



CODE OF CONDUCT & DISCIPLINARY POLICY

1. PURPOSE

The purpose of this code is to inform players and officials within Wellington Golf know the standards of behaviour expected. All players and official playing in or associated with any competition run or sanctioned by WGI, any event which is a part of the WGI Programme or the Interclub programme conducted by Wellington Golf are automatically bound by this Code irrespective of whether or not they have signed any player agreement. This code is in addition to any other requirements expected of players as laid out in the tournament conditions, local rules or bylaws of hosting clubs.

This code also provides guidelines Member clubs of acceptable behaviour and member clubs are encouraged to adopt this policy.

2. BEHAVIOURAL GUIDELINES

A standard of behaviour is expected that reflects the basic requirements of sportsmanship, integrity, courtesy and respect to fellow players, opponents, the Rules of Golf, the game of golf and to sport in general.

Without limiting the basic requirements of sportsmanship, integrity, courtesy and respect, matters of conduct likely to reflect unfavourably on the game include:

- Unsportsmanlike conduct, including excessive or unnecessary gamesmanship;
- Displays of frustration or anger as evidenced by excessive swinging of a club, club throwing, equipment abuse, foul and abusive language;
- Deliberate damage to the course, course surrounds or equipment;
- Deliberate failure to adhere to the rules of the game of golf;
- Failing to adhere to the instructions of Tournament, Course or other Officials;
- Dishonesty, including incorrectly marking score cards or otherwise seeking to gain an unfair advantage;
- Physical violence or threatening behaviour;
- Deliberate failure to comply the with instructions or requests of team management;
- Behaviour or actions not consistent with team unity and the drive to win;
- Unwarranted alcohol use;
- Taking of banned or illegal substances;
- Acts likely to bring Wellington Golf, or golf into disrepute.

Any incident that occurs may be reported to any Wellington Golf or Team official, including in the case of Interclub, the opposing team manager, and that person is obliged to furnish such information as required to Wellington Golf.

For the removal of doubt, dropping a club or tossing it without unnecessary force towards the bag or away from a situation is not deemed to be throwing of a club.

3. APPLICATION OF GUIDELINES

The Code of Conduct automatically applies to all players seeking representative honours, playing in District or Order of Merit events or contesting the Interclub competitions, whether or not the player has signed any document accepting the Code of Conduct.

Clubs and Managers of Interclub teams are expected to adopt and apply this policy voluntarily.

4. GRADING OF COMPLAINTS

All complaints and charges are to be graded 1 to 5 with one being the lightest grading and five the most serious. If a Grade 3 or above offence occurs within a team environment, team management must suspend the player from further participation until the offence is considered.

Where the complaint is against a team, or several players within a team, any penalties will be applied against that team.

Grade 1 offences are those of a minor and one-off nature that are able to be dealt with by team officials, including the team captain at the time of the offence, with a penalty of no more than one match stand down. Such offences will not be recorded against the player.

Grade 2 offences comprise unsportsmanlike behavior, single instances of equipment abuse, not complying with the instructions of course or tournament officials or multiple offences that would individually be Grade 1 offences but are appropriate to be dealt with within the team environment. The penalty for a Grade 2 offence may range from a written warning to a stand-down period of not more than two matches. Grade 2 offences are to be recorded against the player.

Grade 3 offences are offences appropriate to be dealt with outside of the team environment. They include repeated infringements of a minor nature, acts that could be construed to be deliberately failing to adhere to the Rules of Golf, abusive and threatening behavior and disrespect to fellow players and the game of golf. They will be considered by the Convenor of the Disciplinary Committee or nominee. The penalty for a Grade 3 offence may range from a written warning, suspension from the Representative team or exclusion from District events including Interclub fixtures for up to one month. An automatic one year good behavior period will be invoked.

