



FOREST PINES

# FOREST PINES GOLF CLUB CONSTITUTION

[Revised October 2025]

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## DEFINITIONS

“the Company”	the company responsible for the management of Forest Pines Golf Course and ancillary facilities
“the Club”	Forest Pines Golf Club
“Governing Body”	refers to one or all of “The R&A”, “England Golf”, “Lincolnshire Union of Golf Clubs” or “Lincolnshire Ladies County Golf Association”.
“The R&A”	The R & A is the body responsible for governing the sport of golf worldwide.
“England Golf”	England Golf is the governing body for amateur golf in England.
“LUGC”	The Lincolnshire Union of Golf Clubs is the county authority with delegated responsibilities from England Golf for Men’s amateur golf and is the County authority to which the Club is affiliated.
“LLCGA”	The Lincolnshire Ladies County Golf Association is the county authority with delegated responsibilities from England Golf for Ladies’ amateur golf and is the County authority to which the Club is affiliated
“CONGU”	The Council of National Golf Unions responsible for National Handicapping System
“WHS”	World Handicapping System

## **1.0 TITLE OF CLUB**

- 1.1 The name of the Club shall be "Forest Pines Golf Club".

## **2.0 OBJECTIVES OF THE CLUB**

- 2.1 The objectives of the Club are:

- a. to encourage the playing of golf at the Forest Pines Golf Course in the true spirit and etiquette of the game;
- b. to maintain a handicap for each member;
- c. to provide competitions and fixtures for members;
- d. to provide means of social interaction between members;
- e. to increase membership of the club, particularly from underrepresented groups;
- f. to safeguard and protect children and vulnerable adults.

## **3.0 CONSTITUTION OF THE CLUB**

- 3.1 The Club is a Golf Club, the Members and Committee of which are subject to these rules.

## **4.0 MEMBERS OF THE CLUB**

- 4.1 The Club shall consist of members who:-

- a. have paid the appropriate subscription to the Company and maintain a current handicap; or
- b. are Company Staff; or
- c. have been awarded Honorary membership by the Company.

- 4.2 The Company shall provide the Management Committee with a list of active and expired members electronically on request.

- 4.3 The Company membership policies are detailed at appendix 1.

## **5.0 ACCOMMODATION**

- 5.1 The Company shall provide the Club with facilities from where to conduct its business.

- 5.2 The Company shall retain control of the premises and all fixtures, fittings and furnishings.

- 5.3 The liability of club property and insurance is the responsibility of the club.

## **6.0 RIGHTS AND LIABILITIES OF MEMBERS**

- 6.1 Members shall have the following rights:

- a. Use of the Course and its facilities in accordance with their category of membership in accordance of Terms and Conditions set out by the Company.
- b. to be awarded a handicap certificate in accordance with the criteria laid down by National Handicapping Scheme for the time being in force.
- c. to enter competitions in accordance with the rules laid down by the Management Committee and agreed by the Company.
- d. to introduce guests in accordance with the rules of the course and the Company.

## **7.0 RIGHTS OF FOREST PINES THE COMPANY**

- 7.1 The Company at all times reserve to themselves all rights over the use, management and ownership of the Course and its facilities.
- 7.2 The Management Committee shall liaise with the Company to secure the benefits of the Course and facilities for the members.

## **8.0 DISCIPLINARY PROCEEDURE**

- 8.1 For all disciplinary matters the disciplinary procedure detailed in Appendix 5 will be followed in all cases. This should be read in conjunction with the Code of Conduct detailed in Appendix 6.
- 8.2 It should be noted The Management Committee has no powers to expel members in its own right, however the Management Committee shall have the power to recommend to the Company suspension of membership for a specified period or expulsion in keeping with the disciplinary procedure detailed in Appendix 5 outlining their reasons for any recommendations with a full written report.

## **9.0 GENERAL MEETINGS OF THE CLUB**

- 9.1 The Annual General Meeting of the Club shall be held once in every year during the months of October or November for:-
  - a. the election of Officers to serve on the Management Committee and Handicaps and Competitions Committees;
  - b. the election of Captain's and Vice Captain's;
  - c. such other business as may be appointed in accordance with the rules and any bye-laws for the time being in force.
- 9.2 Special General Meetings may be held in accordance with the bye-laws and can only be enforced with the prior agreement of the Company, Management Committee and Captains.
- 9.3 The Company reserves the right to veto any votes that may take place at any meetings where these relate to decisions outside the scope of the Club/within their scope of responsibility.
- 9.4 The Club shall follow the procedures for managing Annual General Meetings and Special General Meetings as laid out in the Club Byelaws.

## **10.0 CLUB MANAGEMENT COMMITTEE**

### **10.1 Role**

- 10.1.1 The Management Committee shall be appointed to provide the governance and overall management of the Club.
- 10.1.2 The Management Committee shall operate within the Terms of Reference detailed at appendix 2.

### **10.2 Composition of the Management Committee**

- 10.2.1 The Management Committee shall be comprised of the officers listed at appendix 1.

### **10.3 Quoracy**

- 10.3.1 Committee meetings will be considerate quorate and any decisions binding if 4 members of the Management Committee are in attendance.
- 10.3.2 Substitutes for committee members will not be allowed.

## **11.0 CHAIR OF THE MANAGEMENT COMMITTEE**

- 11.1 The Men's Captain or the Ladies' Captain shall act as Chair of the Management Committee.
- 11.2 In the absence of both the Men's Captain and Ladies Captain the meeting shall choose its own Chair.

## **12.0 POWERS OF THE MANAGEMENT COMMITTEE**

### **12.1 General**

- 12.1.1 The Management Committee of the Club shall exercise the power given to it by these rules and such other powers of management as it may from time to time undertake at the request of the Company.
- 12.1.2 The Management Committee shall have power to administer handicaps and organise competitions in accordance with the Rules of Golf and other Governing Body regulations and guidelines.

### **12.2 Dealing with Disputes**

- 12.2 The Management Committee shall have power to settle and adjudicate upon disputes between members, arising in the Club, of a kind which are usually referred to the Committee of a members' club.

### **12.3 Appointing Men's and Ladies Handicaps and Competitions Committees**

- 12.3.1 The Management Committee shall have power to appoint annually a Men's and Ladies Handicaps and Competitions Committees as required under by the rules of the National Handicapping Scheme for the time being in force.
- 12.3.2 The Handicaps and Competitions Committee shall have complete control of competitions and handicapping matters of the Club.
- 12.3.3 The Handicaps and Competitions Committee shall consist of a minimum of three persons the majority being members elected at an annual general meeting.
- 12.3.4 The Handicaps and Competitions Committee shall operate within the Terms of Reference detailed at appendix 2.

### **12.7 Appointing - Other Committees**

- 12.7.1 The Management Committee shall have the power to appoint annually other sub-committees and working groups comprising a majority of such persons as may be mentioned in Rule 10.

### **12.8 Co-opting Members to Sub-Committees and Working Groups**

- 12.8.1 The Management Committee shall have power to delegate responsibilities to Sub-committees to co-opt members as considered necessary.

## **13.0 BYE LAWS**

- 13.1 The Committee may, from time to time, subject to the approval of the Company, make, vary and revoke bye-laws not inconsistent with these rules for the regulation of the internal affairs of the Club.
- 13.2 All bye-laws shall be submitted to the Company for approval and if approved, shall until revoked by the Committee be binding on the members.

## **14.0 AMENDMENT OF RULES**

- 14.1 These rules along with any amendments or alterations are subject to the approval of the Company.

## BYELAWS

### A. ANNUAL GENERAL MEETING (AGM)

#### A.1 Date of Annual Meeting

A.1.1 The AGM shall take place in October or November each year. The Management Committee shall determine the precise date, time and location of the meeting.

#### A.2 Notices

A.2.1 At least 28 days' notice of the meeting shall be given to the members by way of posting a notice in the Clubhouse, posting on the Club's official Social Media platforms and emailing all members, accordingly, specifying the business to be transacted.

#### A.3 Notices of Motion

A.3.1 Notice of motion for the AGM must be received by the Club Secretary at least 7 days before the meeting and passed to the Company in writing.

#### A.4 Quorum

A.4.1 No business other than the election of officers and members to serve on the Management Committee shall be transacted at any general meeting unless five members of the Club are present.

#### A.5 Chair

A.5.1 The Club Secretary shall preside as Chair at the AGM.

#### A.6 Minutes Actions and Decisions

A.6.1 The Club shall make a record of the minutes of the meeting and note and actions and decisions as a result of the proceedings of general meetings.

#### A.7 Voting

A.7.1 All members of the club will be entitled to cast a vote on proposals put forward.

A.7.2 Where a vote relates to a single section(s) then the vote will be limited to active members of the respective section(s) unless the proposal is deemed to have wider and/or longer-term impacts to the club in which case all members will be eligible to vote.

#### A.8 Chair's Decision

A.8.1 The Chair holds the casting vote in the event of a tie.

### B. SPECIAL GENERAL MEETINGS (SGM)

#### B.1 Management Committee Powers

B.1.1 The Management Committee may call an SGM at any time by giving ten days' notice.

B.1.2 The Club Secretary shall publish on the Club noticeboard the date of the meeting and the business to be conducted.

#### B.2 Members' Powers

B.2.1 The Committee shall call a special general meeting if so required by members of the club.

B.2.2 Notice of such requirement shall be signed by at least twenty members of the Club and shall specify the business to be transacted at the SGM.

