Disciplinary Policy

Brampton Park Golf Club · based on the England Golf model regulations

Approved: 20 October 2026 **Effective from:** 20 October 2026

Applies to: members, visitors, players, volunteers and contractors

> **At a glance**
> Brampton Park is a members' club with volunteer committees, and it is also privately owned. Committees and Disciplinary Panels deal with day-to-day matters, but the **Owners must be told about any formal disciplinary matter, and must approve any suspension or expulsion before a final decision is made** (section 5).

1. Definitions

Adult at Risk of Harm	A person aged 18 or over who is unable to look after their own wellbeing, property, rights or other interests; is at risk of harm from another person's behaviour or their own; and, because of a disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to harm than other adults.
Appellant	The person who appeals a decision made under this policy.
Charge	The charge brought against the Respondent in a disciplinary matter.
Club	Brampton Park Golf Club, Buckden Road, Brampton, Huntingdon, Cambridgeshire PE28 4NF.
Club Policy	The rules of the Club, including its code of conduct and any other rules members agree to as part of their membership.
Complaint	A complaint of misconduct, or a concern, raised under section 4.
Complainant	The person or body who makes a Complaint.
County	Cambridgeshire Area Golf Union (CAGU), the county union the Club is affiliated to.
Disciplinary Panel	The person or people appointed under section 4 to deal with a disciplinary matter.
England Golf	The English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire LN10 6PU (company number 5564018).
Handicap Committee	The person or committee responsible for handicaps at the Club.
Member	A member of the Club in any category, including social and honorary members.
Notice of Charge	A written notice telling the Respondent of the Complaint and the Charge brought against them.
Owners	The owners of Brampton Park Golf Club.
Participant	Anyone who plays, takes part in or watches any golfing activity at the Club, or uses the clubhouse, whether a Member, a visitor or an England Golf iGolf subscriber.
Respondent	The person who is the subject of a Complaint or disciplinary action.
Rules of Golf	The Rules of Golf issued jointly by The R&A and the USGA.
Young Person	A person under 18 years of age.

2. Who this policy applies to

2.1 This policy applies to all Members, honorary members, Participants, players, visitors, volunteers, committee members and contractors.

2.2 Staff are covered by the disciplinary and grievance procedures in the Employee Handbook, not by this policy.

3. What this policy covers

3.1 This policy covers:

3.1.1 alleged breaches of the Club Policy, Club rules, codes of conduct and standards of behaviour;

3.1.2 alleged breaches of the Rules of Golf, handicap infringements, disqualifications and breaches of the rules of any Club competition; and

3.1.3 any conduct which is inappropriate, unlawful or unsporting, or which brings the Club or the sport of golf into disrepute.

3.2 **Safeguarding:** any concern about the safety or welfare of a Young Person or an Adult at Risk of Harm must be reported straight away to the Club Welfare Officer, Dave Humphreys (07540 323182, cwo@bramptonparkgc.co.uk), who will refer it to England Golf's safeguarding team. The Club will not investigate safeguarding matters itself or take disciplinary action until England Golf has advised.

4. Raising a Complaint

4.1 Anyone can raise a Complaint. Complaints should be made in writing to the Golf Operations Manager or the office (admin@bramptonparkgc.co.uk), but the Club will make reasonable adjustments to accept Complaints made in other ways.

4.2 The Golf Operations Manager, or the Owners, will appoint a Disciplinary Panel to consider the Complaint. Matters about the Rules of Golf or handicaps may be referred to the Handicap Committee. Nobody involved in the matter, or with a conflict of interest, may sit on the Panel.

5. The Owners' role

5.1 Brampton Park Golf Club is privately owned. The Disciplinary Panel must tell the Owners as soon as it decides to deal with a matter formally.

5.2 The Owners may take over the matter themselves, or ask the Disciplinary Panel to continue and report to them.

5.3 **Before any final decision is reached** that could lead to suspension of membership, exclusion from the Club or expulsion, the Disciplinary Panel must send its findings and proposed sanction to the Owners. None of these sanctions may be imposed without the Owners' approval.

5.4 **Interim suspension:** where a matter could lead to suspension or expulsion, the Owners may suspend the Respondent's membership or access to the Club while it is investigated. This is a precaution to protect people and the Club, not a sanction, and does not suggest any finding against the Respondent.

5.5 An Owner who is a witness to, or personally involved in, a matter must not take part in deciding it.

6. Next steps

6.1 Once appointed, the Disciplinary Panel may:

6.1.1 investigate to gather more information or evidence;

6.1.2 ask the Respondent for a response;

6.1.3 seek advice from, or refer the matter to, another appropriate body;

6.1.4 deal with the matter informally;

6.1.5 decide that no further action is needed; or

6.1.6 deal with the matter formally under sections 7 to 11.

6.2 The Panel will record the reasons for its decision on next steps.

7. Notice of Charge

7.1 If a matter is dealt with formally, the Disciplinary Panel will tell the Complainant and send the Respondent a Notice of Charge setting out:

7.1.1 the rule or provision the Respondent is alleged to have broken;

7.1.2 a summary of the facts that led to the Complaint and Charge;

7.1.3 a description and copies of the evidence relied on;

7.1.4 confirmation that this policy applies;

7.1.5 the time, date and place of any meeting or hearing;

7.1.6 the Respondent's right to a fair opportunity to respond; and

7.1.7 how to admit or deny the Charge, and the deadline for doing so.

