



HIGHWOODS GOLF CLUB

CLUB RULES

AUGUST 2023

RULES OF HIGHWOODS GOLF CLUB

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1 INTRODUCTION

The rules, by which our Club and most others operate, evolved over many years.

They are amended to reflect and to deal with many changes in the diverse areas of a golf club's activities and membership, as well as considering issues that impact on the business of the club.

They also exist to provide a common background to what is asked of a Club's management team and its members, in order that the Club itself functions in a harmonious and efficient way, for the benefit of those who subscribe to belong to it.

As a guide and reminder to new and existing members, there is set out below the framework that exists for Highwoods Golf Club and its members.

Highwoods Golf Club was formed on 24th September 1924 to provide a golf course and associated facilities for the benefit of its members. It is managed by an elected Management Committee and other office-holders, namely a President, Captains and others detailed within these rules.

The Club conducts its financial and business affairs through a Limited Company, Highwoods Golf Club Limited. Full, Restricted, Part Play and Community members hold a share in the Company. The Company owns the assets of the Club such as the land, buildings, and equipment, employs the staff needed to operate the Club's business and deals with its income and expenditure through banking accounts held in the Company's name. The Company has a Board of Directors which consists of the members of the Club's Management Committee and the Club Manager acts as the Company Secretary. The rules under which the Company operates are contained within the Company's Articles of Association.

The Club's Articles of Association were changed in 2021 to comply with the ethos of a Community Association Sports Club. The changes were supported by 89% of Members via a Special Resolution at an Extraordinary General Meeting.

2 OBJECTIVES OF THE CLUB

The objectives of Highwoods Golf Club are to promote the game of golf and the complementary benefits of a social club through the provision of:

- A golf course of high standard to be enjoyed by members, guests, and visitors
- Golf competitions and matches
- A handicap system for members
- Affiliation to national and county golfing bodies
- Social functions and events for members and their guests
- Additional Club activities as may be sought such as bridge, snooker, darts, art etc.

In addition to these objectives the Club is now increasingly being made available to outside parties for social functions as a means of generating additional revenue and to help in providing a fuller range of bar and catering services, thereby improving the quality expected and achieved for members' events.

On occasions, when such "outside" events are being staged, it is necessary to ask members to respect the privacy of those who have chosen Highwoods to host their function, in the same way as we accept bookings from visiting groups and societies, who make similar reservations by way of booked tee times.

Obviously to avoid members being inconvenienced, notice of golfing or clubhouse reservations will be made available as soon as practicable.

The main purposes of the club are to provide facilities for and to promote participation in the amateur golf in Bexhill and the surrounding areas.

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of Golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Our vision is to **“Provide the best golfing and social experience for our members and our guests.”**

Our values are **inclusivity, respect, honesty, and kindness**. We are known as the friendliest Club and our welcome extends beyond the mat in the doorway.

3 VALUES OF THE CLUB

Highwoods Golf Club's Equality, Diversity, and Inclusion.

We aim to ensure that the legal requirements of the Equality Act 2010 are properly applied and that the terms and recommendations of the associated Codes of Practice are adopted positively within the Club.

These principles apply equally to members, staff, guests and contractors.

The Club recognizes that certain groups and individuals in society are disadvantaged because of discrimination experienced as a result of colour, race, nationality, religion or belief, physical or mental disability (except as limited by available facilities), marital or civil partnership status, pregnancy and maternity, sex, sexual orientation, gender reassignment, caring responsibilities, criminal convictions unrelated to the job or age. It understands that these 'characteristics' are protected under law. The Club further recognises that discrimination can be direct or indirect and can take place at the personal and institutional level.

Direct discrimination

Treating people less favourably than others on grounds of a characteristic, such as race, age, religion, gender or sexual orientation, is unlawful and irrelevant to our membership criteria, or employment requirements.

Indirect discrimination

Indirect discrimination is applying a provision, criterion or practice which disadvantages people of a particular group, and which is not justified in objective terms.

Associative Discrimination

Discrimination against an individual because they are associated with someone who has a protected characteristic (e.g. someone with a transgender partner or a disabled child).