B.2.3 The Management Committee shall call an SGM within twenty days of the receipt of such notice by the Club Secretary by posting the notice together with the date of the meeting on the Club noticeboard.



### B.3 Business of the Meeting

B.3.1 No business shall be transacted at an SGM other than that specified in the notice and agreed with the Company.

### B.4 Quorum

B.4.1 No business shall be transacted at any SGM unless five members of the ~~committee~~ Club are present.

### B.5 Chair

B.5.1 The Men's Captain or Ladies Captain shall act as Chair of the SGM.

### B.6 Minutes Actions and Decisions

B.6.1 The Club shall record in the minute book actions and decisions as a result of the proceedings of the SGM.

### B.7 Chair's Decision

B.7.1 The Chair holds the casting vote in the event of a tie.

## C. ELECTIONS

### C.1 Tenure of Office

C.1.1 Officers of the Committee (as defined at appendix 1) shall be elected to hold office for periods of three years commencing on the 1<sup>st</sup> January following the AGM at which they were elected.

C.1.2 The Men's and Ladies' Captains and Men's and Ladies' Vice Captains shall hold office for one year commencing on the 1<sup>st</sup> January following the AGM at which they were elected.

C.1.3 The Men's Vice Captain and Ladies Vice Captain will succeed the Men's Captain and Ladies Captain.

C.1.4 Retiring members of the Committee shall be eligible for re-election.

### C.2 Casual Vacancies

C.2.1 If a casual vacancy occurs by the death or resignation of an elected member of the Management Committee at any time during his/her tenure, the Management Committee shall have power to fill the vacancy until the next AGM with agreement of the Company.

C.2.2 A member so co-opted by the Management Committee shall retire when the member whose place he/she takes would have retired and shall then be at once eligible for election for a term of three years.

### C.3 Proposal of Candidates - Vice Captains/Committee Members

C.3.1 Candidates for election as Men's and Ladies' Vice Captains and Committee Members must be proposed and seconded by members of the club at the AGM and the consent of every candidate nominated shall first be obtained.

C.3.2 The criteria for candidates for election are as follows:

- a. Candidates must have contributed to the well-being of the Club by serving or having served on the Club Committee or representation in the Club Teams or are able to demonstrate that they are able to add significant value to the Club.

### C.4 Election by Ballot

C.4.1 If the number of candidates duly proposed and seconded exceeds the number to be elected, voting shall be by the raising of hands in the first instance however if there is an objection by any member of the Club attending the AGM voting shall be by secret voting paper or ballot.

C.4.2 In the event of a casting vote at the election of officers at the AGM the Chair shall have the casting vote.

C.5 Approval of appointments by the Company

C.5.1 All appointments detailed above will be subject to approval by the Company.

## **D. PROCEEDINGS OF COMMITTEES AND SUB-COMMITTEES**

D.1 Proceedings of Management Committee and Sub-Committees

D.1.1 The Management Committee and Sub-Committees shall regulate their own procedures.

D.1.2 The roles and responsibilities shall be defined in Terms of References for each committee (see Appendix 2).

D.2 Meetings of Management Committees and Sub-Committees

D.2.1 Meetings shall be arranged at such times and locations as the Management Committee sees fit subject to there being no more than 91 days between meetings. The Club Secretary shall call the meetings.

D.2.2 The Club Secretary shall also call additional meetings if requested to do so by the Captains or any two members of the Management Committee.

D.2.3 Meetings of Sub-Committees shall be called by the respective Chair of the Sub-Committee as and when required.

D.3 Quorum

D.3.1 At Management Committee meetings four shall be quorum.

D.3.2 At Sub-Committee meetings two shall be quorum.

D.4 Votes

D.4.1 Every member of the Committee and Sub-Committees, shall have one vote on every question/issue.

D.4.2 The Chair shall have a second or casting vote in the event of a tie.

D.4.2 In the event of a question arising in committee only effecting either Men or Ladies sections, committee members may only vote on matters affecting their own section.

D.5 Records

D.5.1 The Secretaries of each Sub-Committee shall keep records (action/decision logs) of each meeting and refer appropriate items for decision to the next meeting of the Management Committee.

## **E. FINANCE**

E.1 Powers to Raise and Expend Monies

E.1.1 The Club shall have the power to raise money by means of fund-raising events, loans, gifts, donations, grants, competition entry fees etc...

E.1.2 All such monies shall be applied to further the objectives of the Club or to promote charitable causes but for no other purpose.

E.2 Keeping of Accounts

E.2.1 The Club Treasurer shall keep proper accounts of the finances of the Club.

E.2.2 The Club Treasurer shall be responsible for preparing annual accounts to 30th September each year.

- E.2.3 All such accounts shall be audited annually by a financially aware person who shall be appointed at the AGM.
- E.2.3 An audited statement of all accounts for the previous financial year shall be submitted to the AGM for approval.
- E.3 Dissolution of the Club
- E.3.1 In the event of the dissolution of the Club an SGM will be convened to decide how the remaining funds shall be distributed.

## APPENDICES

### Appendix 1 - Company Membership Policies

#### A. Membership Types and Categories

##### A.1 The membership types and categories are listed below:

Membership Type	Category
Full Adult Member	Full Playing Member (7 day, 5 day and Joint) 'Fairways' Points Member Corporate Playing Member Honorary Member
Other Member	Student Playing Member Junior Playing Member Short Term Promotional Members Company Staff

##### A.2 The Company reserve the right to add or remove membership types at its own discretion.

#### B. Joining Fees and Annual Subscriptions

##### B.1 The Company shall set joining fees for each category of membership.

##### B.2 The annual subscription for members as determined by the Company shall become due on 1st April each year and be paid to the Company through an annual monthly Direct Debit or one off annual payment.

##### B.3 Any members whose subscription is not paid in any year by the due date shall cease to be a member.

##### B.4 Members joining after the commencement of the membership year shall be liable to pay annual subscriptions on a pro rata rounded up to the nearest whole month.

##### B.5 The Company will advise the Management Committee of the joining fees and annual subscription rates for the forthcoming year form ally but reserve the right to alter the rates at its discretion at any time.

#### C. Application for Membership

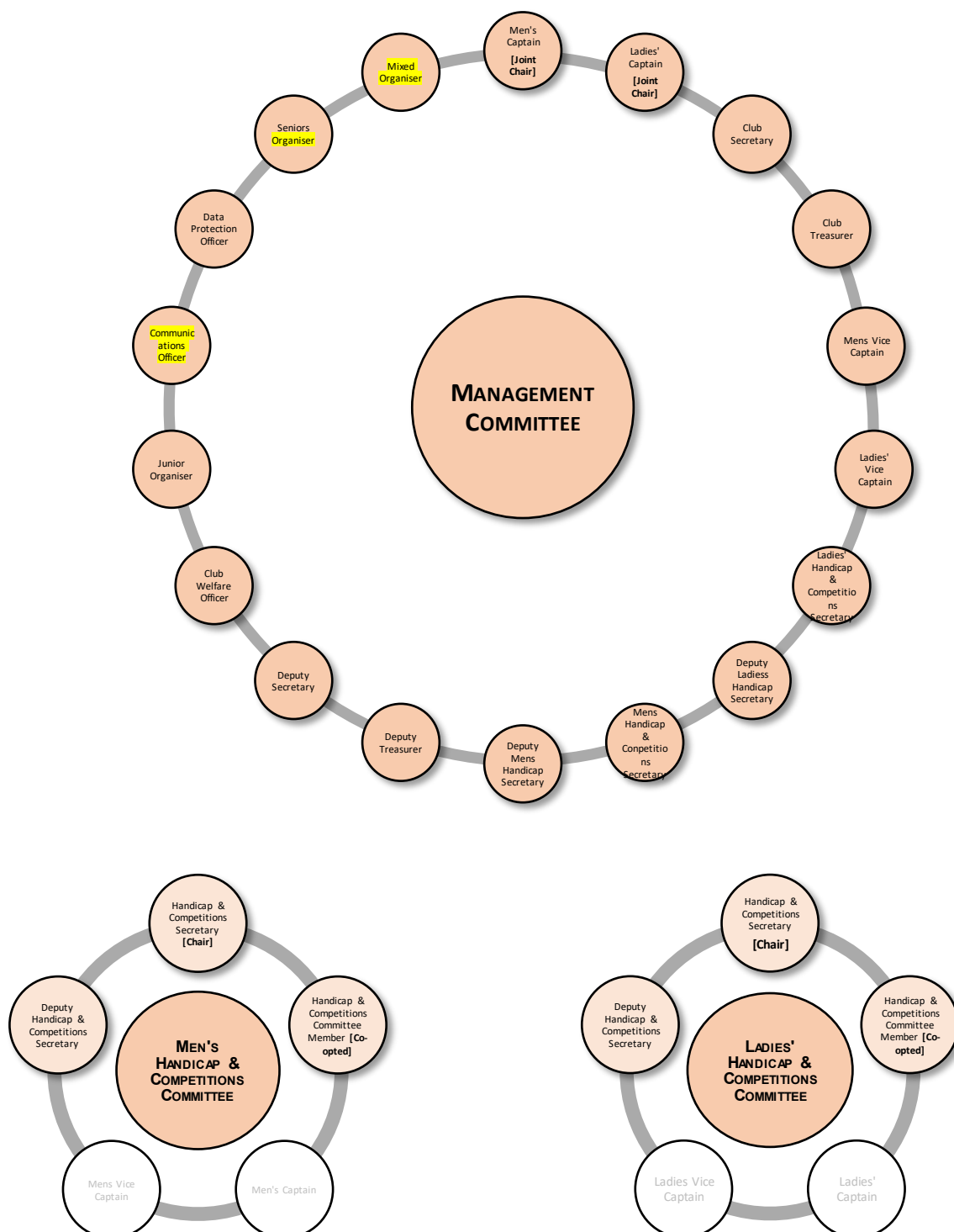
##### C.1 Every candidate for membership of the club shall sign a form of application for membership giving all particulars required with an undertaking to abide by this constitution in accordance with the General Data Protection Act 2018 (GDPR).

