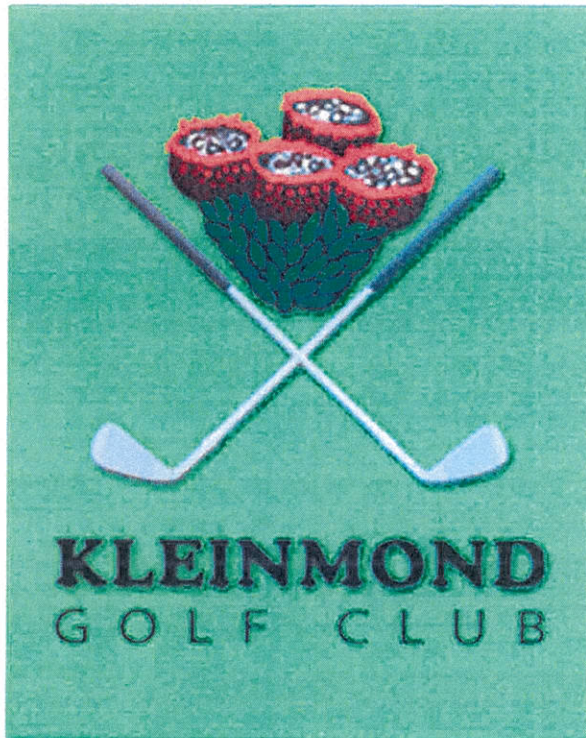


KLEINMOND CODE OF CONDUCT AND
DISCIPLINARY CODE



Approved by 13/1/2021

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PROPOSED CODE OF CONDUCT & DISCIPLINARY PROCEDURES FOR KLEINMOND GOLF CLUB

Foreword

Kleinmond Golf Club Committee (CC) developed procedures and protocols to ensure the smooth running of the club and ensure a fair game for all. The Club Code of Conduct and Disciplinary Code (COC) is compliant and in line with the Constitution of Kleinmond Golf Club. However, to ensure the effective and efficient and fair running of its golf operation and social events it has been necessary to publish guidelines regarding all aspects of the Club.

Revision of such guidelines should take place annually in the light of experience and as a result of feedback from members. This document, Kleinmond Golf Club's Code of Conduct and Disciplinary Procedures (COC) is a guide to members and the committee which summarizes the Club's expectations of its members' and that of their guests and details the procedures to be followed by a member making a complaint, guests and members behaving inappropriately and players lodging rules decisions made during games or rules complaints against a fellow player.

The guide also outlines the process Kleinmond Golf Club's Committee will follow in dealing with complaints. Annex A provides a flow chart of the process with Annexes B and C providing easy references to Conduct transgressions and Disciplinary Sanctions.

This Code of Conduct and Disciplinary Code is not applicable to labour related issues at the club. That will be dealt with by management according to the Labour Law and contractual obligations between employer and employee.

Introduction

This COC, whilst taking into consideration experience, values and Constitution of our Club has the aim of ensuring that all members, their guests, and visitors enjoy the game of golf and social events in a pleasant, family friendly environment. The Club promotes the values of:

- Honesty
- Consideration for other users of the course and club facilities
- Fairness
- Consistency
- Rules Compliance

- Loyalty

This code applies to all members of Kleinmond Golf Club and members are held accountable for the behaviour of their guests.

The Rules of Golf applies to the conduct issues arising on the course and is the first port of call to determine what should be done to rectify the transgression. Subsequent sanctions imposed on Code of Conduct issues should not conflict with the Rules of Golf.¹

Definitions²

For the purposes of this code Kleinmond Golf Club uses the following definitions;

Misconduct: Misconduct is wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts. Misconduct can be considered as unacceptable or improper behaviour.

Complaint. An expression of dissatisfaction of a member, either orally or in writing, that requires, in their sole discretion, a response from the club committee. Misconduct Subject to what is contained in Section 18: Discipline clause of the Constitution of the Kleinmond Golf Club, misconduct, for the purposes of this Code, is the improper interference, in the broadest sense, with the proper functioning or activities of the Club, its members, visitors or employees. Subject to the general definition above, the following shall, inter alia, constitute misconduct³

Repeated Misconduct. Constitutes misconduct which contravenes a previously imposed penalty, requirement or undertaking. All records of misconduct should be expunged after a period of 12 months given that no further offence of that nature has been committed.

Code of Conduct (COC). This means the approved and accepted current version of the Code of Conduct and Disciplinary Code applicable to all Kleinmond Golf Club members and their guests as well as visitors using the facilities. Behaviour so described in the Code of Conduct also applies to behaviour of members whilst at other golf clubs.

Golf Club Committee (CC). The CC means the officials properly selected on an annual basis by the members of the Kleinmond Golf Club.

Disciplinary Committee (DC). The DC means the annually appointed members of the committee and seconded or contracted experts to the DC which has the role of conducting investigation into and hearings of accused members in accordance with this CoC, the Disciplinary Code, Rules of Golf and Constitution of the Kleinmond Golf Club.

¹ Rules of golf. The rules of golf consist of a standard set of regulations and procedures by which the sport of golf should be played and prescribe penalties for rule infractions. They are jointly written and administered by the R&A and the United States Golf Association. The R&A is the governing body of golf worldwide except in the United States and Mexico, which are the responsibility of the USGA. The rule book, entitled Rules of Golf, is published on a regular basis, and also includes rules governing amateur status.
https://en.wikipedia.org/wiki/Rules_of_golf

² Rog/2019/Rules/Committee-Procedures/5H

³ Not yet categorized in different categories of misconduct: See breakdown later in document.

Employees. Means all Kleinmond Golf Club employees and service providers at the Kleinmond Golf Club.

Lower Level Offences (Category 3). These offences have a limited impact on the well-being of the club and members and the consequences are consider not serious.

Intermediate Level Offences (Category 2) These offences have an impact on the general feeling of well-being and impacts on the pleasure and comfort in which employees, service providers and most important golfers derive from the game. It might also tarnish the general image of the club.

