

CAHIR PARK GOLF CLUB

DISCIPLINARY PROCEDURE

The Club has a duty of care to all its members to investigate, in a fair and impartial manner any complaint or grievance submitted by a member to the club.

- If the complaint alleges *criminal* activity the complaint must be reported to the garda and the club may suspend any member involved in the alleged criminality pending a full disciplinary hearing.
- If the complaint involves a member of *staff* it will be dealt with in accordance to the terms and conditions of the employees' contract of employment and employment law.
- Complaints, deemed by the club to be of a minor nature, will be dealt with by an agreed informal process. If no resolution is reached the matter will be dealt with by a disciplinary hearing.
- all other complaints will be investigated by an independent panel of three members appointed by the club. It is the responsibility of the club to ensure the panel members have no conflict of interest relating to the complaint, the complainant or the defendant.
- The panel will be solely responsible for deciding the outcome of the hearing. Their decision must be **unanimous**, and they will have the discretion to do any or all of the following:
 - deem the complaint to be without foundation.
 - take no action.
 - issue a written reprimand and a warning to future behaviour.
 - withdraw use of course or club house for a period not exceeding three months.
 - apply a ban on playing in competitions for a period not exceeding three months.
 - temporarily suspend membership for a period not exceeding three months.
 - request the resignation or terminate the membership of the member.

-The defendant has the right to appeal to a new independent panel. The appeal panel will, after a full hearing, decide by **majority** vote to either uphold, increase or reduce the sanctions imposed by the disciplinary panel.

-The decision of the Appeal Panel is final and binding.

Members must use the clubs disciplinary process to settle complaints. If a member refers the complaint to a third party, excluding the Garda, before using the disciplinary process they will be subject to a disciplinary hearing which may lead to immediate expulsion from the club.

The Disciplinary Process

- A complaint by a member must be submitted by letter or email to the Hon Sec within 14 days of the alleged incident. The complaint must be in sufficient detail for the club to make a judgement of the seriousness of the complaint.
 - If deemed minor in nature the club will try, with the agreement of the complainant, to resolve the issue through an informal process. If the complaint cannot be resolved by this process it will go before a disciplinary panel
 - If a complaint is deemed more serious it must be investigated by an independent disciplinary panel.
 - The defendant must receive in writing a copy of the complaint, within 7 days of its submission to the club, and reply to the Hon Sec within 14 days with any comments they wish to make.
- A disciplinary meeting must be arranged with two months of the incident at a time and date convenient to all parties.

The Disciplinary panel of three members will be appointed by the club. If the defendant is a lady member the panel must consist of at least two lady members and vice versa. The Chairperson is

appointed by the club. It is the responsibility of the club to ensure that the panel members have no conflict of interest in hearing the case.

The complainant and defendant may both be accompanied at the meeting. They will also be entitled to bring one witness and submit in writing, a minimum three days prior to the meeting, any witness statements they wish the panel to consider.

The Chairperson must ensure the meeting is conducted in a professional manner. He must ensure both parties understand the rules and process of the meeting. Witnesses will only be able to attend the meeting while giving evidence.

The Chairperson will invite the complainant to outline their case, call any witness and then ask the defendant to do the same. Any questions by the two parties must be directed through the chair. The panel will have the right to question and probe evidence throughout the meeting.

The Chairperson will bring the meeting to a close when both parties are satisfied their evidence has been fully heard. The Chair will inform both parties of the outcome of the meeting within seven days.

The panel must reach a **unanimous** decision on whether the complaint is proven and the sanctions, if any, to be imposed.

The defendant has 14 days to appeal the hearing.

If an appeal is requested the club will appoint a new panel and the appeal hearing must be independent of the disciplinary hearing.

The decision of the appeal panel may be by majority vote and the sanctions imposed by the disciplinary panel may be upheld or changed.

The decision of the appeal panel is final and binding. Both parties must be notified of the appeal outcome within seven days.

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