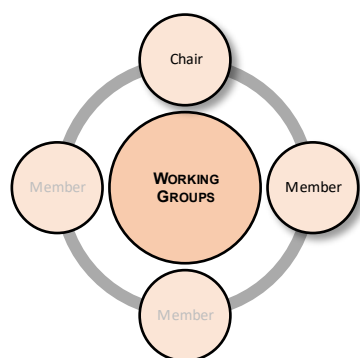
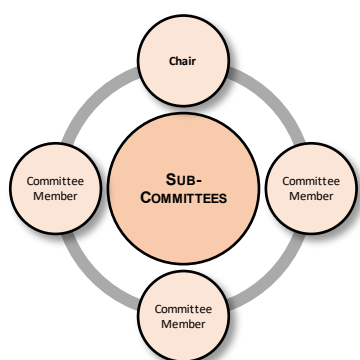
#### D. Resignation of Members

##### D.1 Any member wishing to resign from membership shall do so in writing to the Company giving 4 weeks' notice and be liable for all payments to the end of the current year's membership.

## Appendix 2 - Committee Structures

### A. Forest Pines Golf Club – Organisational Structure





B. Management Committee - Members and Officers - Tenure

Type	Post	Tenure in Post
Captains	Men's Captain [Chair]	1 year
	Ladies' Captain [Chair]	1 year
	Men's Vice Captain	1 year
	Ladies' Vice Captain	1 year
Officers	Club Secretary	3 years
	Club Treasurer	3 years
	Men's Handicap and Competitions Secretary	3 years
	Ladies' Handicap and Competitions Secretary	3 years
	Junior Organiser	3 years
	Club Welfare Officer	3 years
	Deputy Secretary	3 years
	Deputy Treasurer	3 years
	Deputy Men's Handicap Secretary	3 years
	Deputy Ladies' Handicap Secretary	3 years
	Communications Officer	3 Years
	Data Protection Officer	3 Years
	Senior Organiser	3 Years
	Mixed Organiser	3 Years

B. Handicaps and Competitions Committee - Men's and Ladies' - Tenure

Each Handicap and Competitions Committee shall consist of at least three members and meet the requirements of paragraph 12.3.3.

### **Appendix 3 – Terms of Reference**

A. Management Committee

B. Ladies' Handicaps and Competitions Committee

C. Men's Handicaps and Competitions Committee



**Responsible for:**

Maintaining proper governance of the Club.

Working towards achieving the objectives of the Club.

Ensuring adherence to the National Handicapping Scheme for the time being in force

Ensuring adherence to Governing Body and Club rules and regulations when running of competitions.

Overseeing the proper management of club funds.

Safeguarding and protecting children and vulnerable adults.

Organising social events.

**General References:**

To plan, action, and review initiatives to increase membership and participation in club competitions.

To organise social events e.g. Summer party, Christmas party, Captains' Weekend etc...

To meet as required.

To maintain a decision/action log recording content of meetings and decisions made.

To organise the Annual General Meeting and, if necessary, Special General Meetings that may be called.

To review and propose amendments or revocation of the Constitution or Byelaws for consideration at the AGM and approval by the company.

To settle disputes of a golfing nature and where necessary appointing a Disputes Sub-Committee to investigate the matter.

To appoint Handicap and Competitions Committees and, as required, any other Sub-Committees and / or Working Groups to assist in the running of the Club.

To liaise regularly with the Company over matters pertaining to the running of the Club.

To protect personal data held by the Club.

To produce, action and review Safeguarding and Child and Vulnerable Adult Protection policies.

To oversee the proper application of the World Handicapping System rules and regulations.

To run competitions and events in accordance with the Rules of Golf and other Governing Body rules and regulations.

To raise monies to further the objects of the Club or promote charitable activities.

To approve annual budgets.

To approve expenditure from Club funds.

To insure Club property.

To monitor financial performance and, if required, take appropriate remedial action to address issues identified.

<b>Members of the Committee:</b>
Men's Captain, Ladies' Captain, Men's Vice Captain, Ladies' Vice Captain, Club Secretary, Club Treasurer, Men's Handicap & Competitions Secretary, Ladies' Handicap & Competitions Secretary, Club Welfare Officer, Committee Members (x3), Data Protection Officer, Senior Coordinator. In attendance: Representative(s) of the Company
<b>Governance:</b>
Quoracy for meetings will be a minimum of 4 members of the Committee Every member of the Management Committee, shall have one vote on every question. In the event of a question arising in committee only effecting either Men or Ladies sections, committee members may only vote affecting their own section. Decisions will be carried by a majority vote. Chair has a casting vote.

**Responsible for:**

The management of Ladies' handicaps in accordance with the requirements of the National Handicapping Scheme for the time being in force.

The efficient and effective running of Ladies' competitions.

**General References:**

To allocate, review and revise handicaps as required in accordance with the requirements of the National Handicapping Scheme for the time being in force.

To record, maintain and update handicaps and notify members of handicap changes.

To ensure that scores which count for handicap are updated electronically to the national central database of handicaps (CDH) after every competition or handicap change.

To update club handicap records with all qualifying scores returned by members from other courses.

To carry out the annual handicap review before 31<sup>st</sup> December each year.

To administer competitions in accordance with Governing Body rules and Club policies and procedures.

To advise members of their responsibilities under the National Handicapping Scheme.

To collate and publish results.

To collect income and operate competition accounts.

To liaise with the Company over competition related matters

To take decisions relating to cancellation and/or variation of competitions.

To decide whether to adopt any local rules and for making sure they are consistent with the principles of the Rules of Golf.

To make sure that any local rules are available for players to see.

To meet as required.

To maintain a decision/action log recording content of meetings and decisions made.

To report to the Management Committee by exception.

To refer any decisions outside the scope of these Terms of Reference to the Management Committee.

To refer any issues not able to be resolved in the first instance by the Ladies' Handicap & Competitions Committee to the Management Committee.

To abide by and apply the Rules of Golf as prescribed by the R&A.

To uphold the Club Constitution and Code of Ethics/Rules as prescribed by Golfs Governing Bodies and the Company.

To enter the Club / Club's Representatives in to county and national events as approved in the Club's Competition Rules and Regulations.

**Members of the Committee:**

Ladies Handicap and Competitions Secretary (Chair); Ladies Deputy Handicap and Competitions Secretary and at least one more member. *[The Chair shall co-opt at least one additional Committee member to make up the Committee to a minimum of 3 members]*

<b>Governance:</b>
<p>Quoracy for meetings will be a minimum of 2 members of the Committee.</p> <p>Every member of the Committee, shall have one vote on every question.</p> <p>Decisions will be carried by a majority vote. Chair has a casting vote.</p>

**Responsible for:**

The management of Men's handicaps in accordance with the requirements of the National Handicapping Scheme for the time being in force.

The efficient and effective running of Men's competitions.

**General References:**

To allocate, review and revise handicaps as required in accordance with the requirements of the National Handicapping Scheme for the time being in force.

To ensure that scores which count for handicap are updated electronically to the national central database of handicaps (CDH) after every competition or handicap change.

To update club handicap records with all qualifying scores returned by members from other courses.

To carry out the annual handicap review before 31<sup>st</sup> December each year.

To administer competitions in accordance with Governing Body rules and Club policies and procedures.

To advise members of their responsibilities under the National Handicapping Scheme.

To collate and publish results.

To collect income and operate competition accounts.

To liaise with the Company over competition related matters

To take decisions relating to cancellation and/or variation of competitions.

To decide whether to adopt any local rules and for making sure they are consistent with the principles of the Rules of Golf.

To make sure that any local rules are available for players to see.

To meet as required.

To maintain a decision/action log recording content of meetings and decisions made.

To report to the Management Committee by exception.

To refer any decisions outside the scope of these Terms of Reference to the Management Committee.

To refer any issues not able to be resolved in the first instance by the Men's Handicap & Competitions Committee to the Management Committee.

To abide by and apply the Rules of Golf as prescribed by the R&A.

To uphold the Club Constitution and Code of Ethics/Rules as prescribed by Golfs governing bodies and the Company.

To enter the Club / Club's Representatives in to county and national events as approved in the Club's Competition Rules and Regulations.

