



Code of Conduct of Stackstown Golf Club

The aim of this Code of Conduct is:

- To encourage the provision of a safe, enjoyable and friendly environment within Stackstown Golf Club (the Club) for the benefit of all members and guests.
- To create awareness that it is each member's personal responsibility, by respecting, facilitating and helping fellow members and their guests, to promote and sustain this environment.
- To formalise codes, procedures and practices, in circumstances of inappropriate behaviour.

Principles of Behaviour

1. Members, staff and visitors must treat each other with dignity and respect. Personal responsibility for our own conduct and that of our guests is the key to creating a strong sense of community within our club and a high level of co-operation between our members, their guests and our staff.
2. The maintenance of good order and discipline in the first instance will be the responsibility of each member, then the Men's and Ladies' Club Committees and overall by the Management Committee.
3. Members and guests have a fundamental right to enjoy all of the facilities of our club, in a safe and stress free environment. Bullying, harassment or any form of discrimination will not be tolerated.
4. All Matters of discipline shall be overseen by the Management Committee, in a manner that protects the dignity of the members.

Scope

5. This Code applies to members, guests and other visitors. It does **not** apply to actions by staff, contractors or other persons who may be on the Club premises outside of golf or related activities. There are separate contractual and Disciplinary codes applicable to such persons.



The following "Code of Conduct" covers matters relating to the activities of Stackstown Golf Club and addresses **five** key areas:

1. Appropriate Behaviour and Etiquette
2. What is deemed to be inappropriate/unacceptable behaviour, misconduct, on the golf course, in the club's facilities or during any activity organised by "The Club"
3. How complaints/grievances by members and non-members should be addressed;
4. Sanctions
5. Timings/Time Frames

Definition of misconduct

See "Misconduct Defined" below.

Definition of Complaint:

A written expression of dissatisfaction which needs a response from "The Club"

Definition of Grievance

A written expression of dissatisfaction relating to how a procedural matter was handled by "The Club"

Note: References to "The Club" relate to and mean, Stackstown Golf Club, Kellystown Road, Rathfarnham, Dublin 16.



1. BEHAVIOUR AND ETIQUETTE

- 1.1. Subject to the broad examples of misconduct, this code of conduct specifically states that the following are examples of appropriate etiquette.
- 1.2. All the rules of the Royal and Ancient Golf Club of St Andrews (generally referred to as "The Rules of Golf") apply, without exception. So too do the rules and regulations governed by Golf Ireland.
- 1.3. All local rules and bye-laws, as displayed in the Clubhouse or on the Club website, www.stackstowngolfclub.com or in "The Club" diary, or on the score card, must be strictly adhered to. It is each member's responsibility to ensure that they are familiar with all of our Club's local rules and bye-laws.

2. MISCONDUCT

- 2.1. Misconduct for the purpose of this Code is conduct by a party contrary to the stated objectives of the written Code of Conduct and/or improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work or play in the Club; or action which otherwise damages the Club.
- 2.2. Subject to the general definition above, the following shall constitute misconduct:
 - 2.2.1. disruption of, or improper interference with the administrative, sporting, social or other activities of the Club, whether on club premises or elsewhere;
 - 2.2.2. obstruction of, or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the club or any authorised visitor;
 - 2.2.3. violent, indecent, disorderly, threatening or offensive behaviour or language whilst on club premises or engaged in any club activity;
 - 2.2.4. fraud, deceit, deception, or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club;
 - 2.2.5. behaviour likely to cause injury or impair safety on club premises;
 - 2.2.6. any other form of harassment of any fellow member, member of staff or other employee of the club or any visitor;
 - 2.2.7. discrimination based on gender, race, religion, sexual orientation, disability, family or civilstatus or member of the Traveller community.



