



Romanby Golf Club

DISCIPLINARY REGULATIONS

as at 1st November 2025

1. DEFINITIONS

1.1. In these Regulations the following words and phrases shall have the following meanings and interpretations:

"Adult at Risk of Harm"	<p>an individual aged 18 or over who:</p> <ul style="list-style-type: none">• is unable to look after their own wellbeing, property, rights, or other interest; and• is at risk of harm (either from another person's behaviour or their own behaviour); and• because they have a disability, mental disorder, illness or physical or mental infirmity, they are more vulnerable to being harmed than other adults;
"Appeal Panel"	the individual or group of individuals appointed in accordance with these Regulations to deal with Appeals under these Regulations;
"Appellant"	the person or body who appeals a Decision of the Disciplinary Panel;
"Chairperson"	The individual appointed by the Disciplinary Secretary to chair the Disciplinary or Appeal Hearing;
"Charge"	The charge which is brought against the Respondent in respect of the disciplinary matter;
"Club"	Romanby Golf & Country Club, Yafforth Road, Northallerton, DL7 0PE
"Club Rules"	The rules of the Club which may include its bye-laws, constitution or articles of association, 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 competition, golfing event or tournament administered by the Club from time to time;
"Complaint"	a complaint of misconduct or notification of a concern as referred to in Regulation 4;
"Complainant"	the person or body from whom a Complaint has been received by the Disciplinary Panel;
"Committee"	The body that is running Romanby Golf Club;
"County"	The County Golf Union or Association to which the Club affiliates
"Disciplinary"	the group of individuals appointed by the Club to deal with disciplinary



Panel"	matters under these Regulations;
"Disciplinary Secretary"	the person who is nominated as the Disciplinary Secretary by the Committee from time to time;
"England Golf"	The English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU, Company Number: 5564018;
"Member"	Any member of the Club in any membership category, including social or honorary members;
"Notice of Charge"	A written notice sent to the Respondent in any matter notifying them of the Complaint(s) and Charge(s) made and brought against them;
"Participant"	Any person, whether a Member, a visitor, or a subscriber to the England Golf iGolf scheme, who takes part in or spectates at any golfing activity at the Club or who attends the clubhouse as a social/honorary member;
Player	Any person who plays golf at the Club, whether or not they are a Member;
"Respondent"	the person who is the subject of the Complaint or disciplinary action brought by the Disciplinary Secretary under the Regulations;
"Rules of Golf"	the rules governing the playing of golf as jointly issued by the R&A and the USGA from time to time;
"Young Person"	A person under 18 years of age.

2. WHO IS BOUND BY THESE REGULATIONS

- 2.1.** These Regulations apply to all current Members, Honorary Members, Players Participants, staff members, volunteers, and contractors of, or visitors to, the Club.
- 2.2.** These regulations are to be read in accordance with paragraph 25 of the constitution of Romanby Golf Club.

3. JURISDICTION OVER DISCIPLINARY MATTERS

- 3.1.** These Regulations will apply to:
 - 3.1.1.** Alleged breaches of the Rules of Golf, Club Rules, Regulations, Codes and Practices, and its statement of values or standards of behaviour.



3.1.2. Alleged breaches of the Rules of Golf, handicap infringements, disqualifications, and any breach of the rules of a Club Tournament; and

3.1.3. Any matter in which an individual 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 which brings the Club into disrepute.

3.1.4. Any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which brings the sport of golf into disrepute.

3.2. Incidents of a safeguarding nature must be referred to the England Golf Governance team by the Club Safeguarding Officer before any disciplinary action is taken under these Regulations.

4. RAISING OF COMPLAINTS

4.1. Any person or body may raise a complaint to be considered under these Regulations. Complaints are to be made in writing, but the Club will make reasonable adjustments to deal with Complaints made in other ways where appropriate.

4.2. Any complaint will be forwarded to the Club Secretary with Course Senior Management informed simultaneously.

4.3. When the Club receives a Complaint, the Club Secretary shall appoint a Disciplinary Secretary within 5 calendar days, who shall be independent of the matter, to consider the matter and decide how to proceed. (The Disciplinary Secretary will normally be either the Men's Vice or Ladies Vice Captain or if a safeguarding issue, then the process will be Safeguarding Officer).