**Members of the Committee:**

Men's Handicap and Competitions Secretary (Chair); Men's Deputy Handicap and Competitions Secretary and at least one more member. *[The Chair shall co-opt at least one additional Committee member to make up the Committee to a minimum of 3 members]*

<b>Governance:</b>
<p>Quoracy for meetings will be a minimum of 2 members of the Committee.</p> <p>Every member of the Committee, shall have one vote on every question.</p> <p>Decisions will be carried by a majority vote. Chair has a casting vote.</p>

## **Appendix 4 - Job Roles and Responsibilities**

A. Men's and Ladies' Captains

B. Men's and Ladies Vice Captains

C. Club Secretary

D. Club Treasurer

E. Handicaps and Competition Secretary [Men's and Ladies']

F. Club Welfare Officer

G. **Communications** Officer

H. Data Protection Officer

I. **Organiser Roles (Juniors/Seniors/Mixed)**



FOREST PINES

## JOB DESCRIPTION

### Men's and Ladies' Captains

#### Role Summary

Provide leadership in pursuing the objectives of the Club.

Build and maintain positive relationships with all club members and the Company.

Act as an ambassador for the club, to host and attend relevant events.

#### Responsibilities

Maintain the integrity, standards and ethics of the club and of the game of golf.

Build positive relationships with club members, understanding their diverse needs and uniting their voices.

Chair the Club Management Committee and any Special General Meetings.

Assist the Club Management Committee in understanding the needs of all sections of the membership.

Be an ambassador for the club and its members at appropriate events and functions e.g. LUGC Presidents Day.

In conjunction with the Club Secretary, when appropriate, resolve confidential or sensitive club issues.

Handle correspondence as appropriate.

In the event of a disciplinary investigation be a member of the Disputes Sub-Committee.

Oversee the selection of teams assisted by the Vice-Captain and, if appropriate, co-opt a team captain.

Attend or, if appropriate, nominate a representative to attend meetings on behalf on the Club e.g. Lincolnshire Union of Golf Clubs AGM, Lincolnshire Golf League Meetings, Lincolnshire Ladies County Golf Association Handicap League meetings etc...

Where possible, participate in mixed matches.

Be available to represent the Club at events requiring the presence of the Captains.

Communicate as appropriate with both members of the Club and the Company.

#### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £50.





FOREST PINES

## JOB DESCRIPTION

### Men's and Ladies' Vice Captains

#### Role Summary

Support and assist the Men's and Ladies' Captains throughout their year of Captaincy.

Be an ambassador for the club and its members at appropriate events and functions.

#### Responsibilities

Assist the Club Management Committee in understanding the needs of all sections of the membership.

Deputise for the Captains as required.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Assisting the Captain in team selection.

Work with the Handicaps and Competitions Committee(s) to produce a fixture list for their year of Captaincy.

Ensure that team matches are organised for their year of Captaincy.

Organising the club's mixed matches during their Vice Captain year.

Assisting the Captains in organising the club's Presentation Evening.

Oversee the organisation of Club functions e.g. Summer Party, Christmas Party.

#### Delegated Authority - Finance

n/a



FOREST PINES

## JOB DESCRIPTION

Club Secretary

### Role Summary

Be responsible for the day-to-day administration of the club.

### Responsibilities

Produce agenda, record discussions and publish a Decision Record/Action Log for monthly Management Committee meetings.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Oversee the content of the Club Website.

Co-ordinate the production of the consolidated Club fixture list.

Deal with incoming Club correspondence.

Liaise with the Company over matters relating to the running of the Club.

General communications to Members.

Act as the Disciplinary Secretary.

Apply the Club's General Data Protection policies and Code of Practice.

Publish notices and Chair the Annual General Meeting and other extraordinary General Meetings.

### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £100.



FOREST PINES

## JOB DESCRIPTION

Club Treasurer

### Role Summary

Be responsible for the financial supervision of the club.

Operate as the financial management officer.

### Responsibilities

Prepare annual budgets for the relevant committees to deliver the club strategic plan. This to be approved by the Management Committee.

Set finance controls and systems to ensure efficient and transparent management of club resources. Review the financial controls and systems on a regular basis to ensure they are robust and to encourage continuous improvement.

Assess the financial implications of significant spend including capital expenditure and prepare three-year cash flows to incorporate into the strategic plan.

Prepare annual budgets for the club for approval by the Management Committee.

Produce and oversee financial systems and controls.

Support audit processes.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Present monthly financial reports at Management Committee meetings.

Act as signatory on the club account.

Provide advice to the Management Committee in their management of the club finances.

Administer all financial affairs of the club.

Review of income and expenditure in comparison to budget on a monthly basis.

### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £100.



FOREST PINES

## JOB DESCRIPTION

Handicaps and Competitions Secretary [Men's and Ladies]

### Role Summary

Efficient and effective administration of the governing body handicapping policies and procedures.

Efficient and effective running of competitions and events.

### Responsibilities

Chair meetings of the Handicaps and Competitions Committee.

Oversee the allocation, review and revision of handicaps in accordance with the requirements of the National Handicapping Scheme for the time being in force.

Co-opt members to the Handicap & Competitions Committee to ensure the minimum number of members meet the governing body requirements.

Oversee the setting up, administration and processing of Club competitions.

Ensure that competitions meet with Governing Body regulations, Club rules and the National Handicapping Scheme requirements.

Agree and publish local rules in relation to the playing of Club competitions.

Deal with disputes arising from handicaps and competitions.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Operate agreed competition budgets and handle cash in accordance with Club policies and procedures.

Facilitate the recording of the content of meetings and decisions made in a Committee Decision Record / Action Log.

Report to the Management Committee by exception.

Refer any issues not able to be resolved by the Handicap & Competitions Committee to the Management Committee.

In partnership with the Vice-Captain, produce a fixture list for the following season for approval at the January Management Committee.

Make decisions on entries to external competitions [LUGC events, LLCGA events, Ping Betterball etc...]

### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £50 e.g. Entry to LUGC Competitions, printer ink, paper etc.

Competition Expenditure – up to £300 [prize funds etc...]



FOREST PINES

## JOB DESCRIPTION

Welfare Officer

### Role Summary

Be responsible for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures.

### Responsibilities

To assist the club to put Safeguarding Policy and Procedures in place.

To assist the club to put implementation plans in place for child safeguarding.

To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.

To ensure that safe recruitment procedures for staff and volunteers are followed.

To ensure that all appropriate existing staff or volunteers have an up-to-date DBS Enhanced Disclosure. These should be updated every 3 years.

To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.

To ensure that all incidents are reported correctly and referred in accordance with Policy guidelines.

To act independently and in the best interests of a child at the club, putting the child's needs above those of others and the club itself.

To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.

Be the first point of contact with the England Golf Lead Safeguarding Officer.

To advise the club on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.

To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

Work with others in the club to ensure a positive child-centred environment.

Assist England Golf to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.

To sit on the Club Management Committee to advise on child safeguarding issues or be in attendance as necessary.

### Delegated Authority - Finance

n/a



FOREST PINES

## JOB DESCRIPTION

**Communications** Officer

### Role Summary

Be responsible for day to day liaison with the Company and organisation/management/coordination of events

### Responsibilities

Lead on the organisation/management and co-ordination of Club events.

Undertake day to day liaison with the Company/General Manager as appropriate and/or as directed/agreed by the Committee.

Develop and maintain a communications strategy.

Lead for both external/internal communications/marketing.

Undertake general communications/social media communications to Members.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Contribute to the content of the Club Website.

Deal with appropriate incoming Club correspondence.

Liaise with the Company over matters relating to the running of the Club.

Support Committee activity as appropriate.

### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £100.



FOREST PINES

## JOB DESCRIPTION

Data Protection Officer

### Role Summary

Be responsible, as the Data Protection Officer, for all issues relating to compliance with General Data Protection Regulations as defined in the associated policy.

### Responsibilities

Lead on all matters relating to GDPR.

Liaise with the designated Data Protection Policy Officer for the club.

Liaise with the designated data protection officer from the Company.

Support and advise the Committee on any matters arising under Data Protection Policy and /or the Code of Practice.

Ensure appropriate procedures are in place and adhered to in compliance with the relevant regulations as set out in the club's policy and code of practice.

Update the club's policy and code of practice as necessary.

Maintain appropriate records etc. in compliance with GDPR.

Support Committee activity as appropriate.

Undertake liaison with the Company/General Manager as appropriate and/or as directed/agreed by the Committee in all matters relating to GDPR.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

### Delegated Authority - Finance

n/a



FOREST PINES

## JOB DESCRIPTION

### Organiser Roles

#### Role Summary

Organise the respective sections activities (Juniors/Seniors/Mixed)

#### Responsibilities

Arrange relevant events including team matches where appropriate.

Represent the views of the section and section members.

Handle correspondence as appropriate.

Attend the Club Management Committee and any other sub-committees that may be appropriate.

Assisting the Captains in team selection.

Work with the Handicaps and Competitions Committee(s) to produce a fixture list.

#### Delegated Authority - Finance

General ad hoc expenditure – up to a maximum of £50.