- 2.2.8. the use of any unfair means in competition;
- 2.2.9. damage to, or defacement of, club property or the property of other members of the club caused intentionally or recklessly, or misappropriation of such property;
- 2.2.10. misuse or unauthorised use of club premises or items of property, including computer misuse;
- 2.2.11. conduct which constitutes a criminal offence where that conduct
 - 2.2.11.1. took place on club premises, or
 - 2.2.11.2. affected or concerned other members of the club or members of the public, or
 - 2.2.11.3. itself constitutes misconduct within the terms of the "Code of Conduct" or
 - 2.2.11.4. is an offence of dishonesty, where the member holds an office of responsibility in the Club;
- 2.2.12. behaviour which brings or is likely to bring the Club into disrepute
- 2.2.13. failure to comply with a previously-imposed penalty, requirement or undertaking under these Regulations:

3. COMPLAINTS AND GRIEVANCE PROCEDURES

- 3.1. All matters appearing to breach this code of conduct shall be processed as follows:
 - 3.1.1. All complaints or grievances, unless decided otherwise by the Management Committee, must be in written form (by signed letter or by e-mail), addressed directly to The Club Honorary Secretary.
 - 3.1.2. All complaints must be received by the Club Secretary within 7 days of the alleged incident.
 - 3.1.3. Receipt of the correspondence will be acknowledged within 7 days of the receipt of the complaint or grievance.
 - 3.1.4. All complaints and grievances will be dealt with in a confidential manner.
- 3.2. Subsequently, the matter will be dealt with in one of the following ways:
 - 3.2.1. On receipt of a signed written complaint, the Club Honorary Secretary will decide if the complaint is considered to be of a minor or serious nature.
 - 3.2.2. Where a complaint has been made against another member of the club or a member of staff, the Club Honorary Secretary will



- advise the individual/group of the nature of the complaint and the precise allegation.
- 3.2.3. Where a complaint is considered to be of a minor nature, the matter may be referred by the Management Committee to the relevant Management Committee member responsible for the activity concerned or complained of.
 - 3.2.4. The Management Committee member will establish a sub committee of no less than two members (with gender balance), to consider, investigate and subsequently report their findings to the Management Committee, together with (where appropriate), their recommendations.
 - 3.2.5. If the complaint is considered to be of a serious nature, The Chairperson, in conjunction with The Club Honorary Secretary, may convene a special Management Committee meeting to consider the matter. Otherwise the matter will be addressed at the next regularly convened meeting of the Management Committee.
- 3.3. The Management Committee may decide to do one or more of the following
- 3.3.1. In the case of a minor complaint, make a final judgement in the matter.
 - 3.3.2. In the case of a minor or more serious complaint, seek clarification from the complainant and/or from related parties or from one of the Club committees or subcommittees or from Golf Ireland or other relevant body
 - 3.3.3. Set up a sub-committee of the Management Committee to specifically investigate the matter and who must report back at the next Management Committee meeting or before.
 - 3.3.4. Such subcommittee shall consist of at least two or more full members of the Management Committee and if required any other member of the club or expert, who the Management Committee consider appropriate, but must not include any member who is directly or indirectly involved in the matter concerned, nor should it include any member or individual who has had a prior relationship with either party and whose participation may be perceived to compromise the ultimate decision or ruling reached by the Management Committee.
 - 3.3.5. Refer the matter to Golf Ireland or other relevant authority.
- 3.4. In all instances where the Management Committee considers that there has been a breach of this Code of Conduct, the person allegedly in



breach of the code will be made aware of the precise allegations being made against him/her and will be given the opportunity to rebut these allegations in accordance with the principles of natural justice.

Appeals

- 3.5. Where the decision or ruling issued by the Management Committee is not to the satisfaction of the parties concerned, it may be referred by either party for further consideration.
- 3.6. Any appeal against the decision or ruling issued by the Management Committee must be made in writing to the Club Secretary within 7 days of the issuance of the decision.
- 3.7. The Management Committee will establish an independent sub-committee consisting of three persons, not necessarily on the Management Committee, to consider the appeal.
- 3.8. This further consideration will examine the processes and procedures involved and will not re-hash the arguments made.
- 3.9. Where there is still contention as to the decision or ruling reached after this process, The Management Committee shall refer the matter for independent investigation and arbitration by an external arbitrator, who shall be nominated by the Chairman of the Chartered Institute of Arbitrators (Irish Branch) and whose decision shall be final and binding on all parties. The decision as to who shall bear the costs of such arbitration will be decided by the Arbitrator.
- 3.10. Nevertheless nothing contained herein shall preclude any individual's right to pursue whatever other means of redress he/she considers necessary.
- 3.11. Where a decision has been reached and it is considered that some form of sanction should be imposed, such sanction will be in accordance with those specified below.