Harassment

Harassment is any unwanted conduct, including gossiping, that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

3 VALUES OF THE CLUB (continued)

CONTRACTORS

The Club will expect Contractors to comply with the Equality, Diversity and Inclusion Policy. A question about compliance will be asked when placing a contract out to tender. Contractors and Sub- Contractors will be expected to comply with the policy. This will include not using derisory language or images that degrade anyone. In the event of work not being tendered then selected Contractors will be asked to confirm that they will abide by the Association's Equality, Diversity, and Inclusion Policy.

Link to Highwoods Golf Club EDI Policy -

<https://clubv1clubdocuments.blob.core.windows.net/599/62028d5b-ad83-47f1-8549-a8371376a1ab>

4 MANAGEMENT OF THE CLUB

The management of the Club shall be the responsibility of the Management Committee consisting of a maximum of seven elected members who must be Full or Restricted members of the Club. Every member voted on to the Management Committee at the Club AGM by the membership shall be entitled to serve for a term of up to three years. Those members, having served a three-year term, shall be eligible for re-election.

Twenty-one days written notice, either by post or email shall be given of the date and time of the Annual General Meeting. Copies of annual accounts covering the year ended on 31st March will be available on the Club website at the same time as notice of the Club AGM is posted.

Members wishing to stand for election to the Management Committee should indicate in a letter to the Club Manager their wish to do so and include the names of a Proposer and Secunder from within the Club's Membership. Such letter should arrive at the Club's administrative office no later than 28 days prior to the AGM and the Club Manager will arrange for a full list of those standing to be publicised on the Club notice board, by no later than 21 days prior to the AGM. Once the names of candidates have been published, they shall display a photograph and "pen picture" to provide further background for the benefit of members.

The Management Committee shall elect one of its members to be Chairman and one to be Vice Chairman to each serve for one year until the next AGM. If at any meeting of the Management Committee the Chairman is unable to attend the Vice Chairman shall chair the meeting.

The Management Committee shall be entitled to authorise the formation of such sub-committees as it may decide and is empowered to co-opt members to such sub-committees or to the Management Committee itself.

The Captain, the Captain of the Ladies' Section, and any members co-opted to the Management Committee shall be entitled to attend meetings of the Management Committee but shall have no voting entitlement.

4 MANAGEMENT OF THE CLUB (Continued)

Any matters to be resolved by a vote at a meeting of the Management Committee shall be by a majority of those voting and in the event of a tie, the Chairman of the meeting shall have a casting vote. A quorum for any meeting of the Management Committee shall be not less than four members, entitled to vote at that meeting.

A member, serving on the Management Committee shall resign from office or be dismissed in the following circumstances:

- If found guilty of a criminal offence other than an offence, which in the reasonable opinion of the majority of the Management Committee, does not affect his or her position as a member of the Management Committee.
- If, having committed an offence resulting in Club disciplinary procedure being taken, being found guilty thereof.
- In the event of a vote of no confidence being taken by his or her fellow Management Committee members and that vote being unanimous.
- In the event of he or she ceasing to be a Full or Restricted member of Highwoods Golf Club.

It will be the responsibility of the Management Committee to oversee the Club's business and financial affairs which will be undertaken through Highwoods Golf Club Ltd and to facilitate these duties each elected member of the Management Committee agrees to be appointed a Director of Highwoods Golf Club Limited.

The Management Committee shall be responsible for creating and amending the rules of Highwoods Golf Club. In the event that there is a request for an addition or an amendment to the rules from outside of the Committee this will be considered. If the Management Committee reject the request, the sponsor may re-submit the proposal signed by at least 75 members who have voting rights. The written proposal shall be submitted to the Club Manager, requiring that an Extraordinary Meeting of the Club be held within 35 days from the delivery of such notice. In the event that the matter goes to the vote at an Extraordinary General Meeting and two thirds or more of those voting support the proposal, it shall be come an addition/amendment to the Club rules. An EGM on any other Club matter may be called using the above procedure.

The Management Committee's borrowing power and restrictions are contained within the Club's Articles of Association.

Minutes of Management Committee meetings will be published on the Club's website.

The Management Committee shall appoint a Club Manager who is answerable solely to that committee.