## **Appendix 5 - Disciplinary Regulations**

## **Forest Pines Golf Club**

### **DISCIPLINARY REGULATIONS**

#### **1 DEFINITIONS**

"Appeal Committee"	the Appeal Committee of the Club as appointed in accordance with these Regulations;
"Appellant"	the person or body who appeals a Decision of the Disciplinary Committee;
"Charge"	The charge which is brought against the Respondent in respect of the disciplinary matter;
"Club"	Forest Pines Members Club;
"Club Rules"	The rules of the Club which may include its bye-laws, code of conduct and any other rules by which the Members are bound in accordance with their membership of the Club;
"Club Tournament"	The rules of any tournament administered by the Club from time to time;
"Complaint"	a complaint of misconduct or notification of a concern regarding particular circumstances and/or conduct of a Member as referred to in Regulation 2;
"Complainant"	the person or body from whom a Complaint has been received by the Disciplinary Committee;
"Council"	The body that is running the Golf Club;
"County"	The County Golf Union or Association to which the Club affiliates
"Disciplinary Committee"	the Disciplinary Committee of the Club as appointed in accordance with these Regulations;
"Disciplinary Secretary"	the person who is nominated as the Disciplinary Secretary by the Council from time to time;
"England Golf"	the trading name of English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU, Company Number: 5564018; Any
"Member"	member of the Club;
"Notice of Complaint"	the notice of the Complaint received by the Disciplinary Committee from the Complainant;
"Respondent"	the person who is the subject of the Complaint or disciplinary action brought by the Disciplinary Secretary under the Regulations; the rules governing the playing of golf as jointly
"Rules of Golf"	issued by the R&A and the USGA from time to time;

## **JURISDICTION AND DISCIPLINARY MATTERS**

- 2.1 These disciplinary regulations (the "Regulations") are made by the Club in relation to any disciplinary matters which include without limitation the following:
  - 2.1.1 alleged breaches of the Club Rules;
  - 2.1.2 alleged breaches of the Rules of Golf, handicap infringements, disqualifications and any breach of the rules of a Club Tournament; and
  - 2.1.3 any matter in which a Member engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is unacceptable or opposed to the general interests of the Club or the sport of golf or which brings the Club into disrepute.
- 2.2 The Regulations apply to all Members of the Club.
- 2.3 The Regulations may be amended by the Club at any time and at its sole discretion and such amendments shall be effective from the date stated.
- 2.4 Disciplinary proceedings shall be commenced against a Member in accordance with the Regulations where the Disciplinary Secretary receives a Notice of Complaint or where the Disciplinary Secretary becomes aware of a disciplinary matter referred to in Regulation 2.1 above.
- 2.5 In the event that the Disciplinary Secretary is involved in a disciplinary matter, either as Complainant or Respondent then the matter shall be referred to the Management Committee who shall appoint a new Disciplinary Secretary for that matter.
- 2.6 As a general rule the Disciplinary Secretary, where considered appropriate and in its sole and absolute discretion, may deal with a disciplinary matter in an informal manner, however, should the Disciplinary Secretary, in its sole and absolute discretion, deem a matter to be sufficiently serious it may commence formal disciplinary proceedings these Regulations shall apply. Where the matter is to be dealt with on an informal basis it may be dealt with by the most appropriate person or body of the Club.

## **NOTICE OF COMPLAINTS**

- 3.1 A Notice of Complaint may be lodged with the Disciplinary Secretary by any person or body which shall include without limitation, another Member, an employee/officer of the Club, the Council, or a member of the public, in relation to an alleged disciplinary matter which is referred to in Regulation 2 above.
- 3.2 The Notice of Complaint shall be made in writing as soon as practicable but no later than 28 days following the alleged incident (or knowledge of the incident by the Complainant) and shall set out details of the Complaint including, where applicable, the specific Club Rule, Competition Rule or Regulation which is alleged to have been breached by the Respondent.

## **INITIAL INVESTIGATION**

- 4.1 On receipt of the Notice of Complaint or the Disciplinary otherwise becoming aware of an alleged disciplinary matter regarding a Member, the Disciplinary Secretary shall within 14 days;

- 4.1.1 commence an initial investigation into the matter in order to gather information and evidence;
- 4.1.2 forward a copy of the Notice of Complaint to the Respondent and invite a written response from the Respondent; and
- 4.1.3 undertake any further investigation deemed appropriate in order to ascertain the best course of action to resolve the Complaint or commence disciplinary action against the Respondent.
- 4.2 Upon completion of the steps set out in Regulation 4.1 the Disciplinary Secretary may take any of the following steps:
  - 4.2.1 decide that no further action is required in which case the Disciplinary Secretary shall notify the Respondent and the Complainant in writing explaining the reasons why the Complaint has been dismissed, for example:
    - 4.2.1.1 it does not fall within the authority of the Club;
    - 4.2.1.2 there is not enough evidence to justify further action being taken; or
    - 4.2.1.3 it is vexatious and/or malicious in which case the Complainant's actions may be referred to the Management Committee for further consideration;
  - 4.2.2 deal with the matter informally by way of advice, information or mediation between the respective parties;
  - 4.2.3 if deemed appropriate and the matter is of a serious nature, following consultation with the Management Committee and any other appropriate person/committee of the Club, refer the matter to England Golf or another appropriate body; or
  - 4.2.4 refer the matter to the Disciplinary Committee to be constituted in accordance with Regulation 5.
- 4.3 As soon as is practicable, the Disciplinary Secretary shall inform the Complainant and the Respondent of the course of action taken. If the Disciplinary Secretary chooses to refer the matter to the Disciplinary Committee the Respondent shall be informed of the Charge being brought and granted the opportunity to either accept or deny the Charge.
- 4.4 If the Respondent accepts the Charge then the matter shall be referred to the Disciplinary Committee for a hearing to determine the sanction and the Respondent shall only be granted leave to appeal on the ground that the sanction imposed was disproportionate to the circumstances of the case.
- 4.5 If the Respondent denies the Charge then the matter shall be determined at a hearing of the Disciplinary Committee in accordance with Regulation 5.
- 4.6 Where the Complainant is not a Member or employee/officer of the Club or the Management Committee, the Club's duty to inform detailed in Regulations 4.2.1 and 4.3 above. shall not apply and the Complainant shall not have a right to be involved in action taken under these Regulations following the lodging of a Notice of Complaint.

## **DISCIPLINARY COMMITTEE**

- 5.1 The Club shall establish a Disciplinary Committee consisting of 3 members who are appointed by the Management Committee. The Disciplinary Committee shall elect one of its members to act as Chair. In the event that the Disciplinary Committee are not able to elect a Chair, the Management Committee shall decide upon the Chair.

[**COMMENT** - Consideration should be given to who may comprise the Disciplinary Committee, i.e. Members or non-Members, or a legally qualified independent person]

- 5.2 The Disciplinary Committee shall have jurisdiction to conduct disciplinary hearings and impose sanctions upon those persons who are subject to a Charge.
- 5.3 The members of the Disciplinary Committee including the Chair shall serve a term of one year after which time they will either be re-elected or replaced. If a member of the Disciplinary Committee shall resign or otherwise becomes unable to perform his/her duties on the Disciplinary Committee, the Management Committee shall have the power to appoint another member in his/her place.
- 5.4 Each member of the Disciplinary Committee must have no personal interest in the outcome of proceedings (other than to see that the decision is fair) and have no previous knowledge or involvement with the matter under consideration. In the event that a matter is referred to the Disciplinary Committee and a member of the Disciplinary Committee either declares an interest or is deemed to have an interest by the Disciplinary Secretary or Council, then such person shall be replaced on the Disciplinary Committee for that matter only. The Disciplinary Secretary and/or Management Committee in assessing whether a member of the Disciplinary Committee has an interest in the outcome of proceedings shall give due consideration to any objections raised by the Respondent.

## **DISCIPLINARY HEARINGS**

- 6.1 Where a matter is referred to the Disciplinary Committee by the Disciplinary Secretary, the Disciplinary Committee may hear a disciplinary matter by way of oral hearing or consider the charge on the basis of written submissions from the Respondent and the Club / Complainant as appropriate and at the request of the parties. In the event that an oral hearing shall be held, the Disciplinary Secretary shall make such arrangements for the hearing to be held within a reasonable time.
- 6.2 The Respondent may be represented at the hearing and such representative may make submissions on the Respondent's behalf. The Respondent may also request that another Member attends in support however such Member shall not be permitted to make submissions to the Disciplinary Committee.
- 6.3 The procedure for an oral hearing shall be flexible and shall be at the discretion of the Chair of the Disciplinary Committee, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness. The Chair of the Disciplinary Committee will outline the basic procedure of the hearing.

A standard hearing procedure is set out at Appendix 1 which may be followed by the Chair of the Disciplinary Committee at his/her discretion.

- 6.4 If the Respondent does not attend the hearing as arranged above, provided that the Disciplinary Committee is satisfied that notice of the hearing was served properly, it may proceed to hear the evidence and decide the case in the absence of the Respondent.

## **DECISION AND AVAILABLE SANCTIONS**

- 7.1 The Disciplinary Committee shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by the Disciplinary Committee.
- 7.2 The Disciplinary Committee may dismiss the Complaint against the Respondent or where a disciplinary matter is found proven impose such sanctions upon the Respondent as it thinks fit including without limitation:
  - 7.2.1 dismiss the case where the Charge is not proven;
  - 7.2.2 a warning or reprimand in respect of the misconduct or rule breach committed;
  - 7.2.3 suspension or exclusion from Club activities including Club Tournaments, teams, meetings or otherwise;
  - 7.2.4 suspension or exclusion from holding office within the Club for a specified or indefinite period of time;
  - 7.2.5 Recommendation to the Company of suspension of the Member's membership of the Club for a specified period;
  - 7.2.6 a fine not exceeding [£100] payable within any specified period of time.
  - 7.2.7 Recommendation to the Company for expulsion from the Club;
  - 7.2.8 a combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Committee as appropriate.
- 7.3 The decision taken by the Disciplinary Committee in relation to the sanction to be imposed must be reasonable and proportionate in all circumstances and consideration may be given to the Respondent's previous disciplinary record.