Serious Level Offences (Category 1) These offences have a significant negative impact financially, reputationally and safety of all/any person/s utilizing the services the club offer. I

Expulse/Expulsion. The act of forcing someone, or being forced, to leave a club or organization, or country. It is also called banishment, discharge, ejection, eviction, exclusion, ouster, removal

Structure and Framework of Reference

A sub-committee, called the Disciplinary Committee (DC) should be formed by the CC to manage complaints and the powers or mandate should be given in written format be clear and concise.

In more serious cases the Club Captain should utilize flow charts attached to enable quick and reliable and consistent decision making.

The DC should consider a complaint within the competency of the CC⁴. The CC will also deal with any complaint about the misconduct of a member of the Club at another affiliated golf club in the same manner as if the offending conduct had occurred at Kleinmond Golf Club.

All matters which breach this code of conduct shall be broadly be processed as follows (See Annex A for Flow Chart):

- The DC, after receiving a complaint, may decide that the complaint does not raise a serious enough issue to warrant an immediate sanction/further investigation or a hearing. The complainant will so be advised. Care should be taken where the complaint might have an impact on the outcome of the day's competition or match result.
- If the CC or DC having considered the alleged complaint, is of the view that the complaint is of serious enough nature to investigate further it shall obtain written statements from the complainant and any other witnesses or person who may have

⁴ See arrangements if Club Captain or member of management or visitor of another golf club is the subject of the complaint.

knowledge about the incident. Written statement can be email, SMS, voicemail if the sender is clearly identifiable.

- After receipt of written statements, the CC or sub-committee will then decide to either conduct an enquiry where parties involved will be called upon to attend a hearing to discuss what transpired or to conduct a formal hearing.
- If an enquiry is called for and convened the CC or sub-committee, in its sole discretion, may decide to finalise the matter there and then⁵, provided that apart from a reprimand no further sanction may be imposed. If it appears to the CC or sub-committee that the matter is more serious than anticipated, it can refer the matter for a disciplinary hearing managed by either the DC or CC in case of serious issues.
- If the CC or DC decides to conduct a hearing it will inform the person implicated when and where the hearing will be held and inform⁶ him or her in writing of the allegations. The implicated person will be informed that he or she has the right to call witnesses and to cross-examine witnesses called on behalf of the club.
- No action will be taken by the CC where reports of an incident are over-heard and commented on casually or via a third party. Third party can only lodge a complaint if he was present, not necessarily involved but able to hear and observe what happened.
- **DC will refer all disciplinary decisions to the CC for ratification and before making the verdict known to the accused and stakeholders.**
- **The Club President will along with a member of the CC (not involved in the hearing) review all Appeals. Where the President is the accused the Vice President will hear the appeal of the President.**
- **If the Club Captain is the accused, the President should chair the DC and appeals will then be heard by the Vice President and a member that was not involved in the hearing.**

Procedures for Members Lodging a Complaint

The following procedure must be followed by a member/person lodging a complaint.

1. Report the incident as soon as possible to a member of management or to a CC member.
2. Put the complaint in writing by completing the provided form and /or forward the written complaint⁷ to the club manager/club captain. The complaint may also be lodged by email, SMS, voicemail if the sender is clearly identifiable.

⁵ No Category 1 or 2 transgression might be handled in this way and before making this decision the CC or sub-committee must ensure that there is no still valid sanction against the accused person as this will automatically elevate the offence to the next higher level, putting it outside the Category 3 level.

⁶ Accused should be given 7 days to respond whether he/she wants to oppose or not. Opposing a complaint generally results in heavier sanctions and evidence and witnesses must be presented during the hearing, with the accused granted opportunity to cross-examine the witnesses. Unopposed hearings normally assume a guilty verdict and the charge/complaint is recorded with a verdict on the sanction being made without any further evidence being led.

⁷ Email is acceptable if the complainant is willing to attend the investigation as written submissions cannot be challenged and the member has the right to cross-examine the complainant on his evidence or testimony.

3. The complainant must avail himself or herself to provide oral evidence at a disciplinary hearing and be cross examined or to take part in a general discussion at an enquiry.
4. Abstain from confronting the alleged wrongdoer. The following guidelines are applicable:
 - Written complaint (including email) must be sent to the Club Captain or General Manager no later than 7 days after the incident which is the subject of the complaint.
 - If the complaint directly involves the Club Captain or member of management team, the complaint should be addressed to the President of the Club.

Procedures⁸ to be followed by CC and DC after Member/Visitor Lodged a Complaint

5. Once the complaints procedure is initiated by the CC because of any of the above the following procedure will apply:

- The accused member will be notified in writing of the complaint against him/her. A copy of the complaint will be enclosed.
- The CC or DC will make an immediate decision as to the level of seriousness of the transgression and pre-liminary classify it as Cat 1, 2 or 3. Class 1 automatically attracts outside consultancy intervention. Cat 2 and 3 attracts more detailed investigations and a hearing. Cat 3 might result in a verbal or written reprimand if the DC has so decided after due deliberation and Minutes of the DC meeting has been distributed to the CC.
- If the transgression has relevance⁹ to that day's competition the Club Captain will assemble the DC or as many members of the DC to decide on the way forward and prevent the accused, if reasonable grounds for disqualification exist, from receiving a prize. The accused is immediately or before the prize giving verbally notified of the decision and that a formal complaint will be forwarded to him/her within 24 hours. Accidental mistakes such as unsigned cards, incorrect completed cards will just attract disqualification but no other sanction. In the case of not being able to contact the accused the prize giving must be done, coupons or prizes marked as being withheld until further notice and the prizes can be altered after the outcome of the case.

⁸ Quick Reference available at end of document as Annex B

⁹ Only applicable if the accused is on the prize giving list for that day, if not the matter can be dealt with during normal working hours and the process as described in the Annex must be followed.