5. NEXT STEPS

5.1. Following appointment, within 5 business days, the Disciplinary Secretary may, without limitation:



5.1.1. Commence an initial investigation to obtain more information or evidence

5.1.2. Contact the Respondent for a response

5.1.3. Seek advice from or refer the matter to any other appropriate body

5.1.4. Resolve to deal with the matter informally within 7 Calendar days subject to an agreeable date being available with all parties.

5.1.5. Conclude that no further action is required

5.1.6. Refer the matter to a disciplinary panel for further action.

5.2. In any event the Disciplinary Secretary will record the reasons for deciding on the appropriate next steps and inform the Complainant and Respondent in writing.

6. DEALING WITH THE MATTER FORMALLY: CONSTITUTING A DISCIPLINARY PANEL

6.1. If the Disciplinary Secretary decides that the matter should be dealt with formally, a Disciplinary Panel will be set up within 5 business days to deal with the matter.

6.2. The Disciplinary Panel will be made up of 3 individuals, who will all be independent of the complaint or incident giving rise to the matter. One member of the Disciplinary Panel will be appointed as Chair by the Disciplinary Secretary. One member of the Panel may be a representative of the Directors of Romanby Golf and Country Club.

6.3. If at any time a member of the Disciplinary Panel either declares an interest or is deemed to have an actual or potential interest by the Chair (or if it is the Chair, another member of the Disciplinary Panel) they will be replaced by another individual.

7. ISSUING A NOTICE OF CHARGE

7.1. Once a Disciplinary Panel has been formed, within 5 business days, the Disciplinary Secretary will notify the Complainant(s) of the decision to deal



with the matter under these Regulations, and send a Notice of Charge to the Respondent(s) clearly setting out:

- 7.1.1.** The Regulation, rule or provision that the Respondent is alleged to have breached; and
- 7.1.2.** A summary of the facts or circumstances that led to the Complaint(s) and the Charge(s); and
- 7.1.3.** A description and copies of the evidence that is being relied upon to support the Charge(s); and
- 7.1.4.** Confirmation that these Regulations apply to the determination of the matter; and
- 7.1.5.** The time, date and location of any meetings that have been organised to discuss or otherwise deal with the matter; and
- 7.1.6.** The rights of the Respondent(s) under these Regulations to have a fair opportunity to make representations in their defence; and
- 7.1.7.** Instructions on what the Respondent(s) must do to either admit or deny the Charge and the deadline for indicating their response.

8. ADMITTING OR DENYING THE CHARGE

- 8.1.** The Respondent(s) shall have 14 calendar days from the date of the Notice of Charge to respond and either:
 - 8.1.1.** Admit the Charge(s); or
 - 8.1.2.** Deny the Charge(s), in which case the matter will be dealt with by a full disciplinary hearing.
- 8.2.** If the Respondent(s) admit the Charge(s), the Disciplinary Panel may deal with Decisions and Sanctions under Regulation [11]. The Respondent(s) may make written representations in mitigation within 7 calendar days from accepting the Charge(s) or having been deemed to accept the Charge(s).



- 8.3.** If the Respondent(s) does not accept the Charge(s), the Disciplinary Panel will call a Disciplinary Hearing in accordance with Regulations [9-10].
- 8.4.** If the Respondent(s) does not respond to the Notice of Charge(s) within the time period outlined at Regulation [8.1] above, the Disciplinary Panel may call a Disciplinary Hearing, and may treat the Respondent(s) as having admitted the Charge(s).
- 8.5.** If there are multiple Charges, the Respondent(s) may admit or deny all or some of the Charges. The Disciplinary Panel may deal with Charges that are Admitted and Denied separately.
- 8.6.** The Disciplinary Panel may deal with a disciplinary matter by way of an oral hearing either conducted in person or by virtual means, or deal with the matter by way of written submissions, whichever method is most appropriate and proportionate to the issues at hand, and considering the needs and wishes of the Respondent(s) and any other witnesses in deciding how to deal with the hearing.

9. NOTICE FOR DISCIPLINARY HEARINGS

- 9.1.** The Disciplinary Panel will give reasonable notice of any hearing or deadline for written submissions and may consider at least one re-scheduling to take into account prior commitments. The Disciplinary Panel will aim to:
 - 9.1.1.** complete the Hearing within 14 calendar days of the receipt of the Respondent's denial of the charge
 - 9.1.2.** complete the hearing within 7 calendar days if no response to the charge is received from the Respondent(s)

10. ORAL DISCIPLINARY HEARINGS

- 10.1.** The Respondent(s) may be represented by a third party at any oral hearing, whether or not that person is a member of the Club (the "**Representative**"), and the Representative may make submissions but not give evidence on behalf of the Respondent(s).