## **DISCIPLINARY MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK OF HARM**

- 8.1 Where a disciplinary matter involves a Young Person or an Adult at Risk of Harm, the Club, the Disciplinary Committee and/or Appeal Committee must be mindful of the needs of the person in question and take these into account when deciding
  - 8.1.1 the format of proceedings
  - 8.1.2 whether any action is taken against such a person.
  - 8.1.3 if the Panel should include at least one member who has received safeguarding training.
  - 8.1.4 Whether any standard directions set out in these Regulations should be varied.
- 8.2 Written permission should be obtained from any parent / carer of a Young Person or Adult at Risk of Harm where such person is asked to provide evidence and / or attend a hearing. Where a Young Person or Adult at Risk of Harm is asked to attend a hearing, they shall be afforded the opportunity to do so accompanied by any parent / carer and the

Disciplinary Committee shall make sure that the Young Person or Adult at Risk of Harm fully understands the process taking place.

- 8.3 For the avoidance of doubt, the refusal of the parent, Young Person or Adult at Risk of Harm to co-operate shall not preclude Club from taking disciplinary action against the Young Person or Adult at Risk of Harm.

## **APPEAL**

- 9.1 Should an Appellant wish to appeal a decision of the Disciplinary Committee, the Appellant must lodge the appeal to the Club Council in writing within 14 days of the decision being notified to the Respondent.
- 9.2 The Appellant must set out the grounds of appeal in as much detail as possible including the nature of any new evidence he/she seeks to rely upon which may be considered by the Appeal Committee if deemed appropriate.
- 9.3 The Club will refer the appeal to County to hear in accordance with its Disciplinary Regulations. County shall determine at its own discretion whether the appeal is appropriate to be heard by County. If County determine not to hear the appeal, it shall be passed back to Club to determine in accordance with these Regulations.

## **APPEAL COMMITTEE**

- 10.1 The Club shall establish an Appeal Committee consisting of [3] members who are appointed by Council.
- 10.2 No member of the Appeal Committee shall have any interest or any previous involvement in a disciplinary matter which is to be considered by the Appeal Committee nor be a member of the Disciplinary Committee. In the event that a decision is appealed to the Appeal Committee and a member of the Appeal Committee either declares an interest or is deemed to have an interest by the Disciplinary Secretary and/or Council, then such member shall be replaced on the Appeal Committee for that matter only.

[COMMENT: Clubs may want to consider alternative processes for dealing with appeals of disciplinary decisions which may have limited grounds of appeal or review and may simply be reviewed by the Chair of Council or other senior figure within the Club. This may depend on the size of the membership within a Club as to whether there are sufficient people who are willing to act on Committees whilst retaining independence in disciplinary matter.]

## **APPEAL HEARINGS**

- 11.1 The Appeal Committee shall have jurisdiction to conduct appeal hearings and have the power to:
- 11.1.1 dismiss the appeal;
  - 11.1.2 overturn any finding and any sanction imposed by the Disciplinary Committee;
  - 11.1.3 remit the matter for a re-hearing by the Disciplinary Committee;
  - 11.1.4 substitute an alternative finding;

11.1.5 reduce or increase the original sanction; and/or

11.1.6 make such further order as it considers appropriate.

- 11.2 The Appeal Committee may hear an appeal by way of oral hearing or consider the appeal on the basis of written submissions received from the Respondent and the Club / Complainant as appropriate. Where an appeal is considered by way of written submissions then the Appellant's consent must be received in writing prior to such consideration.

**[COMMENT:** As above, Clubs should consider the appropriate way in which they wish to conduct appeal proceedings to fit individual circumstances.]

- 11.3 The Appeal Committee shall determine at its absolute discretion and on a case by case basis, whether an appeal of a Disciplinary Committee decision shall be by way of review only or a full re-hearing of all the evidence presented to the Disciplinary Committee.

- 11.4 The procedure for an Appeal Hearing shall be flexible and shall be at the discretion of the Chair of the Appeal Committee, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness. The Chair of the Appeal Committee will then outline the basic procedure of the Hearing.

A standard hearing procedure for disciplinary hearings is set out at Appendix 1 which may be followed by the Chair of the Appeal Committee at his/her discretion.

- 11.5 The Appeal Committee shall either communicate its decision to the Appellant at the end of a hearing or it shall be notified in writing at a later date as set by the Appeal Committee.

## **MISCELLANEOUS PROVISIONS**

- 12.1 The standard of proof in all cases before the Disciplinary Committee and the Appeal Committee is the balance of probabilities.

- 12.2 Any time frame required to be implemented in respect of the Regulations may be amended on a case by case basis with consideration all the circumstances of the case and the setting of such time frame shall be at the discretion of the person/body who has the power to impose a deadline pursuant to the Regulations.

- 12.3 If the Chair of the Disciplinary Committee / Appeal Committee deems it appropriate, bearing in mind all the circumstances surrounding the case, the appropriate Committee may, at its discretion, request an independent person to act as adviser to the Disciplinary / Appeal Committee.

- 12.4 The Disciplinary Committee / Appeal Committee are not obliged to follow strict rules of evidence. They may admit such evidence as they think fit and accord such evidence such weight as they think appropriate in all the circumstances.

- 12.5 The Disciplinary Committee and Appeal Committee shall decide any issue by majority and no member of the Disciplinary Committee or Appeal Committee may abstain from voting.

- 12.6 The Club will not be liable to any person, Member, or body for any loss, however caused, whether direct, indirect, financial or consequential arising out of or in connection with any disciplinary action taken under the Regulations.



- 12.7 Any relevant contact details for the Disciplinary Secretary and the Disciplinary / Appeal committees shall be available from the Club and communicated to Members from time to time.

## **APPENDIX 1**

### **STANDARD DISCIPLINARY HEARING PROCEDURE**

- 1 If deemed to be required, prior to any hearing, the Disciplinary Committee shall set appropriate deadlines for the submission of any written evidence / representations requested from the Disciplinary Secretary or the Respondent.
- 2 The hearing shall be convened by the Disciplinary Committee at a time suitable to the parties and communicated to the parties by the Disciplinary Secretary.
- 3 The case against the Respondent will be presented by the Disciplinary Secretary, together with relevant evidence, including witness evidence, if appropriate.
- 4 The Respondent will be granted the opportunity to present its case, challenge the evidence presented against them, submit their own evidence, call witnesses and make representations to the Disciplinary Committee. The evidence of further witnesses not notified in accordance with the Regulations will be admitted only at the sole discretion of the Chair of the Disciplinary Committee.
- 5 Those representing a Respondent at a hearing may present and sum up their case, but they are not permitted to answer questions put to the Respondent.
- 6 Before being called, witnesses will not be allowed in the room while evidence is being given, this shall not apply in relation to the Complainant or Respondent.
- 7 Questions may be put by the Disciplinary Committee to the Respondent and each witness on conclusion of their evidence.
- 8 The Respondent shall have the opportunity to raise questions in cross-examination.
- 9 The Disciplinary Committee may limit cross-examination as it deems appropriate.
- 10 The Respondent and the Disciplinary Secretary will be allowed to make a closing statement to the Disciplinary Committee.
- 11 The room will be cleared and the Disciplinary Committee will deliberate and determine whether, on the balance of probabilities, the disciplinary charge has been proven.
- 12 The hearing will reconvene and the Chair of the Disciplinary Committee shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by the Disciplinary Committee.
- 13 Where a charge is proven the Respondent shall have the opportunity to present arguments in mitigation.
- 14 The Disciplinary Committee will review the Respondent's previous disciplinary record, where relevant, to consider sanctions.
- 15 The room will again be cleared and the Disciplinary Committee shall determine the appropriate sanction in accordance with the Regulations.
- 16 The hearing shall be documented in writing by the Disciplinary Secretary and a record kept of all disciplinary proceedings and hearings.

*The above procedure may also be followed by the Appeal Committee whereby the Respondent is the Appellant and the Disciplinary Committee is the Appeal Committee.*

## **Appendix 6 - Code of Conduct**

# CODE OF CONDUCT POLICY

## Championships & Matches



**This Code of Conduct sets out the minimum standards expected when participating in England Golf Championships and Matches. You must ensure you are familiar with and understand the Code and meet these minimal standards at all times.**

**1. Breaches of the Code of Conduct include, but are not limited to, the following:**

- a) Care for the course, for example
  - i. failure to repair pitch marks
  - ii. failure to rake or smooth bunkers
  - iii. failure to replace divots
  - iv. pulling trolleys onto or across teeing grounds
- b) Foul and abusive language
- c) Abuse of clubs or the course
  - i. throwing and/or breaking clubs
  - ii. de-facing or damaging on-course signage
  - iii. damaging course equipment, tee markers, flagsticks, rakes etc
- d) Being disrespectful of other players, referees or spectators
- e) Misuse of Social Media
  - i. publicly use critical or disrespectful descriptions of others or England Golf via any social media platforms
  - ii. excessive use of social media during the round
- f) Acting in a manner contrary to the spirit of the game

**2. Breaches of the Code of Conduct specifically relating to COVID 19 include the following:**

- a) Social Distancing:

All players must abide by social distancing guidelines at all times and must abide by any instructions issued by either the host club and/or England Golf

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b) The Flagstick:

