



## ORIDA Park Wood Disciplinary Process

Any matters that are criminal in nature will be referred directly to the police. ORIDA will provide any information including CCTV footage to the police to help their investigation.

Matters that are not considered criminal in nature will be addressed in the following manner.

**Step 1:** A complaint is received by the Management from the customer / member / visitor or an issue deemed to require a disciplinary process is identified by a member of the Management. Such an issue deemed serious enough to warrant a disciplinary process is hereinafter referred to as an alleged Offence. If a complaint is received from a customer / member / visitor, the Management will clarify whether the individual would like to lodge a formal complaint upon which the disciplinary process will be triggered. Even if the individual does not wish to raise the matter as a formal complaint, the Management reserves the right to commence a disciplinary process should they feel the issue is serious enough to be considered an Offence.

**Step 2:** The Management will notify the defendant of the accused wrongdoing and will commence an Investigation. The purpose of this process is to gather information. All parties (including the complainant, the defendant and any witnesses) will be contacted and invited to provide a statement of truth regarding the matter. The letter to the defendant will clearly outline the accusation made against them along with all the supporting evidence.

**Step 3:** Conclusion of Step 2 may allow the Management to close the matter should parties be open to amicable reconciliation or should the seriousness of the Offence be deemed low. In this situation, it would be paramount for all parties to agree that the matter should come to a close and that the disciplinary process can come to an end.

Example of such matters would be matters relating to a breach in certain rules of golf. Should the Investigation result in the defendant admitting wrong doing and acceptable of penalties such as disqualification from a competition, it may be agreeable by all parties to close the matter and bring the disciplinary process to a close.

**Step 4:** Statements of truth will be gathered by the Management who will subsequently invite the defendant, the complainant and certain witnesses to a meeting. This meeting will be Chaired by the Director of the Management or a senior member appointed by the Director and attended by the Club Captain and another member of the management. If the Club Captain is involved in the matter (either as a defendant, witness or complainant) another member of the committee will be invited to take his/her place. These three individuals are herein referred to as the Board.

The meeting will take a formal setting in the grounds of the Club. Each party will meet separately with the Board. The meeting will provide the Board an opportunity to discuss the matter in further detail.

**Step 5:** The Board will meet to review evidence gathered during the Investigation as well as any further details obtained during the meeting. The Board will decide whether they believe an Offence has been committed and if so decide on whether any sanctions are appropriate. Should the board be unable to come to a decision, the matter will come to a vote between the Board.

**Step 6:** The defendant will be invited to a final meeting. In this meeting, the decision will be clearly explained along with any sanctions placed against them.

The defendant will be offered 14 days to appeal the process which must be received in writing by the Chair of the Board.

In the event the matter relates to rules of golf, the full appeals process of Club – County – England Golf will be open to the defendant.

#### APPEALS – ENGLAND GOLF FRAMEWORK

Decisions which relate to the Rules of Golf or to handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out below.

Matter arising at	Disciplinary body at first instance	Appeal level
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

There will no further right of appeal.

If the Respondent wishes to appeal a decision of the Disciplinary Panel, they (the “Appellant”) must lodge the appeal to the Disciplinary Secretary in writing (an “Appeal Request”) within 14 days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

1. The decision was based on error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it.
2. Serious procedural or other irregularity in the proceedings before the Disciplinary Panel.
3. Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision.
4. The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.

Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, that is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers that the Notice of Appeal is valid, he will forward it to the County Secretary of Kent Golf Union or Association as appropriate. If the Disciplinary Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.

The Kent Golf Union or Association Disciplinary Regulations will apply thereafter to any appeal, unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.