5 CLUB MEETINGS

An Annual General Meeting shall be held in the autumn with any other General Meetings being Extraordinary General Meetings. Twenty-one clear days' notice shall be given by post or by email, for members who have registered their address, of the holding of a General Meeting of the Club.

At any General Meetings of the Club, the President shall chair the meeting or, failing him, the longest servicing Vice President or, failing him any other Vice-President or, failing him, the Club Captain. The Chairman of the meeting shall have a casting vote if necessary, should the outcome of a paper ballot result in a tie.

On a matter of Club business, voting will be by a ballot either delivered at the meeting or placed in the ballot box at the clubhouse. A simple majority of votes, cast by those entitled to vote shall be sufficient to carry or defeat motions unless the rules or the Trust Deed (dated 8 November 1983) provide otherwise.

All Club members shall be entitled to notice of General Meetings of the club and an agenda of matters to be discussed. Members entitled to vote at such meetings shall be Full, Restricted, Part-Play and Community members.

6 OFFICERS OF THE CLUB

President

In the event that the President shall leave office, a Vice President shall become acting President up until the next AGM when an election will be held for the position of President. If more than one Vice President is willing to act as President then they shall determine the matter by mutual agreement or, failing that, by the drawing of lots.

A new President shall be elected into office by Full, Restricted and Part-Play and Community Members at a General Meeting of the Club, following a proposal from the Management Committee, published at least 60 days in advance of such meeting. Any member who has been a Full member, a member for a minimum of 10 years and is still a current member, is eligible for the office of President or Vice President. The election of a President shall be determined by ballot on a simple majority of votes cast.

On election, the President shall remain in office for a period of up to 6 years unless that person ceases to be a member, retires from the office of President or a majority of members entitled to vote at a properly convened EGM support a resolution for the President to stand down.

At the end of a first term of presidency, the President may stand for re-election for a further term of 6 years.

6 OFFICERS OF THE CLUB (Continued)

Vice Presidents

There shall be two Vice Presidents.

In the event of a vacancy for Vice President arising between AGM's, then not less than 35 nor more than 56 clear days before the next Annual General Meeting Full, Restricted and Part- Play members, wishing to put forward nominations for consideration, shall submit proposals in writing to the Club Manager signed by the nominee and supported by at least 12 Full, Restricted or Part-Play and Community members who have been members for a minimum of three years. A photograph and supporting information on the nominees(s) will be displayed on the Club notice boards together with the names of the proposers.

The subsequent election of any Vice President shall be determined by ballot on a simple majority of votes cast by those entitled to vote at the Annual General Meeting.

Captain & Vice Captain

Any Full playing member is eligible for the office of Captain or Vice-Captain.

Notice of a meeting of the Captains' Committee of which a quorum shall be 5, consisting of the Captain and Past Captains who are currently Full playing members shall be posted on the Club notice board at least 21 days prior to that meeting. In this regard any Full, Restricted or Part-Play members wishing to put forward a nominee for Vice-Captain for consideration by this Committee shall submit a proposal in writing, signed by the nominee and at least six such Full, Restricted or Part-Play members. The proposal shall be lodged in the Manager's office in a sealed envelope addressed to the Captain and marked "Vice-Captain nomination".

The Captains' Committee shall then meet to consider nominations received in this way for the office of Vice-Captain together with such name(s) as have been put forward by the Vice-Captain or the Club's Past Captains and subsequently the Committee's nomination for Vice-Captain shall be posted on the Club notice board and be put before members for formal approval at the next Annual General Meeting of the Club.

The period of office of the Captain and Vice-Captain shall normally be from one Annual General Meeting to the next.

The current Vice-Captain shall be Captain for the ensuing year.

The Vice-Captain shall fill a vacancy in the office of Captain during the year. Upon the office of Vice-Captain becoming vacant during the year of office and it is desired to appoint another at that time, the above-mentioned Captains' Committee shall meet in the aforementioned manner and its nomination made to the members at an Extraordinary General Meeting.

