



# Members Handbook

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## Bye Laws

1. The President and Captains shall have priority on the 1st tee except when a timesheet is in operation.
2. The Management Committee shall decide the order of precedence on the course. The committee may from time to time reserve the 1st tee for societies or inter club matches.
3. Course Closure and re - opening is in the domain of the Head Greenkeeper, green keeping staff on duty. The Course Manager or the Golf Professional.
4. Practice is not allowed on the Golf Course and players playing alone may play a maximum 2 golf balls at a time.
5. The use of buggies may be restricted by the Management Committee to protect the course.
6. No notice shall be posted in the club without permission from the office.
7. Please inform the office of any change of contact details.
8. No member to take away from the club any property of the club or of a member.
9. Complaints are to be made in writing ,email or letter, to the Honorary Secretary.
10. In no instance shall an employee be reprimanded directly by any member, nor shall they be told as to what their duty may or may not be. Such matters are the duty of the Honorary Secretary and the Management Committee.
11. Dress Code. All members and visitors are expected to abide by the Cobh Golf Club dress Code.

# Cobh Golf Club

## CONSTITUTION



Founded 1987 Ballywilliam, Cobh

Relocated in 2009 to Marino Point, Cobh

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## 1. Club Overview and Background:

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- Cobh Golf has been in existence since 1987
- Moved officially to Marino Point in June 2009
- It is a Members owned Club
- The Club owns the Club House and the Golf Course
- The Management Committee acts on behalf of the members and is responsible for the overall business and operations of the club.
- Members of the Management Committee are elected by the members in accordance with the process set out in this modern Constitution.
- The Club is affiliated to Golf Ireland and is organised as an unincorporated members club
- The Club also has a number of Sub-Committees, set up in accordance with the Constitution and has a suite of Club Policies which help govern the club.
- Copies of this Constitution will be forward to all members.
- To assist in the running of the Golf Course and Club, the Committee employs: - An Administrator; Head Greenkeeper; and Grounds keepers.

## 2. Core Aims, Purpose and Objects of the Club

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- Promote the amateur game of golf to members.
- Comply with all affiliation requirements of Golf Ireland.
- Provide and maintain facilities on behalf of members.
- Involve members in the activities of the club.
- Manage and control a well Governed Club with appropriate Legal, Financial, and Governance standards.
- Comply with all Statutory, Legal, Financial or other roles or regulations which apply to Golf Clubs including all Health and Safety requirements.
- Adopt policies, rules, regulations, procedures and standards required of Members, Guests, Visitors and personnel at all levels including but not limited to non- discrimination, equality and child safeguarding.
- Promote and uphold the reputation of the club.
- Encourage an inclusive and democratic culture within the club.
- Adopt a policy of non-discrimination of any kind in all Club business and activities.
- Receive financial assistance and funding.
- Do all such things as shall be conducive to the attainment of these objects.
- Adopt the R & A women in Golf Charter.

### 3. Club Affiliation to Golf Ireland

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The Club is an affiliated member of Golf Ireland the National Governing Body for Golf in Ireland. As part of this affiliation the Club confirms:

- It shall be bound by the Constitution, policies, rules, bye laws, codes, rules and regulations which apply to all members of Golf Ireland and shall comply with the ongoing conditions of affiliation as directed by Golf Ireland from time to time.
- It is entitled to be represented at Golf Ireland general meetings as prescribed by Golf Ireland.
- Is formed correctly and holds an AGM before a specified date each year at which only members of the relevant club are entitled to vote and non- voting persons, if permitted, are in attendance.
- The officers and members of the committee of the Club are elected as required at the AGM from among the voting members to administer the affairs of the Club in accordance with the Golf Ireland Constitution, Regulations and the Terms of Competitions of Golf Ireland.
- Has an Honorary Secretary, and at least 3 of the following roles Captain, ViceCaptain, Treasurer and Competitions / Tournament secretary.
- Has a minimum of 50 Home Club Members.
- Undertakes to pay the Membership Fee applicable to Affiliate Clubs, and to pay the Affiliation Fee to Golf Ireland as prescribed from time to time.
- Abides by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, the Rules of Handicapping, as approved by the R&A and USGA, the Constitution, the Regulations and the Terms of Competition of Golf Ireland.
- Maintains an accurate register of all members on the Golf Ireland registration platform.
- Has access and maintains access to a course or links of a standard which warrants the allocation of an official course rating.
- It has access to and maintains access to a clubhouse or premises which shall be the official address of the Club.
- It has a children's safeguarding statement and a designated liaison person/club children officer appointed. Will obtain the prior written consent of Golf Ireland prior to any move to another course or links.
- Will make available to Golf Ireland the facilities of the course and clubhouse of the Club at reasonable intervals as may be agreed.



