shall be empowered to take whatever action (short of expulsion), if it is considered appropriate, in response to a breach of Club competition rules. A member may be suspended from playing competitive golf and/or have points deducted from his/her Order of Merit scorecard, for any reason. The member concerned must have had the opportunity to state his/her case to the Disciplinary/Appeals Panel before a decision to suspend is made final.

Section 5 Appeals process.

5.1: - The Appeals Panel must consist of four management Committee members who were not part of the original Disciplinary Panel (See notification 5.5) Members of the previous panel can be in attendance but cannot vote. The Club Secretary must be present and record minutes at the meeting.

5.2: - An appeal must be lodged within 7 days of the decision being notified in writing to the member.

5.3: - An appeal should be lodged when a notice of appeal is received by the Club Secretary. The notice of appeal shall be in writing. Signed by the member and specify the following.

- a) The name of the appellant member
- b) The decision appealed against
- c) The date of decision appealed against
- d) The specific grounds of appeal, including in relation to sanctions.

On receiving the documentation, the Club Secretary will automatically forward this to the Appeals Panel.

5.4: - The chair of the Appeals Panel or Club secretary will communicate with the appellant member and.

- a) Set a time, date, and place for hearing the appeal.
- b) Of the composition of the Appeals Panel.
- c) Of the rules within this procedure, which govern the hearing and process.

5.5: - The Appeals Panel may, in its discretion, rehear the whole or any part of the evidence given previously to the original Disciplinary Panel as it considers appropriate.

5.6 If the member believes that they have been treated unfairly nothing within this policy stops them from using the separate appeals process of Golf England.

THE APPEALS PANEL DECISION IS FINAL.

Section 6 Additional Information.

The Proprietor has sole responsibility to expel or discipline, as appropriate, any member whose conduct is deemed to be injurious to other members. This includes the use of foul and offensive language, violent conduct, or wilful damage to company property.

If the Committee wish to expel a member from the Club, notice must be sent to the Proprietor, signed by four members, acquainting them with the circumstances that gave rise to such notice. The Proprietor shall then communicate with such member (so that they have an opportunity to advance an explanation in relationship to being withdrawn from the Club) and after consideration the Proprietor has the sole final decision.

Any member so expelled shall have the right to appeal to the Proprietor within 7 days of their expulsion when the Proprietor shall be required to confirm the expulsion. If the expulsion is not, then confirmed the member shall be re-instated.