- The member will be given at 7 days' notice to attend the enquiry meeting for the purpose of responding to the complaint. This notice must also ask the accused member whether he/she intends to defend¹⁰ the accusation or not. The enquiry meeting can also be held with the aid of video.
- Failure by the member to attend this meeting, without good cause, will result in immediate sanction

6. If the complaint is challenged, the matter will be comprehensively and fully investigated:

- All parties to the complaint and relevant witnesses may be interviewed, if deemed necessary, by the committee. Interviews can also be done by WhatsApp, Zoom or Skype or other electronic communication. Accused need to be physically present during investigations or hearings
- Having considered all the facts, the Disciplinary Committee (DC) will decide whether to uphold the complaint. If the complaint is upheld the Committee will decide what sanction is appropriate.
- In the case of a serious complaint being referred to a CC, the DC's initial findings will be considered by the Committee in reaching its decision. The details of the decision will be recorded and minuted.
- The committee may decide to appoint an independent person to conduct the hearing if there are fears of bias.
- The member will be informed of the committee's decision in writing within 7 days or notified if there is going to be formal hearing. Decisions may also be communicated by email, SMS, voicemail.

7. In the case of a direct decision by the committee the accused member may appeal the decision in writing to the Club Captain or General Manager within 7 days of receipt of the decision

8. The Committee will then refer the appeal to the Disciplinary Committee:

- a. The Disciplinary Committee will consist of three full members of the club. The Disciplinary Committee must meet within 7 days of receipt of the appeal. Its deliberations will include consideration of all the facts already presented, any new evidence that may be relevant and may include recalling witnesses
- b. the Disciplinary Committee must present its findings in writing to the Committee within 7 days of reaching their decision. The decision of the Disciplinary Appeals Committee will be final
- c. Appeals can only be granted if new facts are presented by the accused.

¹⁰ Pleading innocent will automatically lead to a more extensive investigation and formal hearing.

Considerations when Imposing Sanctions.

9. Any one or more of the following penalties may be imposed for a breach of the Club's Code of Conduct as outlined in this document:

- a. A reprimand is normally appropriate for lesser and once off transgressions not impacting on the prize giving of the competition of that cause serious damage or discomfort to others.
- b. Previous valid sanctions against the accused. If a previous sanction is still in force the committee has no other option but to re-classify the new higher offence. Example if the accused has a valid¹¹ category 3 sanction the next transgression will be treated as a category 2 offence and if category 2 offence is still valid the new offence will automatically be treated as category 1 offence.
- c. A written warning as to future conduct.
- d. **Exclusion** from membership of the Club and its activities for a determined period.
- e. Request to the Boland Golf Union to suspend handicap/exclude member.
- f. A requirement from the Committee that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe. A breach of this undertaking will constitute misconduct and immediate activation of the sanction being suspended.¹²
- g. Exclusion for a stated period or permanently from any part of the golf course or from the use of all the facilities of the club.
- h. **Expulsion** from Kleinmond Golf Club and all its activities.
- i. Such other penalties as determined from time to time by the committee including but not limited to suspension from the club or suspension of handicap or criminal charges in case of criminal offences.
- j. The existence of previous sanctions within the last calendar year.

Classification of Offences

Dress Code Offences

10. The Kleinmond Golf Club is a place where we gather socially and in good taste, also regarding our behaviour, language, and dress. Our behaviour and dress are regulated by a dress code which fits into the larger concept of Code of Conduct^{13, 14} and Disciplinary Code. Members and visitors are required to be neatly dressed in recognised golf wear, as required on the golf course or smart casual wear. Beach wear, rugby, soccer, athletic/cycling shorts,

¹¹ Validity of sanctions is time bound and stretches one year from date of sanction imposed, after which the sanction is expunged. This excludes life-long expulsions/exclusions.

¹² Note: In the case of a complaint of cheating¹² the member will be disqualified from the competition and any prize received must be returned.

¹³ <https://www.my-golf.uk/>

¹⁴ Under Rule 1.2a, a Committee may disqualify a player for serious misconduct and for acting contrary to the spirit of the game. This applies whether there is a Code of Conduct in place for a competition or not.

swimming trunks, rugby and soccer socks, track suits, hats/caps and bare feet are not allowed in the lounge and bar area.

11. As such members are responsible to ensure that their guests are familiar and comply with the dress code. Where players are playing/enjoying club facilities without a member as their sponsor/host the club management is authorised to enforce the dress code.

Categories of Misconduct

12. Good conduct can best be described by listing what should not be done rather than how golfers should behave. By focussing on a general acceptable behaviour framework that focus on values good conduct will be behaviour that is considerate, fair, in the spirit of the game and within the rules of the game. Such behaviour should enhance the good feelings golfers are entitled to by participating in a round of golf, make the work environment pleasurable and encourage visitors to visit repeatably.

13. General examples of grading¹⁵ of complaints of conduct likely to bring the game into disrepute (not an exhaustive list)

Category 3: Lower Level Offences

14. There are many possible offences in this category and this list is neither complete nor exhaustive. The committee should consider level of **Deliberateness, Seriousness of consequences and Impact (DSIR)** of Breach of the behaviour on the continued good **Reputation of the club**, well-being and pleasure of golfers and users of the club facilities and **employees in addition** the previous sanctions still valid, are factors (**DSIR**) to consider to place the offence in the correct category.

- Bad language in general not aimed at a specific person/s but making other golfers and guests uncomfortable and is offensive¹⁶ in nature.
- Improper treatment of equipment, including throwing of clubs
- Use of club other than within the intentions of the game e.g. damaging trees with clubs, damaging the green, etc
- Ill-mannered behaviour¹⁷
- Failure to complete a round when representing the club in any sanctioned tournament/inter-club match
- Breaching the dress code and/or refusing to comply after being warned that the dress code is being breached.

¹⁵ See also Definitions Section and R&A Code of Conduct which states "When deciding whether a player is guilty of serious misconduct, the Committee should consider whether the player's action was intentional and whether the act was significant enough to warrant disqualification without first giving a warning and/or applying other penalties when a Code of Conduct is in place."

¹⁶ Care must be taken to ensure offensive language towards religion, race, sexual orientation, and gender is prohibited. When employees of club are the target the club might be faced with legal issues from the employee, the labour law and possible retribution demanded from unions and other outside agencies.

¹⁷ Does not mean swearing, insults but rather seriously rude and inconsiderate behaviour.

- Deliberately and/or negligently¹⁸ hitting balls past golfers in front of the group the accused in playing in or continuing with this behaviour after being warned that balls have passed the group in front.
- Persistent slow play whether warned by the marshal or not.