- 10.2.** The Respondent(s) may be accompanied by another Member for support (the “**Friend**”), but the Friend may not make representations on behalf of the Respondent.
- 10.3.** The procedure for an oral hearing will be at the discretion of the Chair. A standard hearing procedure is set out at **Appendix 1** of this document, which may be followed by the Chair of the Disciplinary Panel.
- 10.4.** Regardless of the procedures followed, the Respondent(s) must be given a fair opportunity to make representations and present evidence in their defence. The Respondent(s) may also be given the opportunity to review and challenge evidence in support of the Complaint and Charge.
- 10.5.** If the Respondent(s) does not attend the hearing as arranged above, provided that the Disciplinary Panel is satisfied that notice of the hearing was received, it may proceed and decide the case in the absence of the Respondent(s).

11. DECISIONS AND SANCTIONS

- 11.1.** The Disciplinary Panel may reach such decision and/or impose such sanctions as it sees fit, including without limitation, to:
 - 11.1.1.** Dismiss the Charge as unproven.
 - 11.1.2.** Issue a warning or reprimand in respect of the misconduct or rule breach committed.
 - 11.1.3.** Suspend or exclude the Respondent(s) from the Club and/or Club Competitions, Tournaments, Teams, meetings, or other activities.
 - 11.1.4.** Suspend or exclude the Respondent(s) from holding office within the Club for a specified or indefinite period of time.
 - 11.1.5.** Suspend the Respondent’s Membership of the Club, and/or their ability or authority to attend the Club and exercise playing rights at the Club for a defined period.
 - 11.1.6.** Permanently expel the Respondent(s) from the Club; and/or



11.1.7. A combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Panel as appropriate.

11.2. The decision taken by the Disciplinary Panel in relation to sanctions must be reasonable and proportionate in all the circumstances. The Disciplinary Panel will give reasons for its decision.

11.3. The decision of the Disciplinary Panel may be communicated to the Respondent(s) orally at any oral Hearing, but must, in any event, be communicated in writing within 5 calendar days of the decision being made.

11.4. If a right of appeal exists from the decision, the written decision must set out how that right can be exercised.

11.5. Upon completion of the disciplinary process, including any appeal, a notice will be published on the Club noticeboards indicating that a disciplinary matter has been dealt with and concluded. See Appendix 2 for example notice text.

11.6. All papers with regards to any complaint will be held by the Club Secretary for a minimum of 5 years.

12. SANCTION GUIDANCE

12.1. The Disciplinary Panel may wish to consider Mitigating and Aggravating Factors including, but not limited to:

Mitigating Factors					
Early Admission of Charge	First Time Offence	Golfing Experience of the Respondent			
Aggravating Factors					
No Admission	Repeat Offending	Clear evidence of Intent	Clear evidence of seeking to gain advantage		

12.2. The Disciplinary Panel may wish to consider the following range of sanctions:

Example Charge	Base Sanction	Maximum Sanction
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	(Maximum Mitigation)	(Minimal Mitigation)
Cheating	Formal Apology/ Formal Warning	Suspension of Handicap/ Competition Entry ban for defined period
Dangerous Play	Formal Apology/ Informal education/ Ban from Club Competitions suspended for a defined period Formal Warning	Suspension of Handicap Index for defined period/ Ban from Romanby Golf and Country Club Competitions for defined period
Verbal Abuse	Formal Warning	Ban from Romanby Golf and Country Club

13. MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK

13.1. Where a disciplinary matter involves a Young Person and/or Adult at Risk of Harm, the Club, the Disciplinary Panel must be mindful of the needs of the person in question and take these into account when deciding:

13.1.1. The format of proceedings;

13.1.2. Whether any action is taken against such a Young Person or an Adult at Risk of Harm;

13.1.3. Whether any provisions in these Regulations should be varied.

13.2. The Disciplinary Panel must inform the Club Safeguarding Officer or, in their absence, the County Welfare Officer or the England Golf Safeguarding team of the circumstances surrounding the Young Person and/or the Adult at Risk of Harm before taking any action under these Regulations.

13.3. Written permission must 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 Panel shall make sure that the Young Person or Adult at Risk of Harm fully understands the process taking place.