Grade 4 offences are offences of a significant nature, including multiple instances of equipment abuse, dangerous use of equipment, not respecting a Club or its property or deliberately seeking an unfair advantage. They will be considered by the Disciplinary Committee. The penalty for a Grade 4 offence may range from suspension from the Representative team, or exclusion from District events including Interclub for up to 12 months. An automatic two year good behavior period will be invoked.

Grade 5 offences are offences of a serious nature, or repeated offences categorized as Grade 3 or Grade 4. They will be considered by the Disciplinary Committee. The penalty for a Grade 5 offence will be suspension from the Representative team and/or exclusion from District events including Interclub until the Committee is satisfied that reoccurrence of the offences is unlikely. An automatic five year good behavior period will be invoked.

At the time a charge is laid, the Grading is to be notified to the player.

5. COMPLAINTS PROCEDURE

Complaints may be made by any person including a competitor, a team, a Club, an Official, another District Association, NZ Golf or a member of the public. Complaints may be against a player, an official, a team or a Club.

Complaints must be made in the first instance to the WGI, and to the Club of the member against whom the complaint is being made. Complaints for Grade 1 offences must be received within 2 days, Grade 2 offences within five days, Grade 3 offences with 14 days and Grade 4 and 5 offences within one calendar month.

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All complaints are to be in writing. On receipt of the complaint, WGI is to acknowledge its receipt to the complainant and review the complaint to determine its severity.

If considered to be Grade 1, 2 or 3, the Convenor of the Disciplinary Committee is to make such enquiries as to ascertain the facts surrounding the instance and either, deal with the complaint summarily or summon the party subject to the complaint to explain their actions. In either case, the person against whom the complaint has been laid is to be informed prior to a decision being made.

If considered to be Grade 4 or 5, the Convenor of the Disciplinary Committee shall have the complaint summarised and made available to the person against whom the complaint has been laid. The Convenor will convene the Disciplinary Committee for a hearing and the person against whom the complaint has been laid will be required to attend such hearing. They are encouraged to have in attendance a support person from their Club.

The Disciplinary Committee is to consider all factors raised and make their judgement. Such judgement is to be notified to the accused player as soon as practical following the hearing and the judgement being determined.

6. DISCIPLINARY COMMITTEE

The Committee will be convened by the Chair of the Match Committee and comprise two other members one of whom should be a Board member.

7. RIGHT OF APPEAL FROM DECISIONS

There shall be a right of appeal against any disciplinary decision. In making an appeal, the appellant must lodge a bond of \$200 with Wellington Golf. In the event of the appeal being upheld, the bond is to be refunded. If the appeal is dismissed the bond shall be forfeited to Wellington Golf.

For a Grade 1, 2 or 3 offence, any appeal shall be lodged with the WGI within 7 days of the decision being notified. In the case of a Grade 1 or 2 offence, the appeal is to be considered by the Convenor of the Disciplinary Committee. In the case of a Grade 3 offence the appeal is to be considered by the Disciplinary Committee.

For a Grade 4 or 5 offence, the appeal will be considered by an appeals committee made up of the President of Wellington Golf or their nominee, an Officer of a member Club not being the Club of the member and a person nominated by the member's own Club. No person involved or implicated in the original complaint or hearing or appeal can be appointed to an appeal panel.

The Convenor of the Disciplinary Committee will manage the process on behalf of the appeal panel and will be required to submit the details behind the decision but shall have no input into the appeal decision.

Appeals may only be made on one or more of the following grounds;

- a. That natural justice was denied;
- b. That the Committee acted outside of its powers and/or jurisdiction under this policy;
- c. That substantial new evidence has become available after the decision which is being appealed, was made;
- d. In respect of a penalty imposed, that the penalty was either excessive or inappropriate.

No participants shall be entitled to be represented by legal counsel. The independent panel may receive such legal submissions and advice as it deems necessary.

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If the appeal is in respect of a suspension from a team which is due to play and if it is not possible to hear the appeal before that date, the independent panel may in their absolute discretion delay the commencement of the suspension, depending on the facts available, subject to the appeal being heard.