- i. touching or removing the flagstick from the hole. Players must leave the flagstick in the hole at all times
- ii. failing to center the flagstick in the hole, in a safe manner, when requested by another player. Players may have the flagstick centered in the hole, in a safe manner that does not involve using the hand, even when wearing a glove or using a towel (for example, by using a club). The centering of the flagstick is allowed while another player putts

**3. Enforcement**

The Committee may impose the following penalties for situations identified in 1 and 2 above:

First Breach of Code of Conduct	Warning or Committee Sanction
Second Breach	General Penalty
Subsequent Breach or any serious misconduct	Disqualification

Note 1: Any warnings or penalties applied under the Code of Conduct during a round will be carried forward for the remainder of the round and involvement in the Championship or Match

Note 2: Any breach of the conduct by the player's caddie will result in sanctions being imposed against the player

**4. Committee Decision is Final**

The Committee in charge of the competition will impose any penalty, where applicable. Their decision is final

## **Appendix 7 - Equality, Diversity and Inclusion Policy**



FOREST PINES

# Forest Pines Golf Club

## EQUALITY, DIVERSITY & INCLUSION POLICY 2023

### 1. STATEMENT OF INTENT

- 1.1 Forest Pines Golf Club ('The Club') shares the belief of England Golf and Lincolnshire Union Golf Club that golf belongs to everyone. All who play and all who aspire to play must have an equal opportunity to do so.
- 1.2 The Club is committed to the principles of equality and diversity throughout its membership, its paid and volunteer workforce and any others with whom the Club engages.
- 1.3 The Club considers that everyone should play their part in making golf inclusive and aims to ensure that all people, irrespective of background or Protected Characteristics, have a genuine opportunity to engage with golf. We will not disadvantage any individual by imposing conditions or requirements which cannot be justified.

### 2. WHO DOES THIS POLICY APPLY TO?

- 2.1 This Policy shall apply to, and be binding upon the Club, its Committee, staff, volunteers, coaches, contractors, squad players, agents, and representatives working, holding office or acting for or on behalf of the Club.

### 3. OTHER IMPORTANT DOCUMENTS

This policy works with other documents adopted by the Club, in particular:

- The Constitution of the Club which relate to the relationship between the Club and those it employs and the recruitment process.
- Disciplinary Regulations which may be used to deal with alleged breaches of this policy.
- Safeguarding Children and Young People Policy, and Safeguarding Adults Policy, which will be followed in respect of any matters which give rise to a safeguarding concern.
- Code(s) of Conduct which set out the standards of behaviour and conduct expected from members, those who are attending Club events, or representing, working for or otherwise engaging with the Club in some capacity.
- Complaints Policy which may be used to deal with concerns raised about the actions of the Club
- Data Protection Policy which sets out how we will handle personal data, including data collected to monitor diversity in line with this Policy.

### 4. POLICY IMPLEMENTATION

#### A. WHAT WE WILL DO

1. Promote fairness, equality, diversity and respect for everyone working, volunteering or participating in the sport of golf or otherwise engaging with the Club.

2. Ensure that all competitions, events and activities are administered by the Club are carried out in a fair and equitable way (except where specific situations and conditions prevent this, or where we consider that Positive Action is a proportionate way to achieve a legitimate aim).
3. Monitor and review Club policies, procedures and regulations to ensure that they are consistent with the requirements of this policy, including policies relating to admission to membership.
4. Where practical we will take steps to monitor the diversity of the Club's members, participants, players, volunteers and others that we may engage with in order to measure and assess the impact of this policy
5. Provide appropriate training and support to staff, volunteers, officials and others.
6. Make reasonable adjustments for those with a disability.
7. Publish this policy on the Club website.

## **B. WHAT WE WON'T DO**

1. Discriminate against anyone, either directly or indirectly, on the basis of a Protected Characteristic.
2. Subject anyone to less favourable treatment on the basis of them doing a Protected Act (victimisation).
3. Subject anyone to harassment in relation to a Protected Characteristic.

## **5. REPORTING PROCEDURES**

If you are concerned about the behaviour or conduct of someone at a Club event, someone representing the Club, or any other breach of this policy:

- 5.1 please report the matter to the club Secretary in the first instance giving as much detail as possible.
- 5.2 If the matter is reported verbally, and you are able, please follow the verbal report in writing as soon as possible.
- 5.3 The Club will consider the appropriate way to deal with the matter, which may include referring the matter to and/or seeking guidance from England Golf.

## **6. HOW WE WILL DEAL WITH BREACHES OF THIS POLICY**

- 6.1 When we receive a report or a concern that relates to this policy we will ask club Secretary to consider the matter initially in keeping with disciplinary regulations. They will consider the appropriate next steps, which may include the following:
  - a. seeking further information in relation matters raised
  - b. seeking guidance from England Golf or any other appropriate body or organisation
  - c. referring the matter to another body or organisation
  - d. dealing with the matter informally
  - e. deciding which procedure is the most appropriate, such as the Employee Disciplinary Procedure, the Safeguarding Policies or the Disciplinary Regulations, to progress the matter formally.



- 6.2 The Club will usually inform the person reporting the matter of the next steps and/or the outcome of the matter. However, there may be circumstances in which we are not able to disclose full details to the reporting individual. This may be because the law prevents us from doing so, because some information is confidential or to protect the safety or wellbeing of those involved.

## **7. KEY CONCEPTS, DEFINITIONS AND EXAMPLES**

### **A. The Equality Act 2010 and Discrimination**

Every individual and organisation to whom this Policy applies must not act in a way which is directly or indirectly discriminatory on the basis of a Protected Characteristic.

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly against individuals or groups with certain **"Protected Characteristics"**. The **"Protected Characteristics"** are listed in section 4 of the Act:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

#### **Direct Discrimination**

Direct Discrimination is defined at section 13(1) of the Equality Act 2010: *"A person (A) discriminates against another (B) if, because of a protected characteristic, A treats B less favourably than A treats or would treat others."*

For example, if an action or decision is taken by a club which treats females less favourably than males, this would be considered direct discrimination on the grounds of sex, which is a protected characteristic.

#### **Indirect Discrimination**

Indirect Discrimination is defined at section 19(1) of the Equality Act 2010: *"A person (A) discriminates against another (B) if A applies to B a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of B's."*

Indirect discrimination occurs where less favourable treatment is not the main effect or objective of an action or decision.

The nature of indirect discrimination is that the discriminatory effect can be an unexpected or unforeseen effect of a good faith decision. Complaints of indirect discrimination should be considered carefully and objectively, and not dismissed out of hand purely because the effect was not an expected or intentional one.

If, for example, a club has a rule or practice that certain competitions are only played on Saturdays, this would prevent members with certain religious beliefs from taking part in the competition. Although it may not have been the intention of the golf club, the effect is the less favourable treatment of members on the grounds of religion or belief, which is a protected characteristic. This is indirect discrimination.

## **Actions and Intentions**

An action or decision can still be considered discriminatory even if the less favourable treatment is unintentional. It may not always be obvious to the perpetrator that their actions are discriminatory. Indirect discrimination is often unintentional, but it is not a defence to an allegation of discrimination to say that the perpetrator did not mean to discriminate against a person or group.

Discrimination can arise out of actions and decisions but can also arise out of omissions and failure to take actions or decisions.

## **Reasonable Adjustments**

Everybody to whom this Policy applies is under a duty to make reasonable adjustments to avoid discriminating against any individual or group with the Protected Characteristic of Disability.

The duty is to make *reasonable* adjustments. It is not unreasonable for adjustments to cost time, money, or other resources. However, an adjustment may not be reasonable if the cost is disproportionately high or making the adjustment would be unfeasible. The resources required to make an adjustment are an important factor to be considered in deciding whether an adjustment is reasonable.

## **Positive Action**

It can be lawful to make decisions that discriminate on the basis of a Protected Characteristic in very limited and exceptional circumstances, if the discrimination is a 'Positive Action' taken in order to address an underrepresented group or Protected Characteristic. Positive Actions must be reasonable, justifiable, and clearly linked to a legitimate aim. Where a club decides to take Positive Action in respect of an underrepresented group, it should carefully record its decision making and the evidence it has considered, and review the practice regularly to ensure that the Positive Action does not continue for longer than reasonably necessary.

## **Examples**

In a golfing context, some examples of discrimination might include:

- Not allowing the use of golf buggies, as this increases the cost of maintaining the course. Permitting the use of golf buggies may be a reasonable adjustment, and the increased course maintenance costs are a factor to be assessed in deciding whether or not the adjustment is reasonable.
- Restricting the number of tee times available to women during peak hours at a golf course. Whilst it may be permissible to limit access to the course at certain times, for example to allow a competition to be played, a club will need to be certain that it is providing equal opportunity to access the course for various groups.
- Not allowing competitions to be played on alternate days to accommodate for certain religious beliefs.

## **B. Harassment**

Harassment is defined in section 26(1) of the Equality Act 2010. Harassment occurs where a person engages in unwanted conduct related to a Protected Characteristic (outlined in the Equality Act 2010), which has the purpose of either:

- Violating the other person's dignity; or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment for the other person.

In determining whether conduct amounts to harassment, regard is had to:

- The perception of the victim
- Whether it is reasonable for the conduct to have the perceived effect
- The wider circumstances of the matter.

### **Sexual Harassment**

Sexual harassment occurs where a person engages in unwanted conduct of a sexual nature, and the conduct has the purpose or effects outlined above.