## 4. Club Governing Principles and Values

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The Management Committee shall ensure a strategic plan is developed and/or reviewed regularly. The Vision, Mission and Values of the Club are set out in the strategic plan. The club also operates to a business plan.

The Club has adopted the principle of gender equality across club activities and in how the club operates. The club shall promote gender equality and the 30:30:40 gender principle as advocated by Golf Ireland in its Club Officers, Management Committees and subcommittees.

### **The Club has adopted Golf Ireland's 9 Governance Principles:**

- **Principle 1:** Good Governance: Governing the club well by adopting a robust Constitution and set of Policies to enable adherence to standards, best practice and legislation.
- **Principle 2:** Controls: Ensuring appropriate Internal Financial and Management controls are in place
- **Principle 3:** Accountability & Transparency: Being open about the process of decision making, ensuring elections are democratic and accounting to membership regularly.
- **Principle 4:** Gender Equality: Taking positive action to increase and encourage the number of women and girls playing, leading and working at the club.
- **Principle 5:** Safeguarding: Adopting and implementing the Code of Ethics and Good practice for Children's sport and Golf Ireland's Safeguarding Policy.
- **Principle 6:** Inclusivity: Developing an inclusive environment and welcoming diversity at all levels of the game.
- **Principle 7:** Compliance: Complying with the R&A Rules of Golf and Amateur Status, the affiliation rules of Golf Ireland and the Rules of Handicapping.
- **Principle 8:** Engagement: Committing to active involvement and communication with volunteers and stakeholders.
- **Principle 9:** Integrity: Being honest, fair and impartial. Acknowledging and managing conflicts of interest and loyalties appropriately.

The Club is committed to anti-discrimination and equality and has policies in place dealing with equality, anti-discrimination, harassment and bullying.

The Club shall not tolerate discriminatory behaviour or harassment of any kind. The Club takes safeguarding children seriously and has appointed a Designated Liaison officer. Safeguarding statements and policies are in place which it follows and requires its members to follow without exception. The required vetting and training has taken place

## 5. Powers of the Club

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The following are the main powers of the Club which powers shall be used by the Management Committee on behalf of the Club for the attainment of the main objects of the Club and any income applied to fulfil these main objects:-

- a.** To receive from any person or body monies for the purposes of furthering the main objects of the Club.
- b.** To engage any firm, contractor or person for any services which may be required to be rendered to or on behalf of the Club and pay for such engagement.
- c.** To purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal a property and any rights or privileges which the Club think necessary or convenient for the attainment or advancement of its main objects and to construct or maintain or alter any buildings or erections necessary or convenient for the week of the club.
- d.** The Management Committee shall seek the approval of a General Meeting of the club for expenditure in excess of €60,000 (sixty thousand euro) for any individual Capital project and for any Purchase or Disposal of land. To sell, let, mortgage, dispose of, or turn to account, all or any of the property or assets of the Club as may be thought expedient with a view to the promotion of its main objects
- e.** Clubs Financial Controls Policy.
- f.** To borrow or raise money for the purpose of the club on such terms and on such security as may be thought fit.
- g.** To do or make any other acts and things which in the opinion of the club may be conducive or incidental to the main objects of the club including the club facilities and course.
- h.** To employ staff if required and remunerate employees .

## 6. Club Structure and Organisation

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### **The core committees of the club are:**

- The Management Committee
- The Sub Committees - Golf Committees - Men's & Ladies

### **Club Business Sub Committees:**

- Course Committee
- Governance Committee
- Finance Committee
- Disciplinary (as required)
- Membership / Marketing / Commercial
- House / facilities

### **Golf Sub Committees:**

- Competitions/Tournaments
- Handicap
- Course
- Junior

The Management Committee may set up such other Sub Committee or Working Groups as the Management Committee deems appropriate from time to time. Each committee must elect a chairperson who is responsible for the reporting to the Management Committee. Terms of Reference must be signed annually by the chairperson of each committee.