Category 2: Intermediate Level Offences

15. These offences are more serious and a valid category 3 offence that is still on the conduct record of the accused will automatically elevate this new category offence to Intermediate level (if the offence was deemed to be category 3 before considering the record of the offence.)

- Behaviour bringing the club into disrepute
- Theft of minor items such as balls, golf caps tees and markers.
- Excessive or offensive bad language generally aimed at persons in vicinity of the player.
- Verbal abuse or threatening behaviour¹⁹ to another player
- Breaking or throwing clubs either towards another player or any place on the course.
- Hitting or kicking golf bags, golf cart, buggy.

Category 1: Serious Offences

16. Offences in this category is of such nature that the club reputation, legal liability, impact or consequences are significant. Not only the club's reputation but also that of fellow golfers, legitimacy of competitions but also the well-being of members, visitors and employees could be impacted and if the offence has that impact it qualifies as Category 1: Serious Offences. Any standing Category 2: Intermediate Offence sanction still on the accused's record will automatically elevate the offence to Category 1: Serious Offences.

- Any serious misuse of alcohol or drugs on the course or club premises
- Abusive and threatening behaviour towards club employees, members, and visitors
- Theft of items necessary to conduct business be it stock, equipment or any asset of the club deemed important to operations and support of the operations of the club.
- Theft of other players clubs and golfing gear.
- Physical or verbal assault of a player, official, member, guest, or member of the public

¹⁸ Several places on the course oblige the golfer to ensure the target area is clear of people prior to hitting the ball. Such holes are nr 4, 9, 10, 14, 18. Safely playing towards a target area that is clear remains the sole responsibility of the golfer waiting to play. In general, such inconsiderate and dangerous behaviour should be judged by applying the rule of possibility. "If the target area cannot be seen the golfer waiting to play has the ultimate responsibility to ensure the landing/target area is clear. Generally the rule of thumb to apply is: If it is at all possible to reach the area occupied by golfers in front the golfer wishing/waiting to play should judge the distance and compare against the distance an average golfer can achieve and in case of visibility the golfer waiting to play must visually ensure that the target area is clear of people." Either way, the safety of fellow golfers and consideration of their well-being and comfort is paramount in the decision to play or wait. Under no circumstances can a second shot or approach to the green be played without 100% ruling out any possibility of reaching the target area. This is particularly true in our environment where strong winds greatly impact distances and some approaches are blind

¹⁹ No physical contact or attack is required.

- Sexual or verbal²⁰ harassment. Sexual, racial, gender, religious or any other form of personal harassment of any fellow member, member of staff or other employee of the club or any visitor.
- Obstruction of or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the club or any visitor.
- Violent, indecent, disorderly, threatening, or offensive behaviour or language whilst on club premises or engaged in any club activity.
- Fraud, theft, deceit, deception, or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club.
- Behaviour likely to cause injury or impair safety on club premises.
- The use of any unfair²¹ means in competition.
- Damage to or defacement of club property, the property of other club members caused intentionally or recklessly, or the misappropriation or misuse of such property. Misuse or unauthorised use of club premises or items of property, including inappropriate use of personal devices
- Conduct which constitutes a criminal offence where that conduct takes place on club premises, or affects or concerns other members of the club or members of the public, or:
 - itself constitutes misconduct within the terms of this code, or
 - is an offence of dishonesty, where the member holds an office of responsibility in the club.
- Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code Disciplinary Procedures. The Committee of Kleinmond Golf Club will deal with all club disciplinary matters.
- Deliberate and/or Continued Cheating: Rules of golf apply but instances of deliberate and disguised cheating such as dropping substitute ball when ball is lost claiming to have found the original ball, breaking branches to allow a swing, suppressing grass behind ball (improving lie), placing ball in rough, making a unilateral decision (without asking marker) to take a penalty free drop or getting relief, miscounting strokes and many more.
- Falsifying score cards, entering scores into the system that does not reflect the recorded score. The committee should also consider whether the marker of the scorecard has been negligent in the execution of his/her duties and impose sanctions if so required.

Deciding on a Sanction²²

17. The club captain/DC/management who becomes aware of the offence must determine if the offence is deemed to impact on the current competition and ensure that the offender does not unfairly qualify for a prize. The matter must be referred to the Club Captain, or if not at the club a member of the Exec for immediate action. The offender should be duly

²⁰ In view of the RSA situation of racial abuse the use of derogatory words and characterization of people with the intention to insult must be treated with objectivity and attention to human rights and dignity of the person allegedly abused.

²¹ DC should consider if the game was played in the spirit of golf. Fairness, within the rules and in good spirit.

²² Easy reference guide in Annex B and C

informed, before the prize giving, that a sanction has been imposed that disqualifies him from receiving the prize or disqualifies him from the competition. Offences that need a more comprehensive investigation will then be passed on to the DC for consideration. See Annexure B for Easy Reference.

Grade 3 Lower Level Offence Sanctions

18. If no previous offences any one of the following process will be adopted;

- Verbal warning with notice on file,
- written warning issued to member;
- penalty of suspension imposed by Disciplinary Committee;
- disqualification from that competition following the rules of golf as ultimate reference.

19. If this incident is a next incident following a previous transgression (check if still within the valid period), the incident automatically becomes a Grade 2 offence/sanction. Grade 2 Offence procedure will override the above when there is a current valid sanction still on record.

Grade 2 Intermediate Level Offence Sanctions

20. If no previous offences any one of the following process will be adopted depending on the seriousness of the offence:

- Written warning issued to member;
- Penalty of suspension imposed by Disciplinary Committee;
- Penalty of expulsion as determined by the Disciplinary Committee.

21. If this incident is a next incident following a previous transgression (check if still within the valid period), the incident automatically becomes a Category 1: Serious Offence transgression. Category 1: Serious Offence procedure will automatically override the above when there is a current valid sanction still on record.