4. SANCTIONS

- 4.1. The Management Committee shall have [the](#) power to impose sanctions as set out hereunder on any Member whose conduct, either inside or outside the Club is considered detrimental to the interests of the Club and/or has brought the Club into disrepute and/or is a breach of any of the Club Rules, Bye-laws or other Regulations of the Club and/or is a breach of the Rules and Etiquette of Golf.
- 4.2. The Management Committee shall have the power to:-
 - 4.2.1. temporarily withdraw the use of the Course and/or the Clubhouse from the member;
 - 4.2.2. suspend membership;
 - 4.2.3. request the resignation of a member;



- 4.2.4. expel a Member of the Club.
- 4.3. A Member subject to any of the foregoing sanctions shall not be entitled to enter upon Club Property, whether in the company of another Member or otherwise, except to collect his or her property.
- 4.4. The rules of natural justice will apply to disciplinary hearings and appeals called out under this Rule.
- 4.5. Any one or more of the following penalties/sanctions may be imposed for a breach of this Code of Conduct.
 - 4.5.1. a reprimand.
 - 4.5.2. a written warning;
 - 4.5.3. suspension from Club competitions;
 - 4.5.4. Proposing to Golf Ireland the suspension of the member's handicap;
 - 4.5.5. with the consent of the member, a requirement that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe including that a breach of the undertaking to constitute a further breach of the Code of Conduct.
 - 4.5.6. in the case of the charges pertaining to cheating that the member be disqualified and any relevant prize be withdrawn/returned;
 - 4.5.7. Suspension and Expulsion of Members
- 4.6. Where the conduct of a Member may result in the sanctions set out in above, the Member concerned shall be notified in writing of the complaint/s concerning his/her conduct and the disciplinary action which may result. He/she shall be invited to attend at a meeting of the Management Committee (or any subsequent meeting of the Management Committee) to offer an explanation of the conduct at issue. If the Member is unable to attend the meeting, submissions to the Management Committee may also be made in writing. He/she will be invited to bring a friend or colleague as support. At any such meeting or meetings at least 80% of the current Management Committee must be present.
- 4.7. A Member subject to a sanction as are set out above may appeal such a decision by way of written submission setting out the grounds for the appeal in writing to the Management Committee within 7 days of the issuance of the sanction A member may appeal the decision based on the following grounds:
 - 4.7.1. The severity of the sanction
 - 4.7.2. The procedures set out in this Code of Conduct were not followed correctly.



- 4.7.3. New information which was not available to the Management Committee at the meeting.
- 4.8. The Management Committee, not later than its next meeting, will review the written submission and determine the format of such appeal. The Management Committee will determine whether the sanction will continue to apply pending the outcome of such appeal.
- 5. Suspension of Member**
- 5.1. Where in the opinion of at least 80% of the Members of the Management Committee present, the conduct of the Member in question merits a suspension, either as the sole penalty to be imposed or pending an investigation of the circumstances of the case, the Management Committee shall have power to do either of the following: -
- 5.1.1. suspend the Member for such period, as it shall, in its discretion, think fit; or
- 5.1.2. suspend the Member pending a full investigation into the conduct of the Member concerned subject to the provisions governing the Appeals procedure as set out below.
- 6. Expulsion from Membership**
- 6.1. The Management Committee shall have power to expel a Member when, in the opinion of at least 80% of the Members of the Management Committee present, that Member's conduct, either inside or outside of the Club Property, is in their opinion detrimental to the interest of the Club.
- 6.2. In such circumstances the Management Committee shall have the power to request the resignation of the Member concerned and where the said Member resigns as requested, his/her annual subscription (if paid) may be returned either wholly or in part or may be retained at the discretion of the Management Committee.
- 6.3. The Member concerned shall be given at least 7 days notice in writing, of the reason(s) for the request for resignation, that a Management Committee meeting has been called concerning his/her conduct, that he/she has the right to attend and that he/she may be requested to do so.
- 6.4. The Member concerned shall be informed of his/her entitlement to have a Representative of his/her own choice in attendance at this or any subsequent meeting of the Management Committee. If a Member intends to bring Legal Representation, they must inform the



Management Committee in writing no less than 5 days in advance of the Management Meeting. No Member of the Management Committee shall be eligible to act as a Representative of the Member concerned at any such meeting or meetings.

