



# Byron Bay Golf Club

AUSTRALIA

## Byron Bay Golf Club Ltd Members and other Stakeholders Code of Conduct Policy

### Intent

To provide clear information around expected standards of behaviour and expectations of actions in the case of a breach of behavioural standards.

The term stakeholders referred to in this policy includes, all historical, current and future:

- Employees (full time, part time and casual)
- Volunteers in any capacity
- Directors
- Suppliers and Customers
- All categories of Members, Visitors & Guests
- Any other individual or business that has a connection to the BBGC

The aim is to treat each other with respect and dignity.

### BBGC Information Sheet

This code of conduct applies to all Members and all other stakeholders and is to be read in conjunction with existing codes for all golfers, along with associated policies that may be published from time to time as identified in the BBGC Governance Charter.

The Players' Code of Conduct, together with other requirements of players as specified by tournament conditions, local rules and regulations of the Club, apply in all golf competitions and representative matches conducted or promoted by BBGC. This will also apply to all Clubhouse and activities outside of golf that involve the Club.

Club staff (including the Pro Shop staff) are authorised to approach any person, if safe to do so, who behaves in a manner that does not adhere to either Club or Player Codes. In the event it is not safe to do so the police are to be notified.

If a stakeholder:

- i) Refuses or fails to comply with the BBGC Constitution or any By-Laws; or
- ii) is, in the opinion of the Board, guilty of any:
  - a) conduct prejudicial to the interests of BBGC, Golf NSW, Clubs NSW (the *Clubs*) or prejudicial to golf;
  - b) conduct which has brought the *Clubs* or golf into disrepute;

- c) conduct which is unbecoming of a Member/Stakeholder or which shall render the Member unfit for Membership,

the Board, or their delegate, may take disciplinary action set out below, as follows

- i) reprimand the Member/Stakeholder
- ii) suspend the Member from all or any privileges of Membership for such time as it considers fit;
- iii) expel the Member; or
- iv) accept the resignation of the Member
- v) review/resolve any contractual relationship with Contractors or Suppliers

Byron Bay Golf Club Ltd will not tolerate:

- Conduct unbecoming;
- any conduct considered threatening or harassing or discrimination that could threaten the physical or emotional safety of another individual;
- harassment of any kind, including any conduct, comment, gesture or contact of a nature that is likely to cause offence or humiliation, regardless of whether or not the offender perceived their actions to be unwelcome;
- inappropriate expressions of anger, vulgar or abusive language;
- in the case of golfing activities, other such behaviour that falls short of the standards of etiquette and behaviour outlined in Rule 1.2 of the Rules of Golf (for detail visit [golf.org.au/etiquette/](http://golf.org.au/etiquette/)), which includes but is not limited to, abuse of property or throwing any items toward another player, or being disrespectful of or deliberately distracting other players, any conduct that could result in damage to property; violation of the club's dress code; intoxication\*.

**Note\*:** Any player believed to be in the possession of alcohol within the club or on the golf course not purchased from BBGC will be required to leave the Clubhouse and Golf Course immediately.

## **Procedure**

Reports of alleged unacceptable conduct are to be reported to any one of the (4) Club non-ordinary board members or the Club Manager on the day of the offence or as soon as practical.

Once considered, the Board must give the Member or other stakeholder written notice of any charges against the Member at least 14 days before a meeting at which the charge is to be heard.

The notice must set out the facts, matters and circumstances giving rise to the charge.

The Member or other stakeholder is required to attend the meeting to answer the charge or may answer the charge in writing and is entitled to call witnesses (a maximum of 2) in their defence.

If the Member or other stakeholder attends the meeting:

- i) after the Board has considered the evidence, it must come to a decision as to the Member's or other stakeholder's guilt, innocence, and the severity, in relation to the charge, and
- ii) if found in breach of the policy, or related policies, the Member must be given an opportunity to respond, before the Board determines any penalty to be imposed.

If the Member fails to attend the meeting, the charge must be heard and dealt with and the Board may decide on the evidence before it, and determine any penalty, in the Member's absence.

Any decision by the Board at the meeting or any adjournment of it, is final and the Board is not required to give any reason.

A resolution by the Board to reprimand, suspend or expel a Member must be passed by a two thirds majority of those present and eligible to vote.

If a notice of charge is issued to a Member, the Board may instruct the Club Manager to immediately suspend the Member from all or any of the privileges of Membership by giving written notice to the Member, which may be included in the notice of charge. Any such suspension may be until the charge is determined.

As a guide, the Board shall determine the appropriate action for each individual offence, being in the form of a:

- Verbal warning, detailing the facts, matters and circumstances
- Written warning, detailing the facts, matters and circumstances
- Disciplinary hearing

Serious and Major breach/misconduct could result in cancellation of membership privileges, suspension of golf privileges, or refusal of future golfing privileges, restrictions from Club entry, at any time without refund or such other disciplinary action as may be considered necessary.

The BBGC Board, when initiating proceedings following reports of unacceptable conduct will deal with the allegations/complaint on its merits and its absolute discretion will consider the severity of the breach as follows.

If the person is found in breach, and the participant(s) involved are unwilling to participate an additional 4-week suspension shall apply to any penalty that otherwise would be imposed.