Grade 1 Serious Level Offence Sanctions

22. Depending on the seriousness of the offence any one of the following actions may be adopted;

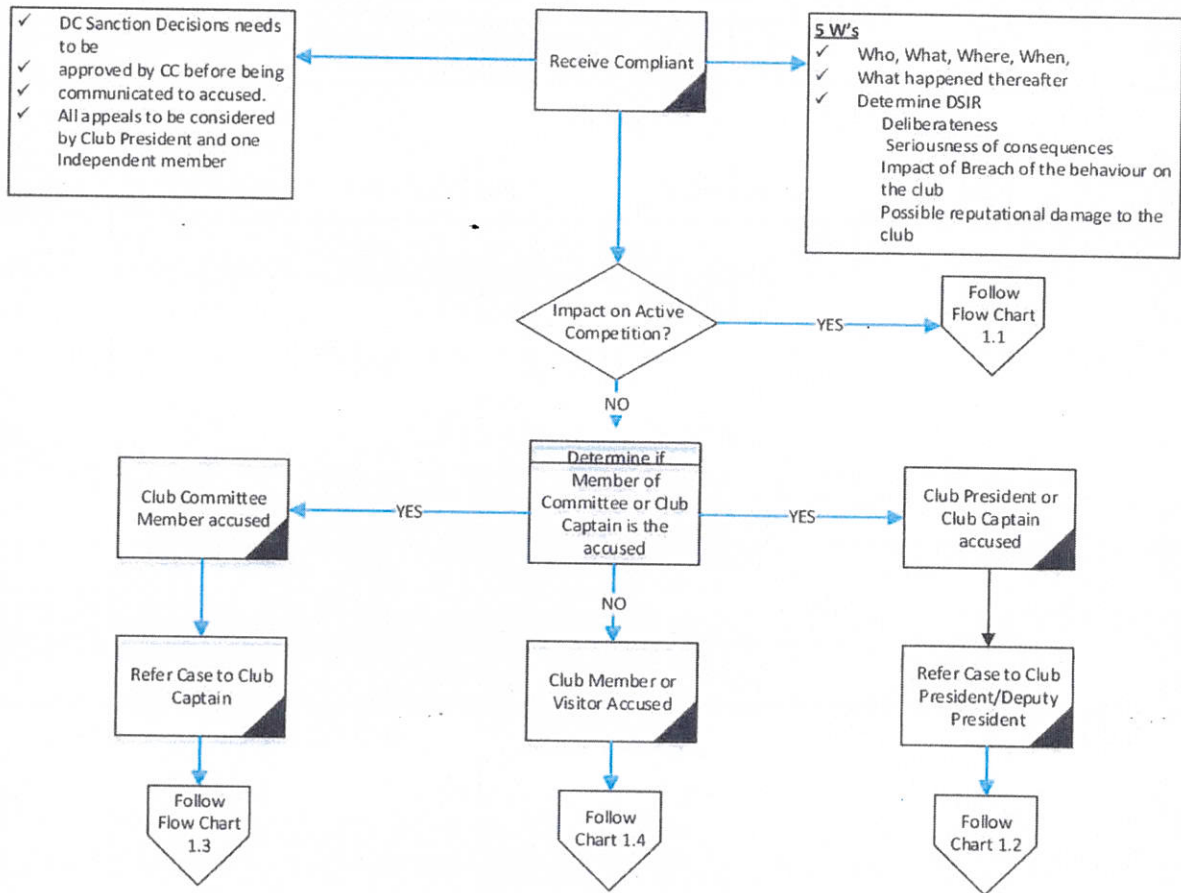
- Written final warning issued to member;
- Penalty of suspension imposed by Disciplinary Committee or CC;
- Penalty of expulsion as determined by the Disciplinary Committee or CC, will only be taken if the offence is of a lesser scale otherwise a penalty of suspension will usually be imposed.

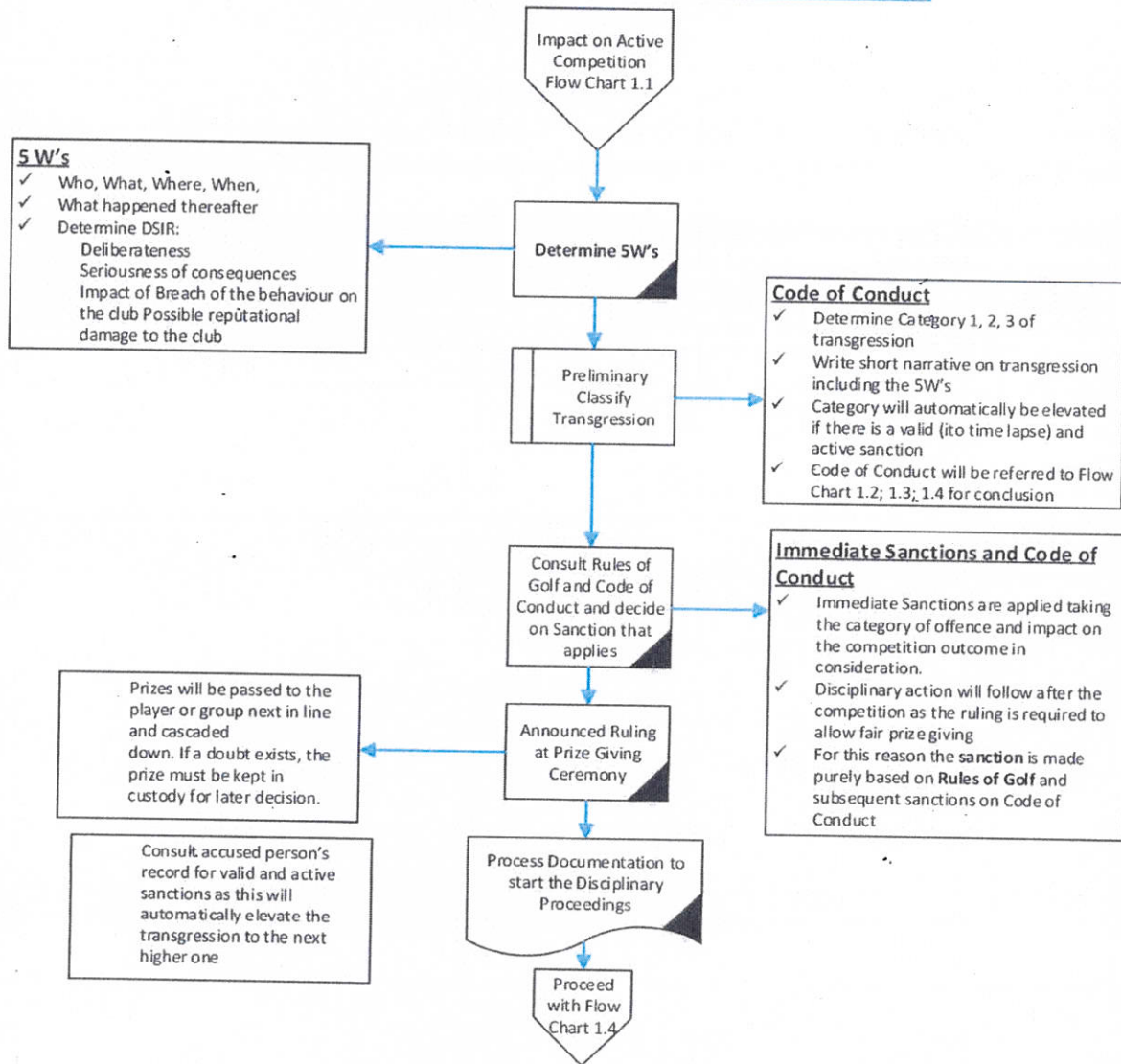
23. A clean slate policy will apply to any offence after a twelve-month period from date of last penalty/sanction.