8. Admitting or denying the Charge

8.1 The Respondent has at least 14 days from the date of the Notice of Charge to admit or deny the Charge.

8.2 If the Respondent admits the Charge, the Panel will decide the sanction under section 10. The Respondent may send written mitigation within 7 days of admitting the Charge.

8.3 If the Respondent denies the Charge, the Panel will hold a hearing under section 9.

8.4 If the Respondent does not reply within the time allowed, the Panel may hold a hearing and may treat the Charge as admitted.

8.5 Where there is more than one Charge, the Respondent may admit some and deny others, and the Panel may deal with them separately.

9. Hearings

9.1 A hearing may be held in person, by phone or video call, or by written submissions, whichever is most appropriate and proportionate, taking into account the needs and wishes of the Respondent and any witnesses.

9.2 The Panel will give reasonable notice of any hearing or deadline, and will consider at least one request to reschedule.

9.3 The Respondent may be represented by another person, who may make submissions but not give evidence. The Respondent may also bring a friend for support, who may not speak on their behalf.

9.4 The Chair of the Panel decides the procedure. The standard procedure is in Appendix 1. Whatever procedure is used, the Respondent must have a fair opportunity to see and challenge the evidence and to present their own case.

9.5 If the Respondent does not attend, and the Panel is satisfied they received notice, the hearing may go ahead without them.

10. Decisions and sanctions

10.1 The Disciplinary Panel, or the Owners, may:

10.1.1 dismiss the Charge as unproven;

10.1.2 give a warning or reprimand;

10.1.3 suspend or exclude the Respondent from Club competitions, teams, events or other activities;

10.1.4 suspend or remove the Respondent from any committee role;

10.1.5 suspend the Respondent's membership, or their right to attend or play at the Club, for a set period;

10.1.6 permanently expel the Respondent from the Club; or

10.1.7 any combination of these, or any other action they consider appropriate.

10.2 Sanctions under 10.1.3 (exclusion from the Club), 10.1.5 and 10.1.6 require the Owners' approval (section 5.3).

10.3 Every sanction must be reasonable and proportionate, and reasons will be given.

10.4 The decision may be given at the hearing, but will always be confirmed in writing within a reasonable time, together with any right of appeal and how to use it.

11. Young Persons and Adults at Risk of Harm

11.1 Where a matter involves a Young Person or an Adult at Risk of Harm, the Club must take their needs into account when deciding the format of proceedings, whether to take action, and whether to vary this policy.

11.2 The Club Welfare Officer (or, if unavailable, the County Welfare Officer or England Golf's safeguarding team) must be told before any action is taken.

11.3 Written permission must be obtained from a parent or carer before a Young Person or Adult at Risk of Harm gives evidence or attends a hearing. They may be accompanied by a parent or carer, and the Panel will make sure they understand the process.

11.4 A refusal to co-operate does not prevent the Club from taking disciplinary action.

12. Appeals: Rules of Golf and handicaps

12.1 Decisions about the Rules of Golf or handicap infringements fall under the England Golf disciplinary framework.

12.2 The Respondent may appeal in writing to the Club within 14 days of being told the decision, setting out the grounds of appeal (section 13.2) and any new evidence.

12.3 The Handicap Committee will check that the appeal is in time and gives valid grounds. If it does, the appeal will be sent to the County Secretary of CAGU. If not, it will be returned to the Respondent with an explanation.

12.4 CAGU's disciplinary regulations then apply, unless England Golf decides to hear the appeal itself, in which case England Golf's regulations apply.

13. Appeals: all other Club matters

13.1 The Respondent may appeal in writing to the Owners within 14 days of being told the decision.

13.2 The appeal must set out one or more of these grounds, with reasons and any new evidence:

- 13.2.1 the decision was based on an error of fact, or could not reasonably have been reached on the evidence;
- 13.2.2 there was a serious procedural or other irregularity;
- 13.2.3 significant new evidence has become available that could have led to a materially different decision; or
- 13.2.4 the sanction was clearly unreasonable on the facts.

13.3 The appeal will be decided by an Owner who was not involved in the original decision, or by an independent person appointed by the Owners. Their decision is final.

13.4 The appeal decision will be sent in writing within 7 days of the appeal being considered.

14. General

14.1 The standard of proof is the balance of probabilities.

14.2 The Chair of the Panel, or the Owners, may extend any deadline where it is fair to do so.

14.3 The Panel or the Owners may ask an independent person to advise them.

14.4 Strict rules of evidence do not apply. The Panel and the Owners may consider any evidence and give it the weight they think fit.

14.5 Disciplinary matters are kept confidential, shared only with those who need to know, and records are kept in line with the Club's Privacy Policy.

14.6 To the extent permitted by law, the Club is not liable for any loss arising from action taken under this policy.

14.7 Contact details for the Disciplinary Panel are available from the office on request.

14.8 This policy is governed by the laws of England and Wales.

Appendix 1: Standard hearing procedure

1. The Chair introduces everyone present and explains the procedure.
2. The Charge is read out, and the Respondent confirms whether they admit or deny it.
3. The case against the Respondent is presented, with any witnesses. The Respondent, or their representative, may ask questions.
4. The Respondent presents their case, with any witnesses. The Panel may ask questions.
5. Both sides may make a short closing statement.
6. The Panel considers its decision in private.
7. The decision is announced, or the Respondent is told when to expect it in writing. Where the sanction is suspension, exclusion or expulsion, the Owners' approval is obtained first.

Approval

Approved by: Greg Tack, Golf Operations Manager · **Signed:** GT · **Date approved:** 20 October 2026