7 APPLICATION FOR AND ADMISSION INTO MEMBERSHIP

Applications for membership shall be in such form as the Management Committee shall prescribe. Applicants should complete a membership form and return this to the club office for review. The club management will assess if the chosen membership is appropriate for the applicant.

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Each candidate for membership must confirm their method of subscription payment before the application will be accepted. With regard to applicants under the age of 18, the proposal form shall be confirmed by a parent or guardian. Where applicants do not hold a Golf Handicap their ability will be assessed by the Club Professional. Tuition will be made available if appropriate.

8 SUBSCRIPTIONS

The Management Committee may determine a variable schedule of entrance fees for any new members as a one-off payment upon joining the Club. Such fee is non-returnable except in specifically unusual and exceptional circumstances which is unanimously agreed by the Management Committee. Alternatively, the member may opt to pay an ongoing increased subscription lifted by £100 per annum instead for a maximum of 4 years.

The payment of the subscription will entitle a member to enjoy the benefits and privileges of the Club and acceptance by the member of the Club Rules, and to such further or amended Rules as may be made from time to time.

The rates of subscription and other dues shall be determined by the Management Committee and be paid on or before 1st June (or an instalment facility letter be signed and returned to the Club Manager by the Member prior to that date).

If a member shall fail to pay the subscription etc. or provide a signed instalment facility document and make the initial payment before the 1st of June, a notice shall be sent, calling his or her attention thereto and if the amount due has not been paid within 14 days of the posting of such notice, such member shall be suspended, pending payment of all arrears.

Members making use of the instalment options may only do so if confirmed arrangements are made to have a banker's standing order in place. Cash and cheque payments are not acceptable. If a member's subscription remains outstanding on the 30th of June, such member

8 SUBSCRIPTIONS (Continued)

shall immediately cease to be a member of the Club. If an explanation, satisfactory to the Management Committee, is subsequently given for non-payment the defaulter may, on payment of all arrears, apply for re-admission without being required to pay a further entrance fee.

A playing member may transfer on 1st June to social membership for one or two consecutive years and return to the same category playing membership thereafter without being required to pay a further entrance fee. A previous member seeking re-admission to membership within two years of leaving the Club may, at the discretion of the Committee re-join without having to pay an entrance fee.

A new member joining during the year shall pay the subscription pro rata.

The rates of subscriptions will be published on or before 1st April each year.

A 15% discount on the published subscription rates will be allowed to Full members who are over 80 years on 1st June and who have been in Full membership for 10 years or more on 1st June.

Every member shall be issued with a card to enable purchases to be made from the bar, catering facilities and the Pro shop. Entry fees for competitions are taken automatically from this account. Members must ensure a credit balance is maintained sufficient to meet any spending on the account.

In the event of any financial dispute between a member and the Management Committee the member concerned may be suspended by the Management Committee until such dispute is resolved.

9 MEMBERS' RULES

Health and Safety on the Golf Course

It is the responsibility of all persons playing or practising golf to take all possible care for the health and safety of themselves and other persons on the golf course.

Golfers shall avoid striking balls to land in areas occupied by other players, green staff and any other persons on the course, practice area, or adjoining roads and property. Particular care should be taken on those holes with blind shots. In the event of making a miss-hit shot, the player and/or person(s) with whom he/she is playing should give the loudest possible audible warning to the person(s) likely to be in danger.

Golfers shall position themselves where they are least likely to be struck by a mishit ball. Similarly, they should whenever possible, walk in areas where their presence on the course will be obvious to other players.

9 MEMBERS' RULES (Continued)

Health and Safety on the Golf Course (Continued)

Golfers shall keep clear of mowers and other machines being used on the course and be

aware that machine operators, because of noise, may not be aware of their presence, and cannot be responsible for their safety.

Golfers shall not play to an area where greens staff are working until the greens staff indicate it is safe to do so. Green keepers operating machinery wearing ear defenders will not hear distant shouts.

Dress Regulations

These regulations will be formulated and amended by the Management Committee. In that they will affect not only members but also visitors they will be displayed on various notice boards in the Clubhouse.

Insurance, Damage, and Injury

Every category of member shall have public liability insurance with a recognised insurer as a condition of their on-going membership against liability that may arise from use of the course or Club premises.