- 13.4.** 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.

14. APPEALS – ENGLAND GOLF FRAMEWORK

- 14.1.** Decisions which relate to the Rules of Golf or to handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out below.

Matter arising at	Disciplinary body at first instance	Appeal level
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

Appellants must be aware that any Appeal to County involves a Non Refundable charge of £120. There will be no further right of appeal.

- 14.2.** If the Respondent wishes to appeal a decision of the Disciplinary Panel, they (the “**Appellant(s)**”) must lodge the appeal to the Disciplinary Secretary in writing (an “**Appeal Request**”) within 14 calendar days of the date of the Disciplinary Panel’s original decision being notified to the Respondent(s).
- 14.3.** The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant(s) wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:
- 14.3.1.** The decision was based on an error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it;
- 14.3.2.** Serious procedural or other irregularity in the proceedings before the Disciplinary Panel;
- 14.3.3.** Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been



available, may have caused the Disciplinary Panel to reach a materially different decision; and/or

14.3.4. The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.

14.4. Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, that it has been received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers that the Notice of Appeal is valid, he will forward it to the County Secretary of Yorkshire Union or Association as appropriate. If the Disciplinary Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.

14.5. The Yorkshire Union or Association Disciplinary Regulations will apply thereafter to any appeal, unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.

15. APPEALS – INTERNAL CLUB MATTERS

EITHER – OPTION 1 – APPEAL WITHIN THE CLUB

15.1. If the Respondent(s) wishes to appeal a decision of the Disciplinary Panel to which Regulation 13 does not apply, they (the “**Appellant(s)**”) must lodge the appeal to the Disciplinary Secretary, and a Director of Romanby Golf and Country Club, in writing (an “**Appeal Request**”) within 14 calendar days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

15.2. The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant(s) wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:



- 15.2.1.** The decision was based on an error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it
 - 15.2.2.** Serious procedural or other irregularity in the proceedings before the Disciplinary Panel
 - 15.2.3.** Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision, and/or
 - 15.2.4.** The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.
- 15.3.** Following receipt of a Notice of Appeal, the Disciplinary Secretary and Director shall consider whether the Notice of Appeal is valid, that it was received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary and Director consider that the Notice of Appeal is not valid, they will return it to the Respondent(s) and explain why it is not valid.
- 15.4.** If the Disciplinary Secretary and Director considers that the notice of appeal is valid, they will consider whether at least one ground of appeal has been established, in which case an Appeal Panel shall be appointed comprising 3 individuals, including representation from the Directors as appropriate, who have had no prior involvement and have no actual or potential interest in the matter. If it is not considered that the grounds of appeal have been established they will inform the Respondent(s) with reasons.
- 15.5.** The Appeal Panel shall determine whether an appeal of a Disciplinary Panel decision shall be by way of review only or a full re-hearing of all the evidence presented to the Disciplinary Panel, with due consideration being given to any requests made by any relevant party.
- 15.6.** An Appeal Hearing may deal with an appeal on the basis of written submissions from the Appellant(s) and the Respondent(s) or by way of an



oral hearing. If any party requests an oral hearing, then this will be facilitated unless exceptional circumstances mean that this is impracticable.

- 15.7.** The procedure for an Appeal Hearing shall be flexible and shall be at the discretion of the Appeal Panel, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness.
- 15.8.** The standard hearing procedure for disciplinary hearings set out at **Appendix 1** may also be followed by the Appeal Panel at their discretion.
- 15.9.** The Appeal Panel shall have the power to:
 - 15.9.1.** Dismiss the appeal;
 - 15.9.2.** Remit the matter for a re-hearing by the Disciplinary Panel;
 - 15.9.3.** Remit the matter for a re-hearing by a new Disciplinary Panel made up of different individuals than those originally appointed;
 - 15.9.4.** Substitute an alternative finding;
 - 15.9.5.** Reduce or increase the original sanction; and/or
 - 15.9.6.** Make such further order as they consider appropriate.
- 15.10.** The decision of the Appeal Panel may be communicated at the Hearing, but must, in any event, be communicated in writing within 7 calendar days of the hearing or deliberation of written submissions taking place.

OR OPTION 2 – APPEAL TO THE COUNTY BODY

15.11. If the Respondent(s) wishes to appeal a decision of the Disciplinary Panel to which Regulation 13 does not apply, they (the “Appellant(s)”) must lodge the appeal to *Yorkshire Golf* in writing (an “Appeal Request”) within 14 calendar days of the date of the Disciplinary Panel’s original decision being notified to the Respondent(s).