### **One Off Incidents**

A single, isolated, or one-off incident can still amount to harassment. The key consideration is the purpose or effect of the conduct.

### **Protection from Harassment Act 1997**

Harassment can still occur even if it not based on a Protected Characteristic. The Protection from Harassment Act 1997 made it a civil, and sometimes a criminal, offence to carry out a course of conduct that amounts to harassment.

### **Examples**

In a golfing context, some examples of unlawful harassment might include:

- Employees making unwanted or inappropriate contact with colleagues at a golf club or facility.
- Targeting disabled golfers using buggies and demanding to see proof of a disability where this is not required by the terms of a competition, for example.
- Disproportionate and public criticism or sanctioning of an individual's behaviour by an organisation for irrelevant or personal reasons. A clear disciplinary procedure will help to ensure that those facing disciplinary action at a club are treated fairly.

## **C. Victimisation**

Victimisation is defined in section 27(1) of the Equality Act 2010.

Victimisation occurs where a person suffers a detriment because they do a protected act or are believed to have done a protected act.

### **Protected Act**

A protected act includes making a complaint (whether in writing or not, formally or informally) or bringing legal proceedings under the Equality Act 2010 in relation to discrimination, harassment, bullying, or any other issue related to equality, diversity or Protected Characteristics.

### **Detriment**

A detriment can be any less favourable treatment, including direct acts such as suspensions, fines, sanctions, and verbal and physical aggression.

It is not necessary to show that somebody is being treated less favourably than somebody else who did not do a protected act, only that they have been subject to a detriment because of a protected act.

### **Examples**

In a golfing context, some examples of unlawful victimisation include:

- Initiating disciplinary proceedings against a person as a result of making a complaint about discrimination or harassment.
- Ignoring a person's valid input into the management of a club or county after that person has made a complaint.  
De-selecting a player from a squad or team because that person has made a complaint.

## **8. Further guidance and support**

You can find further information from the following sources:

- England Golf ED&I pages on website
- England Golf Equality Guidance
  - <https://equalityhumanrights.com/en>

## **Appendix 8 - Forest Pines Golf Club Data Protection Policy and Code of Practice**



# Forest Pines Golf Club

## DATA PROTECTION POLICY AND CODE OF PRACTICE

### Introduction

Forest Pines Golf and Spa Resort is committed to complying with data protection law. The Hotel's Data Protection Policy can be viewed on the Hotel's website. The Policy aims to respect the privacy rights of individuals and applies to all its staff, workers, directors, volunteers and consultants. This Policy also applies to golf club members and, in particular, to members of the Golf Club Committee.

The aim of the Policy is to ensure that personal data is processed in accordance with the law and with the utmost care and respect. Members of the Committee have an important role to play in supporting this aim.

### Data Protection Law

Data Protection Law is set out in the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 ("DPA 2018").

The general principles of this legislation are as follows:

All personal data must be:

- processed lawfully, fairly and in a transparent manner and only if certain specified conditions are met.
- collected for specific, explicit and legitimate purposes, and not processed in any way incompatible with those purposes.
- adequate and relevant, and limited to what is necessary to the purposes for which it is processed.
- accurate and where necessary kept up to date.
- kept for no longer than is necessary for the purpose.
- processed in a manner that ensures appropriate security of the personal data using appropriate technical and organisational measures.

Under Data Protection Laws individuals have certain rights in relation to their own personal data:

- to access their personal data.
- to have their personal data rectified.
- to have their personal data erased.
- to restrict processing of their personal data.
- to object to receiving direct marketing materials.
- to portability of their personal data.
- to object to processing of their personal data.
- to not be subject to a decision made solely by automated data processing.

### Controlling and Processing Golf Members' Data

#### ***Data Controlled and Processed by Forest Pines Golf and Spa Resort***

As Forest Pines Golf Club the legal grounds for processing personal data include the following:

- the data subject has given their consent to the processing (perhaps on their membership application form or when they registered on the club's website)
- the processing is necessary for the performance of a contract with the data subject (for example, for processing membership subscriptions);
- the processing is necessary for the legitimate interest reasons of the data controller or a third party (for example, keeping in touch with members, players, participants about competition dates, upcoming fixtures or access to club facilities).

Personal data is collected from members when applying for membership. This information is controlled and processed by the Hotel's representatives in the Golf Pro shop. This information will include:

- Name
- Date of birth
- Email address
- Telephone number
- Bank Details
- Any Special Category information e.g. personal health/disability requirements

On application, the data subject will give their consent or otherwise as to how they would like their data to be used/shared.

In accordance with Forest Pines Golf and Spa Resort's Data Protection Policy, this information is collected electronically, encrypted and stored digitally. Any paper copies are filed and stored securely.

#### ***Data Processed by the Golf Club***

Only Name, Date of Birth and Email address are supplied to the Golf Club for the purposes of inclusion on ClubV1. This information is given to the relevant Handicap and Competitions' Secretaries for the Men's and Ladies' sections.

#### **Key Risk Areas for the Committee**

Authorised access to ClubV1. Who should have access and for what purpose?

Are Logins and passwords for ClubV1 changed regularly and used solely by designated, authorised persons?

Committee meetings. Are Committee members clear about the confidentiality of certain items which may be discussed at Committee meetings? It should be noted that any data will be personal data if it has an individual as its focus. That is, the information relates to the individual personally, rather than to some other person, or a transaction or event he/she was involved in and is an indication of our (or any other person's) intentions towards the individual (e.g. how a complaint by/or about that individual will be dealt with). For instance, if a Committee meeting is arranged to discuss an individual's performance/behaviour, this is likely to relate to the individual and could potentially have implications for Data Protection Policy, We may also need to consider how we use video and photographic images and assess whether prior consent should be obtained from persons involved.



FOREST PINES

## Forest Pines Golf Club

### CODE OF PRACTICE FOR COMMITTEE MEMBERS

This Code of Practice is intended to work in conjunction with the data Protection Policy of Forest Pines Golf and Spa Resort.

It is the responsibility of Committee Members, therefore, to familiarise themselves with this Policy and to apply and implement its requirements when processing or dealing with any personal data relating to our golf members.

We recognise that processing individuals' personal data in a careful and respectful manner cultivates trusting relationships with those individuals and trust in our brand. We believe that such relationships will enable our Club to work more effectively with and to provide a better service to those individuals.

Therefore, we must consider what personal data we might handle, consider carefully what data protection law might mean for us and our activities, and ensure that we comply at all times with Forest Pines Golf and Spa Resort's Data protection Policy and this Code of Practice.

#### Our Commitment

We will

- Treat all personal data with respect.
- Treat all personal data how we would want our own personal data to be treated.
- Immediately notify the Secretary or the DPO if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them.
- Take care with all personal data and items containing personal data that we handle or come across so that it stays secure and is only available to or accessed by authorised individuals.

#### Actions

We will:

- Create a Data Protection Officer role on the Golf Club Committee. This post holder will liaise with the designated Data Protection Policy Officer for the Forest Pines Golf and Spa Resort, as required and appropriate, in order to support and advise the Committee on any matters arising under Data Protection Policy and /or this Code of Practice.
- Require all current and future Committee Members to provide written (email) confirmation that they have read and understood their responsibilities under the Data Protection Policy of Forest Pines Golf and Spa Resort the Forest Pines Golf Club Code of Practice.
- Review annually the status and purpose of members having access to Club v1.
- Review annually the unique logins and passwords for Clubv1 and check that they are being used solely by designated authorised persons and not by anyone else.
- Include Data Protection as a final item on all meeting agenda in order to highlight any potential confidentiality issues arising from items discussed.



- Report, in confidence, to the DPO, if we are aware of or believe that any other representative of ours is not complying with Data Protection Laws and/or this Code of Practice.

### **Notification and response procedure**

If a Member has a request or believes they have a request for the exercise of a Right under Data Protection Legislation they should:

- Notify the Club Secretary.
- The Club Secretary should take and record all relevant details and explain the procedure. If possible, try to get the request confirmed in writing.
- The Club Secretary will inform the DPO of the request.
- The DPO will acknowledge receipt of the request in writing/email on behalf of the Committee.
- DPO will then co-ordinate our response following consultation with the Hotel's DPO as appropriate.
- The DPO will brief Committee on the response made and all matters arising from the request.

## APPENDIX A

### CLUBV1 ACCESS AUTHORISATION

NOMINEE	PURPOSE	SHARED ACCESS
<b>Pro Shop Manager (Shared Login)</b>	To assist the planning and oversight of all club competitions	Pro shop employees
<b>Men's Handicap and Competitions Secretary (Personal Login)</b>	Applying CDH numbers. Monitoring Handicaps. Listing Competitions. Validating and communicating competition results. Adding/deleting male members on advice from FP membership advisor. Responsibility for overseeing access and permissions on ClubV1.	
<b>Ladies Handicap and Competitions Secretary (Shared Login)</b>	Applying CDH numbers. Monitoring Handicaps. Listing Competitions. Validating and communicating competition results. Adding/deleting Lady members on advice from FP membership advisor	Assistant Handicap and Competitions Secretary
<b>Organiser for Men's Seniors Section (Personal Login)</b>	Listing Seniors Competitions. Listing Mixed Competitions. Validating and communicating competition results.	
<b>Club Captain (Shared Login)</b>	Communication with Club Membership. Listing Mixed Competitions.	Lady Captain

	Validating and communicating competition results.	
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