A member breaking or otherwise damaging property on or off the course must report it to the Club Manager and at the discretion of the Management Committee may be called upon to make good such damage.

It is the responsibility of the injured party to report an injury to the Club Manager in writing within 7 days.

No responsibility will be accepted by the Company or Club for any personal loss or injury suffered by a member, guest, or visitor.

Responsibility

A member may resign his or her membership by giving the Club Manager notice in writing to that effect. Every such notice shall take effect from the 1st day of June following the receipt thereof. A member who resigns during the year shall not be entitled to any refund of the subscription paid by the member for that year. Any subscription being paid by an instalment method is still a subscription and shall remain due even if a member shall resign during the year.

9 MEMBERS' RULES (Continued)

Conduct

No member shall give orders to an employee of or contractor to Highwoods Golf Club Ltd.

No member shall take away any newspaper, book, pamphlet or other property of the Club.

A member must pay all bills for every expense incurred before leaving the premises.

No member or visitor shall on any account bring a dog into the Clubhouse or leave one unattended in a car in the car park. Guide Dogs are allowed in the Clubhouse.

Dogs on leads are permitted on the course with their playing owner after 14.00 during the months November to March and after 16.00 during the months of April to October.

No game of chance or hazard shall be played unlawfully on the Club premises.

No paper, notice or placard, written or printed, shall be displayed on Club premises without the sanction of the Club Manager.

Victuals and liquid refreshment may not be brought onto Club premises and consumed thereon unless prior approval has been given by the Club Manager.

A member bringing a child into the Clubhouse will be responsible for his/her quiet behaviour.

Members may only use mobile telephones on the course in the event of an emergency. Mobiles may be used for data transmission within the Clubhouse and on the course. Otherwise, devices should be on silent in all areas of the course, terraces, lounge and dining room. Mobiles may be answered and used discreetly within the spike bar, locker rooms, car park, and when hiring a room. Staff and members of the Management Committee may use mobile phones on Club business.

Any member whose status changes whereby they fail to qualify as a member within their current category must immediately notify the Club Manager in writing.

Each year the bag sticker issued upon payment of the subscription, or first instalment of the credit arrangement will be affixed to the bag tag and those tags must be attached to playing members' golf bags in order to display that subscriptions have or are being paid and (by colour codes) the category of membership.

Fairways, Part-Play and those playing via a corporate membership will be required to produce a ticket at the Professional's shop prior to play which will be dated and must be retained whilst on the course and produced if requested.

Swearing in mixed areas within or around the clubhouse is not acceptable and will be dealt with in accordance with the Disciplinary Procedure set out within these rules.

A member shall not use the address of the Club for any business purpose.

9 MEMBERS' RULES (Continued)

Lockers

On application to the Club Manager and payment of a rent in advance, a locker for the sole use of a playing member will be allocated when available. That locker cannot be passed on to another member and must be vacated on termination of playing membership. An owned locker will revert to the Club on termination of membership. The Management Committee accept no responsibility for property in a locker or any not removed on termination of occupancy.

Suggestions and Comments Slips

A suggestion slip may be sent into the office and will be presented at the Management Committee meeting.

Any complaint should be made in writing to the Club Manager. Should such complaint relate to the conduct of a member the Club Manager will deal with the matter according to the disciplinary procedure set out within the rules.

Clubhouse Guest

A member (aged 18 or over) may introduce up to three guests to the Clubhouse at any one time. The name and address of each guest must be recorded in the Club's visitors' book and the entries endorsed by the member. The guest shall be subject to such conditions, rules or bylaws as shall be in force at that time.

Opening and Closing Hours

The Clubhouse shall open and close at such hours as the Management Committee shall from time to time determine. The Management Committee may, having given due notice to the members, close any part of the Clubhouse it may deem necessary, to permit a function to take place without interference from persons not attending such functions as a bona fide guest or fee payer.

Alcohol

All current licensing and gambling laws will be complied with

Alcohol shall not in any circumstances be supplied to a person under the age of 18 years.

Members or hirers of the Club's facilities who require to bring their own alcohol onto Club premises will be charged a corkage rate to be set by or agreed with the Club Manager.