15.12. The *Yorkshire Golf*’s Disciplinary Regulations will apply thereafter.

16. MISCELLANEOUS PROVISIONS



- 16.1.** The Disciplinary Panel will make decisions by a simple majority. The Disciplinary Panel may give a single decision and is not obliged to disclose to the Respondent(s) how individual members of the Disciplinary Panel voted or whether the decision was a majority decision or a unanimous decision.
- 16.2.** The standard of proof in all cases before the Disciplinary Panel and the Appeal Panel is the balance of probabilities.
- 16.3.** Any timescales or deadlines set in respect of matters dealt with under these Regulations may be extended by the Chair in the light of all material circumstances of the case and the individuals involved in the case.
- 16.4.** The Disciplinary Panel or the Appeal Panel may, where they deem it to be appropriate bearing in mind all the circumstances of the matter, request an independent person to act as adviser to the Panel(s).
- 16.5.** The Disciplinary Panel and Appeal Panel are not obliged to follow strict rules of evidence. They may admit such evidence, and attribute such weight to any piece of evidence, as they deem fit in the circumstances.
- 16.6.** The Club will not be liable to any person, Member or Participant for any loss, however, caused, whether direct, indirect, financial or consequential arising out of or in connection with any matters taken under these Regulations.
- 16.7.** Any relevant contact details for the Disciplinary secretary and any other relevant parties shall be available from the Club and communicated to Members from time to time and upon request.
- 16.8.** The Laws of England & Wales shall apply to these Regulations.



STANDARD DISCIPLINARY HEARING PROCEDURE

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



Example Notice To Members

Notice to Members *Insert Date*

*Some members may be aware of a rumour that is circulating regarding a disciplinary issue that was highlighted to the Committee. Committee can confirm that an allegation regarding the actions of a member was made. Subsequently a Disciplinary Panel was convened to consider the information provided. The decision of the Panel was that, on the balance of probabilities, there had been *insert detail* and a sanction awarded. The matter is now closed.*

Insert Club Captain Name

Club Captain



Version History

Version	Reason	Date	Author	Approved	Approved date
Jul2023	Initial issue	19/07/2023	S Liles	Exec committee	24/07/23
Jan2024	updated	03/01/2024	S Liles	Exec committee	16/01/24
May 2025	Updated		J Winfield	Exec committee	

Changes

Version Jan2024

- File name: Romanby_Golf_Club_Disciplinary_Regulations_Jan2024
- Section 4 RAISING OF COMPLAINTS
 - 4.2 becomes: **Any complaint will be forwarded to the Club Secretary.**
 - previous section 4.2 becomes 4.3 and is reworded to:
 - When the Club receives a Complaint, the Club shall appoint a Disciplinary Secretary **within 5 calendar days**, who shall be independent of the matter, to consider the matter and decide how to proceed. **(The Disciplinary Secretary will normally be either the Men's Vice or Ladies Vice Captain or if a safeguarding issue, then the process will be Safeguarding Officer).**
- Section 5 NEXT STEPS
 - 5.1 becomes: Following appointment, **within 5 business days**, the Disciplinary Secretary may, without limitation:
 - 5.1.4 becomes: resolve to deal with the matter informally **within 7 days subject to an agreeable date being available with all parties**
- Section 6 DEALING WITH THE MATTER FORMALLY: CONSTITUTING A DISCIPLINARY PANEL
 - 6.1 becomes: If the Disciplinary Secretary decides that the matter should be dealt with formally, a Disciplinary Panel will be set up **within 5 business days** to deal with the matter.
- Section 7 ISSUING A NOTICE OF CHARGE
 - 7.1 becomes: Once a Disciplinary Panel has been formed, **within 5 business days**, the Disciplinary Secretary will notify the Complainant of the decision to deal with the matter under these Regulations, and send a Notice of Charge to the Respondent clearly setting out:
- Section 8 ADMITTING OR DENYING THE CHARGE
 - 8.1 becomes: The Respondent shall have ~~at least~~ **14 calendar** days from the date of the Notice of Charge to respond and either:
- Section 9 NOTICE FOR DISCIPLINARY HEARINGS
 - 9.1 becomes: The Disciplinary Panel will give reasonable notice of any hearing or deadline for written submissions and should consider at least one re-scheduling to take into account prior commitments. **The Disciplinary Panel will aim to:**
 - 9.1.1 inserted: **complete the Hearing within 14 calendar days of the receipt of the Respondent's denial of the charge**
 - 9.1.2 inserted: **complete the hearing within 7 days if no response to the charge is received from the Respondent**
- Section 11 DECISIONS AND SANCTIONS