<b>Within 3 Years</b>	<b>1st Breach</b>	<b>2nd Breach</b>	<b>3rd Breach</b>
<b>Minor Breach</b>	Verbal Warning	Written Warning	Disciplinary Hearing
<b>Serious Breach</b>	Written Warning	Disciplinary Hearing	
<b>Major Breach</b>	Disciplinary Hearing		

When the Board deems a disciplinary hearing necessary, proceedings shall be carried out in accordance with section 20 of the BBGC Constitution as well as *Clubs Guidelines*.

If in the opinion of the Board that a matter to be considered is contentious and a conflict of interest, then an external independent party may be engaged to assist in determining and resolving the matter.

If, in the opinion of the Board, that the Board considers it is inappropriate to deal with the complaint, or charge, the complaint may be referred to an independent third party. This may include bodies that BBGC are affiliated with, such as;

- Golf Australia
- Golf NSW
- Club NSW
- Other external consultants

All Code of Conduct complaints must be held in a 'Our Catherder' software register or such other similar software as is used by the Club and referred by BBGC General Manager to the relevant Executive staff for management.

All notifications that are addressed to the Board must be tabled at the next full Board meeting. This is not discretionary. If the breach, or complaint, is in regard to a Director, or senior management, a working party may be appointed to manage the process.

***Extract from the Rules of Golf: Rule 1.2 - Standards of Player Conduct***

All players are expected to play in the spirit of the game by:

- Acting with integrity - for example, by following the Rules, applying all penalties, and being honest in all aspects of play.
- Showing consideration to others - for example, by playing at a prompt pace, looking out for the safety of others, and not distracting the play of another player.
- Taking good care of the course - for example, by replacing divots, smoothing bunkers, repairing ball-marks, and not causing unnecessary damage to the course.

***Extract from Byron Bay Golf Club Limited Constitution: Section 20 – Disciplinary Proceedings***

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20. DISCIPLINARY PROCEEDINGS

20.1 Subject to Rule 20.2, the Board shall have power to reprimand, suspend, expel or accept the resignation of any member, if that member:

- (a) in the reasonable opinion of the Board, has wilfully refused or neglected to comply with any of the provisions of this Constitution or any By-Law; or
- (b) is, in the reasonable opinion of the Board;
  - (i) guilty of any conduct prejudicial to the interests of the Club; or
  - (ii) guilty of conduct which is unbecoming of a member.

20.2 The following procedure shall apply to disciplinary proceedings of the Club:

- (a) A member shall be notified of:
  - (i) any charge against the member pursuant to Rule 20.1; and
  - (ii) the date, time and place of the hearing of the charge.
- (b) The member charged shall be notified of the matters in paragraph (a) of this Rule 20.2 by notice in writing by a prepaid letter posted to the member's last known address at least fourteen (14) days before the meeting of the Board at which the charge is to be heard.
- (c) The member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge.
- (d) If the member fails to attend such meeting, the charge may be heard and dealt with and the Board may decide on the evidence before it, the member's absence notwithstanding, but having regard to any representations which may have been made to it in writing by the member charged.
- (e) After the Board has considered the evidence put before it, the Board must come to a decision as to whether the member is guilty or not of the charge.
- (f) When the Board has determined the issue of guilt, if the member charged is at the meeting, the Board must inform the member whether or not the member has been found guilty.
- (g) If the member charged has been found guilty and is at the meeting, the member must be given a further opportunity at the meeting to address the Board in relation to the appropriate penalty for the charge of which the member has been found guilty.

- (h) No motion by the Board to reprimand, suspend or expel a member shall be deemed to be passed unless a majority of the directors present in person vote in favour of such motion.
  - (i) Any decision of the Board on such hearing shall be final and the Board shall not be required to assign any reason for its decision.
- 20.3 If a notice of charge is issued to a member pursuant to Rule 20.2(a), the Board by resolution or the Secretary shall have power to suspend that member from all rights and privileges as a member of the Club until the charge is heard and determined or for five (5) weeks whichever is the sooner. Such suspension shall be promptly notified in writing to the member concerned.
- 20.4 Any member suspended pursuant to Rules 20.1, 20.2, or 20.3 shall during the period of such suspension not be entitled to:
- (a) attend at the premises of the Club for any purpose without the permission of the Board; or
  - (b) participate in any of the social or sporting activities of the Club or any sub club without the permission of the Board;
  - (c) attend or vote at any meeting of the Club;
  - (d) nominate or be elected or appointed to the Board;
  - (e) vote in the election of the Board;
  - (f) propose, second or nominate any eligible member for any office of the Club;
  - (g) propose, second or nominate any eligible member for Life membership.

<b>POLICY NUMBER/VERSION</b>	<b>AUTHORISATION</b>	<b>DATE</b>	<b>REVISION DATE</b>
BBGC21004.1	<b>Approved by the Board</b>	22/03/2021	
BBGC21004.2	<b>For Board approval – review changes made</b>	20/04/2021	
BBGC21004.3	<b>For Board approval – updated content</b>	28/11/2022	28/11/2024
BBGC21004.4	<b>For Board approval – updated content</b>	26/06/2023	26/06/2025