Alcohol may be supplied for consumption on Club premises to a member or bona fide guests, a visiting team member, a supporter or a green fee paying visitor or those with official groups who have hired the Club's facilities on such days and between such hours as shall be agreed with the Licensing Authorities and displayed in the Club lounge.

9 MEMBERS' RULES (Continued)

No person shall be permitted to derive directly or indirectly any pecuniary benefit from the supply of alcohol by or on behalf of the Club apart from the benefit accruing to the Club as a whole and apart also from any benefit which any person derives indirectly by reason of the supply giving rise to a general gain from the carrying on of the Club.

10 COMPLAINTS PROCEDURE

The Management Committee is committed to providing a high-quality service to members, guests and staff. Accordingly, members are encouraged to seek to resolve any grievances by way of informal discussion amongst the parties concerned. If, after there have been discussions, it has not been possible to resolve matters to the satisfaction of all of those involved, a formal complaint can be made.

The right to lodge a complaint is held by members, staff or visitors to Highwoods Golf Club and usually relates but is not limited to, an employee of the Club or independent worker hired by the Club, member of the Club or matters related to an event staged by the Club.

Complaints must be made in writing and sent to the Club Manager or Chairman of the Management Committee. Anonymous complaints will not be investigated. A written complaint will be acknowledged within seven days following receipt and if not resolved within fourteen days following receipt, a meeting will be arranged to be attended by the complainant and a member of the Management Committee or appointed employee of the Club, who will have had no involvement in the matter which is the subject of the complaint. This meeting will either be postponed, to allow further evidence /information to be sought, or a decision will be made in relation to the complaint. In the latter case, if the complainant is unhappy, he or she has the right to appeal to the Management Committee, who will consider the matter at their next meeting and issue a final decision.

COMPLAINTS OF DISCRIMINATION

Members, Employees, and potential employees, who feel they have been discriminated against should initially discuss the situation with the Club Manager so that matters can be resolved at an early point. For current employees and workers, where these methods are not successful, those who consider they are being discriminated against should consider taking out a grievance under The Club's grievance policy. In the event of harassment or bullying, members and employees should write in confidence to the Board of Directors.

10 COMPLAINTS PROCEDURE (Continued)

Notes:

- a) Any complainant has the right to be represented by a person of their choice whose appointment shall be made known to the Management Committee or Club Manager not less than seven days in advance of any meetings.
- b) Should the complaint involve misconduct by a member or employee then the Club's disciplinary procedure may be separately involved at any stage. Should the disciplinary procedure commence, then the complaints procedure will be suspended until the outcome is known.
- c) Records of all complaints will be maintained by Highwoods Golf Club and all matters in relation thereto must be treated in confidence.

11 DISCIPLINARY PROCEDURE

Circumstances giving rise to the disciplining of a member can be varied, and each case must be looked at individually and sensitively.

If the matter concerns:-

1. The playing of the game, for example breaches of the Rules of Golf or the Rules of Handicapping, or,
2. The reputation of the sport or matters of national importance. Or,
3. Compliance with membership rules of England Golf, for example where a Club has not complied with the Terms and Conditions of Affiliation. Or,
4. Issues relating to conduct at England Golf events or within England Golf Squads, then the matter will fall to be dealt with and subject to Appeal within England Golf's Disciplinary Regulations.

For all other matters at Club level the following will apply.

The power to administer an admonishment, to suspend a Member from using the facilities of the Club, or to expel a member is vested in a Disciplinary Committee. The Disciplinary Committee will be three members chosen from the Management Committee.

All complaints against a Member shall be notified to the Club Manager in writing, outlining details of the matter(s) complained of. If the Club Manager is not available then the matter should be reported to the Chairman of the Management Committee

On receipt of a complaint the Club Manager shall carry out an investigation to establish the facts promptly before recollections fail. The member who is subject of the complaint shall be advised, in writing, of what they are alleged to have done and what rule they are alleged to have broken. They will be asked to attend an interview with the Club Manager, at which the member may be accompanied by a friend.