On receipt of the appeal and the appointment of the appeal panel, each member of the panel will independently review the materials placed before the Disciplinary Committee and its decisions, together with the written appeal. Each will determine independently whether or not there are grounds for the appeal and notify the Convenor in writing of their view. If any of the panel determine that there is a case to answer, or that the panel should meet, the panel is to meet and consider the materials presented. If none of the panel determine there is a case to answer, then the appeal is to be dismissed and the appellant notified. In all cases, the written opinion of each member is to be made available to the other members.

In meeting, the panel may determine whether or not it requires any party including the appellant to appear before them.

There will be no further right of appeal from a decision of an independent panel.

8. DECISIONS AND PENALTIES

If a complaint is upheld by the Disciplinary Committee, it shall record its decision in writing, with reasons for the decision and any penalty imposed. If a penalty of disqualification or suspension is being imposed the written decision must be done in a timely manner before the start of any such disqualification or suspension.

The person subject to the Disciplinary process must be given notice in writing of any penalty imposed involving suspension, a ban or expulsion.

Where the Disciplinary Committee have imposed a penalty disqualifying, suspending or expelling any participant for any reason whatsoever, the penalty shall be reported as appropriate to New Zealand Golf and to the WGI member clubs so it can be observed by District Associations and Clubs from the date of receipt of advice of the decision.

9. PLAYER ASSISTANCE

Following the imposition of any penalty, options for assistance in addressing any issues will be discussed with the player and their Club and a plan developed. It is the responsibility of the player and the player's Club to deliver of any plan.

10. APPLICATION DATE

This Policy was approved by the Board of Wellington Golf Inc on 30 November 2015 and is effective from that date.

Appendix 1

Classification of offences. Offences not listed will be referenced against those listed for grading. More than two offences in a Grade will automatically result in an upgrading of the offence:

Grade 1 Offence	<ul style="list-style-type: none"> • Bad language; • Use of club other than within the intentions of the game, including inappropriate or excessive swinging, hitting trees or objects or displays of ill temper or frustration; • Discourtesy as a billeted guest; • Ill-mannered behaviour; • Inappropriate dress or failure to wear appropriate team uniform; • Not meeting team deadlines, or adhering to team protocols
Grade 2 Offence	<ul style="list-style-type: none"> • Failure to comply with the directions of tournament officials; • Not complying with reasonable requests from team management, including the team captain. • Entering a tournament and then withdrawing or failing to appear without following appropriate procedures; • Excessive or offensive bad language • Improper treatment of equipment, including throwing of clubs generally; • Inappropriate attitude or behaviour contrary to team unity; • Unauthorised absence from WGI team events, meetings or other occasions.
Grade 3 Offence	<ul style="list-style-type: none"> • Behaviour bringing the team or association represented into disrepute; • Threatening behaviour; • Verbal abuse, threatening behaviour; or sexual harassment; • Failing to complete a round or failing to return a stroke play card without sound reason or following appropriate procedures; • Repeated improper treatment of equipment; • Disrespect to fellow competitors and the game of golf generally
Grade 4 Offence	<ul style="list-style-type: none"> • Damaging clubs or equipment; • Indiscriminate or dangerous throwing of Clubs, hitting of balls or other actions that may endanger other persons; • Actions that damage, are likely to damage or designed to damage the property of any other player, official or Club, including greens and other course features; • Disrespect to or misbehaviour at a Club or in the near vicinity of a Club that is likely to be attributed to the Club or to golf; • Actions or behaviour of multiple players, a team or representatives of a Club that cannot be attributed to any single persons that are offensive, disrespectful or inappropriate; • Failure to adhere to team protocols as a consequence of alcohol;
Grade 5 Offence	<ul style="list-style-type: none"> • Theft; • Misuse of alcohol ; • Taking of illegal substances; • Assault of a player, official, supporter or member of the public; • Criminal Act