- 6.5. Where a meeting of the Management Committee is convened for the purposes set out above the reasons for requesting his/her resignation shall again be put to the Member concerned and he/she either personally or through his/her Representative, shall have the opportunity to address the meeting and to put his/her case to the Management Committee.
- 6.6. Following such meeting, the Management Committee shall inform the Member concerned whether it is proposed to convene any further meeting/s concerning the request for resignation and if such be the case, the Member concerned shall be advised in advance of the date of such meeting (where determined).
- 6.7. In the event that the Member concerned fails or refuses to attend such a meeting of the Management Committee or if no explanation for the conduct of the Member concerned be given, or if such explanation be considered unsatisfactory by Members of the Management Committee present, the Management Committee may request the Member concerned to resign, provided at least 80% of the Members of the Management Committee are present, and the reasons for such decision is sent, by registered post to his/her last known address, within 14 days of the making of the decision.
- 6.8. Where any Member of the Management Committee was instrumental in first bringing the conduct complained of to the attention of the Officers and/or Management Committee of the Club, or any one of them, he/she shall not be eligible to take part in any proceedings enquiring into such conduct or any decision requesting the resignation or expulsion of the Member concerned.
- 6.9. If the Member concerned fails to resign within 14 days from the date of the Management Committee's request to so do, it shall be the duty of the Club Secretary to call a Special Meeting of the Management Committee for the purpose of giving further consideration to the matter.
- 6.10. At such Special Meeting, in the event of at least 80% of the said Management Committee Members present, being of the opinion that the name of the Member concerned shall be removed from the List of Membership of the Club, he/she shall cease to be a Member after the expiry of thirty days from the date of such Special Meeting, unless



he/she avails himself/herself of the right to appeal (as set out in these Rules).

- 6.11. His/her Annual Subscription if paid, Levies (if paid) and Other Charges (if paid) may be refunded either wholly or in part at the discretion of the Management Committee.

7. Appeals

- 7.1. In the event of a decision to remove the name of the Member concerned from the List of Membership of the Club by the Management Committee, or in the event of a suspension of the Member concerned by the Management Committee, he/she shall have the right to appeal to the General Body of Members for his or her case to be considered.
- 7.2. Notice of intention to appeal shall be made in writing to the Club Secretary within 30 days of the decision of the Special Management Committee to suspend or expel the member concerned. The Appeal shall take the form of an EGM of the Club, called by the Management Committee or by sufficient members of the Club in accordance with the Constitution of the Club.
- 7.3. Where Notice of Appeal has been given in accordance with the procedures and within the time limit set out above, the decision of the Management Committee shall not take effect.
- 7.4. The EGM shall, by a simple majority of those in attendance (and voting by secret ballot) decide whether the name of the Member concerned be removed from the list of Membership of the Club or retained, or whether any period of suspension shall be confirmed, reduced or otherwise modified or repealed.
- 7.5. In all cases where an Appeal is properly made the status quo of the Member concerned shall be maintained until the final decision is reached.

8. TIMELINES

- 8.1. All complaints must be signed and received in writing (by post or by email) by The Club Secretary within seven days of the alleged incident.
- 8.2. The Club Secretary will acknowledge receipt of the complaint within seven days.
- 8.3. Subject to the provisions set out in this Code, the Management Committee, if necessary, will establish a sub-committee to consider the complaint at its next scheduled Management Committee meeting after receipt of the complaint.



- 8.4. The sub-committee will report its progress and recommendations to the members of the Management Committee at the next regularly held Management Committee meeting.
- 8.5. Where a decision/ruling is made by the Management Committee, such decision/ruling will be formally communicated in writing to the parties by the Club Secretary within seven days of the Management Committee Meeting.
- 8.6. Where a party wishes to make an appeal under this Code of Conduct, such an appeal must be in writing and must be sent to the Club Secretary within seven days of receipt the Management Committees' decision/ruling.
- 8.7. The Management Committee should meet within fourteen days of receipt of such an appeal and issue it's decision/ruling/findings within seven days.
- 8.8. Where a party wishes to make a subsequent appeal under section 3.6 of this Code of Conduct such an appeal must again be in writing and sent to the Club Secretary within seven days of receipt of the Management Committee's decision/ruling/findings.
- 8.9. All of the above timelines can be amended, extended or reduced with the consent of all of parties.

This Code of Conduct was approved by the Management Committee on 5th September 2022