11 DISCIPLINARY PROCEDURE (Continued)

The Club Manager should prepare a report and submit it to the Disciplinary Committee for consideration. They shall consider the report and decide whether there is a necessity to convene a disciplinary hearing. If they do not, the member shall be advised of their decision in writing.

In the event of a disciplinary meeting being convened to consider the conduct of a member who is a lady or a junior, then at least one member of the Disciplinary Committee will be a member who is a lady.

The member whose conduct is being considered will be invited to a disciplinary hearing at which the Disciplinary Committee will consider the matter. The member will be advised of the precise details of the allegations made against them and the date, time, and place of the disciplinary hearing. The member will also be advised that, depending on the outcome of the hearing, they may be admonished, suspended, or expelled from membership. The member will be entitled to be accompanied by a friend and will be informed of the names of the witnesses who will be called to substantiate the complaint.

The Chairman of the Disciplinary Committee shall conduct the hearing and give the member a full opportunity to deal with the allegation(s) against them. All members of the Disciplinary Committee shall have the opportunity to ask questions of the member whose conduct is subject to the disciplinary hearing and any witnesses. The member whose conduct is subject to a disciplinary hearing and the person who accompanies them shall be given every opportunity to ask questions of any of the witnesses. The member shall be allowed to present their case in response to the complaint and call any witnesses in support of their case.

When the member confirms they have nothing further to say, the hearing shall be adjourned in order for the Disciplinary Committee to consider its decision. If a decision can be reached during the adjournment, the hearing should be reconvened and the member informed of the findings the committee has made and what action, if any, is to be taken against them. In the event of the membership being suspended or terminated, they will be told that they have the right of appeal that they must exercise in writing to the Club manager within 7 days. All this information must also be notified to the member in writing.

If the Disciplinary Committee cannot reach a decision immediately either because it requires further time for consideration or it feels that further enquiries are warranted, it will reconvene the disciplinary hearing and inform the member accordingly. If the delay is not for the purpose of obtaining further information but simply to give the matter further consideration, the member will be told when they might expect to hear the outcome.

If there are further investigations and as a result the Disciplinary Committee discovers matters that might have an effect on the outcome of the disciplinary hearing, it will be reconvened in order that the member has the opportunity to deal with them. At the end of the reconvened hearing, the Disciplinary Committee may again either give their decision immediately (confirmed in letter form) or inform the member that the matter is to be given further consideration and the date by which they can expect to hear the outcome.

11 DISCIPLINARY PROCEDURE (Continued)

If the member appeals, the matter should be referred to an Appeals Committee convened for the specific purpose. The Appeals Committee shall consist of the remaining members of the Club's Management Committee who did not serve on the Disciplinary Committee. An appeal shall result in a re-hearing of the matter.

The Club Manager will ensure all of the papers and notes in connection with and arising out of the disciplinary hearing are available to the Appeals Committee. The Club Manager will write to the member to notify them of the date, time, and venue when the appeal will be held and advise them that they are entitled to be accompanied by a friend. Any relevant documents, which are not already in the member's possession, should be sent to them.

The Chairman of the Appeals Committee will conduct the proceedings in the same manner as a disciplinary hearing. When the member confirms that there is nothing further to say, the hearing will be adjourned for the Appeals Committee to consider its decision.

If the Appeals Committee cannot reach a decision immediately or feels that further enquiries are warranted, it will reconvene the appeal hearing and inform the member accordingly. If any delay is not for the purpose of obtaining more information but simply to give the matter further consideration, the member shall be told when they might expect to hear the outcome.

If there are further investigations and as a result the Appeals Committee discovers matters that might have an effect on the outcome of the appeal, the Appeal Hearing will be reconvened in order that the member has an opportunity to deal with them.

The Appeals Committee shall have the right to confirm, reject or vary such terms as it thinks fit of the original decision. If the decision of the disciplinary hearing is confirmed, then the penalty imposed by the Disciplinary Committee takes immediate effect as from that date.

The Management Committee shall convene an EGM of the Club on being requested in writing by not less than 75 full voting members to confirm or reject the decision of the Disciplinary Committee to expel a member from membership of the Club. Upon being requested, such EGM to be held within 35 days of the decision being made by the Disciplinary Committee or if appropriate the Appeals Committee.