



Dorset Ladies County Golf Association

Disciplinary Procedures

The Dorset Ladies County Golf Association (DLCGA) aim is to encourage high standards of individual behaviour in all aspects of golf. This procedure sets out what action will be taken when the code of conduct is breached by a volunteer or representative of DLCGA.

1. Principles

- a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.
- b) No disciplinary action will be taken until a matter has been fully investigated.
- c) The volunteer/DLCGA representative involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by County Captain, County Junior Organiser and County Welfare Officer of DLCGA. Notification of the suspension and the reasons will be conveyed in writing to the volunteer/ DLCGA representative.
- d) At every stage of the formal disciplinary procedure the volunteer/ DLCGA representative will have the opportunity to state his/her case at a Disciplinary Hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party; for example, a friend or colleague or a trade union representative (where applicable).
- e) The volunteer/ DLCGA representative has the right to appeal against any disciplinary action.
- f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the volunteer/ DLCGA representative alleged misconduct warrants such action.

2. The Procedure

Initial Stage (does not form part of formal disciplinary procedure)

Where a volunteer/ DLCGA representative fails to meet the required standard of behaviour and the shortfall is of a minor nature, the County Captain, may

decide to speak to the volunteer/ DLCGA representative on an informal basis to avoid the need for formal disciplinary action. The County Captain will also advise the volunteer / DLCGA representative of the need to achieve and maintain the standards required. The County Captain may inform the volunteer/ DLCGA representative that failure to achieve the required standards will result in a formal Disciplinary Hearing, which may result in disciplinary action.

Facts of the conversation should be noted and confirmed in writing to the volunteer/ DLCGA representative so there is clarity about what has to be achieved.

Formal Disciplinary Procedure

- Stage 1 – First Warning

If conduct is unsatisfactory, the volunteer/ DLCGA representative will be given a written warning. Such warnings will be recorded. The warning will expire after six months of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

- Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after one year. Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

- Stage 3 – Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the volunteer may suffer demotion, disciplinary transfer or dismissal.

Gross misconduct

If, after investigation, it is confirmed that a volunteer/ DLCGA representative has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal: theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a child or gross insubordination.

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken. This is provided sufficient information is available to enable DLCGA to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by the DLCGA Executive only after full investigation.

3. Appeals

A volunteer / DLCGA representative who wishes to appeal against any disciplinary decision must do so to County Captain within seven working days of the disciplinary decision being made known to them.

The volunteer/ DLCGA representative should provide a written statement of the appeal, indicating the grounds for the appeal, together with accompanying documents, as they feel appropriate.

The appeal will also be heard by DLCGA appeal panel and a decision on the case made as impartially as possible.

The County Captain will notify the volunteer/ DLCGA representative of the decision in writing as expeditiously as possible. The decision of DLCGA Appeal panel is final and there is no right to appeal.

4. Referral

If a volunteer/ DLCGA representative has harmed a child or put a child at risk of harm, DLCGA has a legal duty to refer that person to the Police where the referral criteria have been met.

Appeal Panel

The Appeal Panel will consist of the County Captain, Vice-Captain, President, County Welfare Officer and County Junior Organiser.