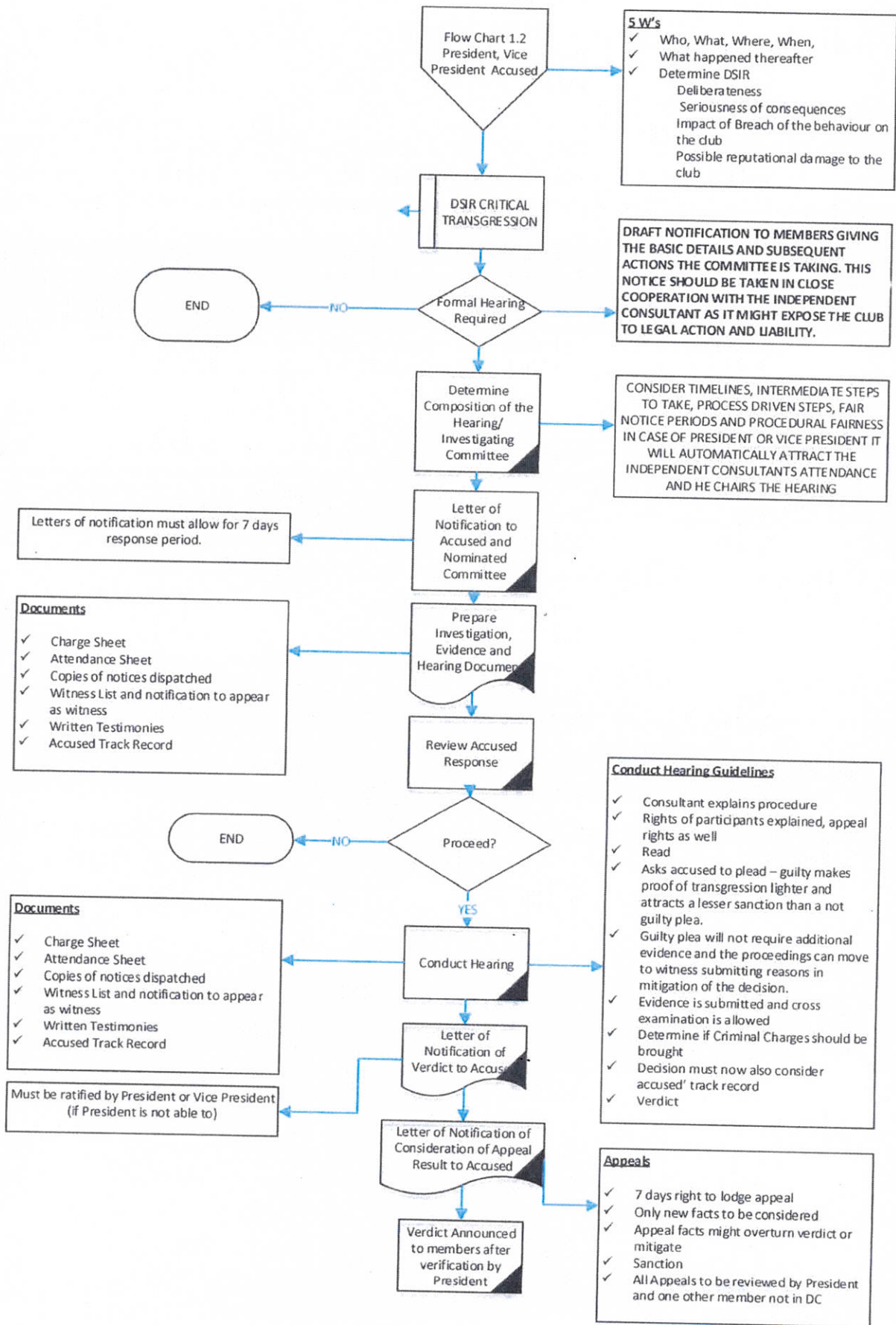
24. Expulsion is not dependent on a previous sanction of suspension and must be considered as the final, absolute sanction which is dependent on the seriousness of the offence and is exacerbated by previous sanctions.