- 11.5 inserted: Upon completion of the disciplinary process, including any appeal, a notice will be published on the Club noticeboards indicating that a disciplinary matter has been dealt with and concluded. See Appendix 2 for example notice text.
- 11.6 inserted: All papers with regards to any complaint will be held by the Club Secretary for a minimum of 5 years.
- Appendix 2 inserted - example notice to members.
 - see the Appendix for detail

Changes

Version May 2025

- File name: Romanby Golf Club Disciplinary Regulations_Jan2024
- Section 2 WHO IS BOUND BY THESE REGULATIONS
 - 2.1 Insert "Current"
- Section 3 – JURISDICTION OVER DISCIPLINARY MATTERS
 - 3.1.1 Insert "Rules of Golf"
 - 3.1.2, 3.1.3 and 3.1.4 Grammatical amendments
 - 3.2 Insert "by the Club Safeguarding Officer"
- Section 4 RAISING OF COMPLAINTS
 - 4.1 Amend to read "Complaints are to be made"
 - 4.3 Insert "Secretary"
- Section 5 NEXT STEPS
 - 5.1.3 – 5.1.6 Grammatical amendments
 - 5.2 Insert "and inform the Complainant and Respondent in writing"
- Section 6 DEALING WITH THE MATTER FORMALLY
 - 6.2 Insert "by the Disciplinary Secretary. One member of the Panel may be a representative of the Directors of Romanby Golf and Country Club."
- Section 7 ISSUING A NOTICE OF CHARGE
 - 7.1 Grammatical corrections
- Section 8 ADMITTING OR DENYING THE CHARGE
 - Throughout - Grammatical corrections
 - 8.2 Insert "Calendar"
 - 8.6 Delete "audio or video conference call" and insert "virtual means"
- Section 9 NOTICE FOR DISCIPLINARY HEARINGS
 - Throughout – Grammatical corrections
 - 9.1 Delete "Should" insert "may"
 - 9.1.2 Insert "Calendar"
- Section 10 ORAL DISCIPLINARY HEARINGS
 - Throughout – Grammatical corrections
 -
- Section 11 DECISIONS AND SANCTIONS
 - Throughout – Grammatical Corrections
 - 11.3 Delete "reasonable time" and insert "5 calendar days"
- Section 12 SANCION GUIDANCE
 - New Section
- Section 13 MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK
 - 13.2 Delete "should" insert "must"
- Section 14 APPEALS – ENGLAND GOLF FRAMEWORK
 - Insert "Appellants must be aware that any Appeal to County involves a Non Refundable charge of £120"
 - 14.2 Insert "calendar"
 - 14.4 Insert "it has been"
 - 14.4 Insert "Yorkshire"



- 14.5 Insert "Yorkshire"
- Section 15 APPEALS – INTERNAL CLUB MATTERS
 - 15.1 Insert "and a Director of Romanby Golf and Country Club"
 - 15.3 Insert "and Director"
 - 15.4 Insert "and Director"
 - 15.4 Amend to read "ground of appeal has been established"
 - 15.4 Amend to read "Appeal Panel shall be appointed comprising 3 individuals, including representation from the Directors as appropriate"
 - 15.6 Amend to read "mean that this is impracticable."
 - 15.10 Insert "Calendar"
 - 15.11 Insert "Yorkshire Golf" and "calendar"
 - 15.12 Insert "Yorkshire Golf"
- Section 16 – MISCELLANEOUS PROVISIONS
 - 16.1 Delete "of over 50%"
 - 16.8 Amend to "Laws of England and Wales"
- Appendix 1
 - Throughout – Grammatical amendments
 - 4 Amend to "present their case".
 - 5 Amend to "Representative for the Respondent(s)".
 - 14 Insert "The Chair of the Disciplinary Panel shall either communicate its decision to the parties at the end of a hearing but must notify the decision in writing within 14 calendar days of the Disciplinary Panel"
 - 15 Insert "by the Club Secretary for a period of 5 years".