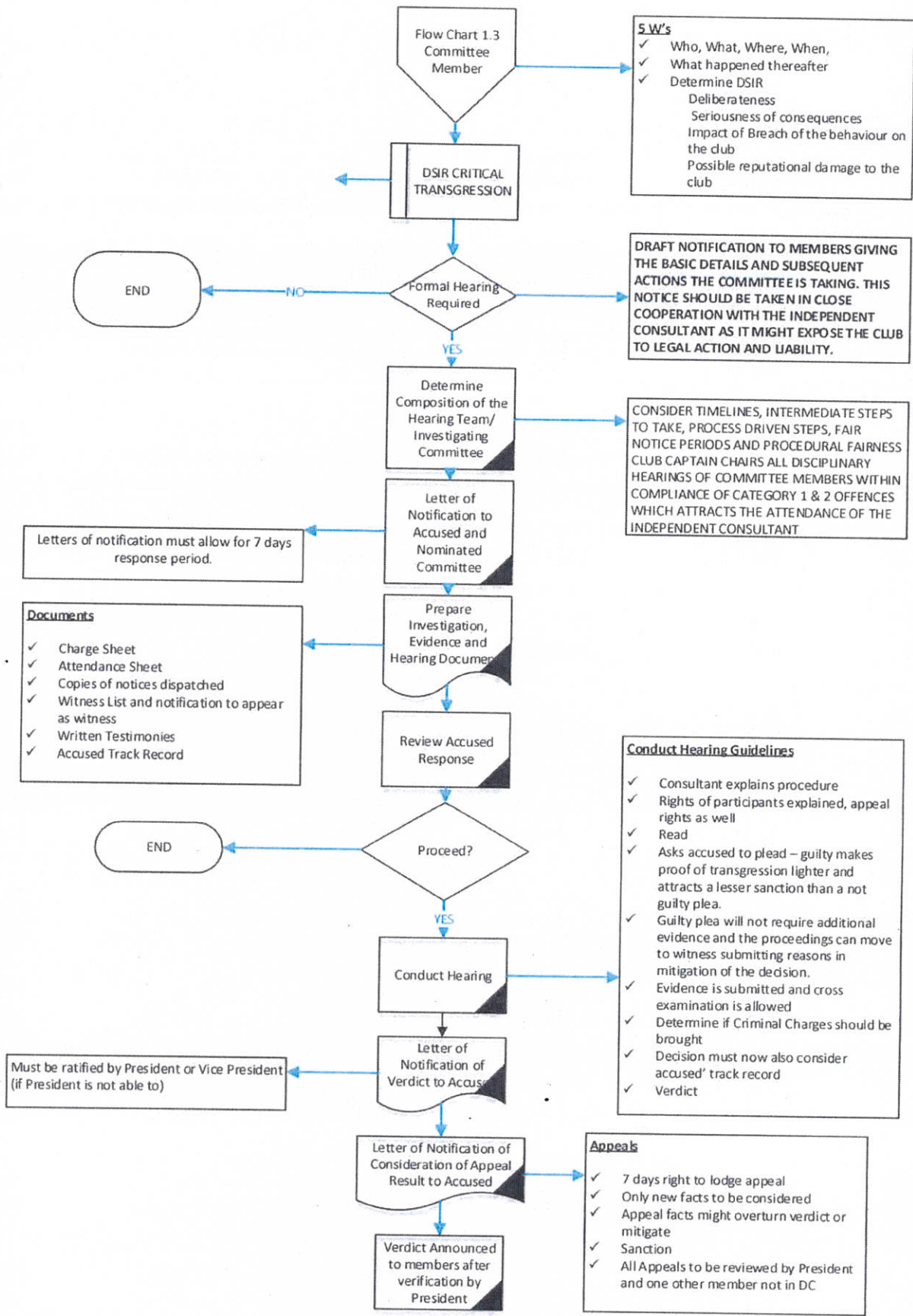
ANNEXURE A: PROCESS FLOW CHART

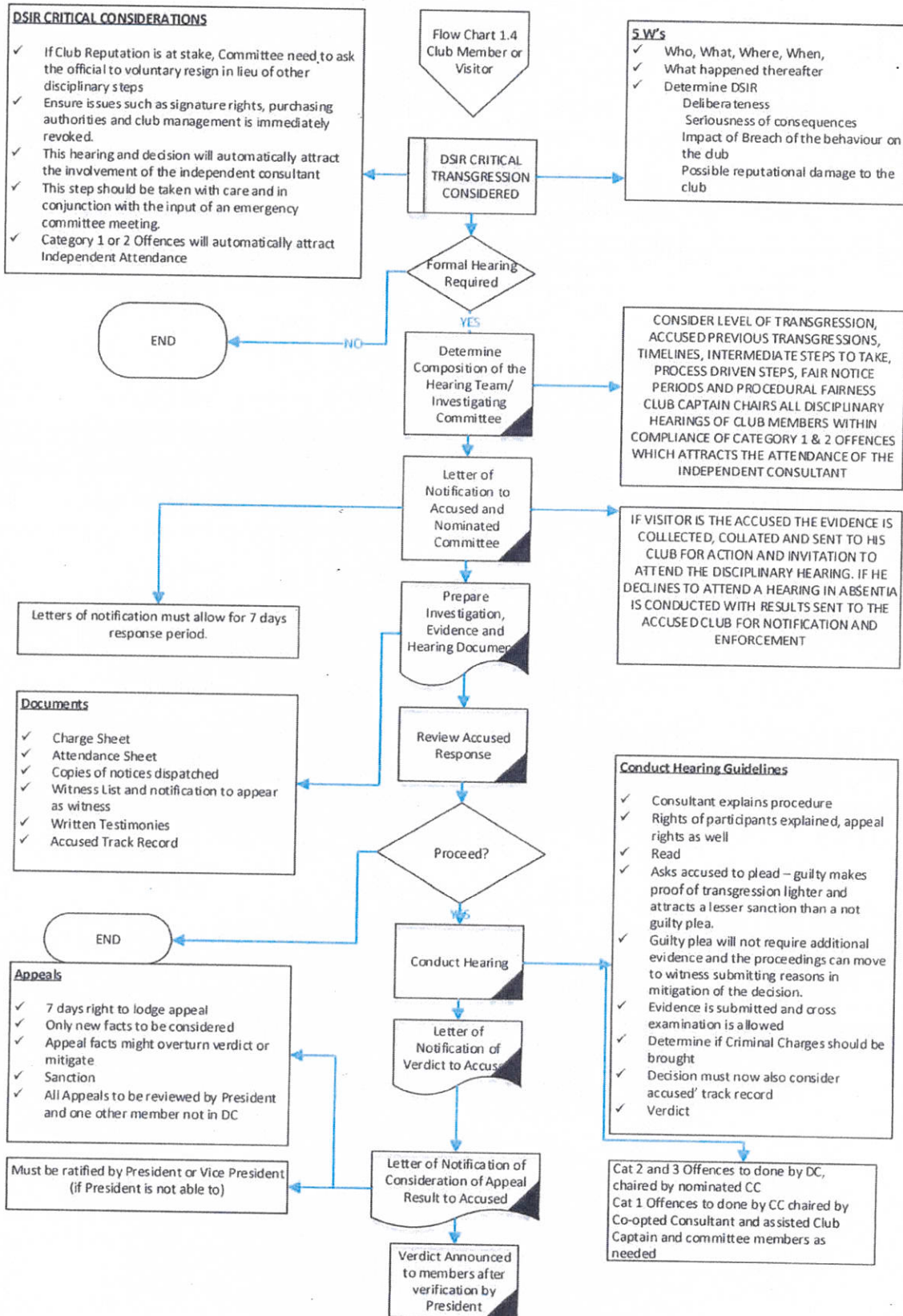
Client KLEINMOND GOLF CLUB	Page 1 of 5	Prepared by Kleinmond Golf Club	Date 8/26/2020
Process DISCIPLINARY CODE PROCESS		Approved by Club Committee	Date 8/27/2020











ANNEXURE B: SANCTIONS REFERENCE TABLE

Category	Sanction	Comments
<p>Category 3: Lower Level Offences</p> <p>List in body of text paragraph "Lower Level of Offences"</p>	<p>Verbal warning with notice on file, Written warning issued to member; Penalty of suspension imposed by Disciplinary Committee; Disqualification</p>	<p>These offences are the common run of the mill offence that has no permanent impact on the club's well-being and employee execution of their duties. It does not seriously affect the assets and reputation of the club. Suspension is related to competitions and excludes deliberate and malicious behaviour. From that competition following the rules of golf as ultimate reference These offences will not attract the independent consultant's services.</p>
<p>Category 2: Intermediate Level Offences</p> <p>List in body of text paragraph "Intermediate Level of Offences."</p>	<p>Written warning issued to member; Penalty of suspension imposed by Disciplinary Committee; Penalty of expulsion as determined by the Disciplinary Committee</p>	<p>Offences in this category are less serious. If there are Category 3, valid sanctions those will automatically elevate the new offence into this category. Offences are of enough seriousness to attract the contracted consultant services.</p>
<p>Category 1: Serious Offences</p> <p>List in body of text paragraph "Serious Level of Offences".</p>	<p>Written final warning issued to member; Penalty of suspension imposed by Disciplinary Committee or CC; Penalty of expulsion as determined by the Disciplinary Committee or CC</p>	<p>These offences and other that are not listed must be classified as Category 1 using the criteria of: Deliberateness, Seriousness of consequences, Impact of the behaviour on the continued good reputation, well-being and pleasure of golfers and user of the club facilities and employees, are previous sanctions still valid? These offences will attract the engagement of the independent consultant's services.</p>

ANNEXURE C: EASY REFERENCE TABLE

Offence Category	Examples	Sanctions
<p>Category 3: Lower Level of Offences</p>	<ul style="list-style-type: none"> • Bad language in general not aimed at a specific person/s but making other golfers and guests uncomfortable and is offensive²³ in nature. • Improper treatment of equipment, including throwing of clubs • Use of club other than within the intentions of the game e.g. damaging trees with clubs, damaging the green, etc • Ill-mannered behaviour²⁴ • Failure to complete a round when representing the club in any sanctioned tournament/inter-club match • Breaching the dress code and/or refusing to comply after being warned that the dress code is being breached. • Deliberately or negligently hitting balls past golfers in front of the group the accused is playing in or continuing with this behaviour after being warned that balls have passed the group in front. • Persistent slow play whether warned by the marshal or not. 	<p>Verbal warning with notice on file. Written warning issued to member Penalty of suspension imposed by Disciplinary Committee; Disqualification</p>

²³ Care must be taken to ensure offensive language towards religion, race, sexual orientation, and gender is prohibited. When employees of club are the target the club might be faced with legal issues from the employee, the labour law and possible retribution demanded from unions and other outside agencies.

²⁴ Does not mean swearing, insults but rather seriously rude and inconsiderate behaviour.

Offence Category	Examples	Sanctions
Category 2: Intermediate Level Offences	<ul style="list-style-type: none"> • Behaviour bringing the club into disrepute • Theft of minor items such as balls, golf caps, tees, and markers. • Excessive or offensive bad language generally aimed at persons in vicinity of the player. • Verbal abuse or threatening behaviour to another player • Breaking or throwing clubs either towards another player or any place on the course. • Hitting or kicking golf bags, golf cart, buggy. 	<p>Written warning issued to member</p> <p>Penalty of suspension imposed by Disciplinary Committee</p> <p>Penalty of expulsion as determined by the Disciplinary Committee</p>
Category 1: Serious Offences	<p>See page for details:</p> <ul style="list-style-type: none"> • Any serious misuse of alcohol or drugs • Abusive and threatening behaviour • Theft • Physical or verbal assault • Sexual or verbal²⁵ harassment. • Obstruction of or improper interference with the functions of the club. • Violent, indecent, disorderly, threatening, or offensive behaviour or language. • Fraud, theft, deceit, deception. • Behaviour likely to cause injury or impair safety. • The use of any unfair means in competition. • Damage to or defacement 	<p>Written final warning issued to member</p> <p>Penalty of suspension imposed by Disciplinary Committee or CC</p> <p>Penalty of expulsion as determined by the Disciplinary Committee or CC</p>

²⁵ In view of the RSA situation of racial abuse the use of derogatory words and characterization of people with the intention to insult must be treated with objectivity and attention to human rights and dignity of the person allegedly abused.

Offence Category	Examples	Sanctions
	<p>of club property.</p> <ul style="list-style-type: none">• Conduct which constitutes a criminal offence• Conduct, which contravenes a previously imposed penalty• Deliberate and/or Continued Cheating.• Falsifying score cards and scores.	