### **Employees / Contractors**

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The Club may also engage employees / contractors including a General Manager (GM) to manage the day to day operational, administrative and management affairs of the Club. The GM shall perform all duties in accordance with a contract of employment. The Manager shall be responsible for the employment and management of such other employees as the Club may require to fulfil its objectives. The Management Committee are responsible for agreeing policies and salary levels of employees subject to the agreed Club budget. The club has an Employee Handbook which is kept up to date with legislation.

## 7. Membership of The Club

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### (i) Categories and Fees

The Club has the following categories of membership and NOTE all categories are required to pay the current Insurance and Golf Ireland affiliation fees to the club. All paid up members with the exception of Student/Junior/Cadet ,Country and Overseas members have a vote at a General Meetings.

- **Ordinary:** up to 65th Birthday - **Full Fee**
- **Senior:** from 65th Birthday pay up to **90%** of full fee
- **Senior:** from 75th Birthday pay up to **45%** of full fee.
- **Student:** are full time students, apprentices and undergraduates of Third Level College
- **Junior:** 12 to 17 years inc. or in second level education.
- **Cadet:** up to 12 years.
- **Intermediate:** age 18 to 25 years – not in full time education pay up to 45% of full fee. Note: Max 3 years at this rate.
- **Young Adult:** age 25 to 30 years upon joining (or previous Intermediate members) pay up to 60% of full fee – Max 2 years.
- **Overseas:** residing for over 75% of the year outside Ireland
- **Country:** Permanently lives outside boundaries of Co. Cork and is an ordinary member of a Golf Ireland affiliated club.
- **Honorary:** Acknowledgement by the Management Committee to members who have rendered exceptional service to the club. Such an honorary position shall be conferred by resolution adopted by the committee. The President and Captains shall be Honorary Members during their term of office.
- **Honorary Life:** 80 years and over and having been a continuous member for 15 years.
- **Life Member:** Hold the status of Ordinary Member. Are only liable for Golf Ireland affiliation fee and Insurance. This category is CLOSED to new entries but will remain active.

### Couples/Legal Partners:

- €120 reduction each member /€240 per couple.
  - €60 if joined after June 1st of the applicable year
  - €30 if joined after Sept 1st of the applicable year.
- Temporary: Green fees - persons taking part in Open Competitions and invited guests.
- New Membership Offers: will be the discretion of the Management Committee and will be advertised.

Note: Fees will be rounded off to the nearest €10 for ease of accounting. Fees are due from 01st January. Failure to pay by 01st March will result in automatic removal from the BRS. Membership that is set up as a direct debit is deemed to be paid full.

A person shall not be considered a member of the Club until their Membership Fee/Annual Subscription/Entry fee or Levy if applicable has been paid in full and they have fully completed the membership application process and/or they are up to date with the relevant stage / monthly payments. A Voting member is required to propose and second the application.

- a.** Persons requesting membership of Cobh Golf Club are required to complete the application form, available from the Pro Shop or office who will give it to the relevant section and once approved at section meeting, sent to Management for final approval. Applications are posted on the club Notice board for a minimum 7 days before the Management Committee meeting.
- b.** When a candidate duly elected fails to pay subscription (full or equivalent to one month) within one calendar month of approval, the application will be deemed void. A candidate has the right to re- apply.
- c.** Any member whose fees are outstanding shall be automatically removed from membership. Membership may continue if the member has received approval to make payments under an agreed payment plan.

(ii) **Rights and Obligations of Members**

- a.** To participate in club activities and competitions
- b.** To pay membership fees/ annual subscriptions
- c.** To attend, participate and vote (where such voting rights exist) at the Club general meeting and to attend and participate any other such meeting members you are invited to.
- d.** To be bound and comply fully with the Constitution, Rules, Policies, Byelaws, Codes and Regulations of the Club.
- e.** To be bound by and comply fully with the Codes and Regulations of Golf Ireland and the R&A.
- f.** To be bound by and comply fully with the decisions of the Club which are final unless such decisions are matters which are subject to any right to appeal.
- g.** To resolve disputes in a timely manner in accordance with the Clubs Complaints and Disciplinary policies and not to take legal action without first exhausting the internal complaints and disciplinary process.
- h.** The right and privileges of a member shall not be transferable and shall cease on termination by death or under any of the termination circumstances set out in this constitution.
- i.** Members may invite visitors/guests to the Club in accordance with the terms of the club policy.
- j.** Members are required to adhere to the clubs Golf Dress Code – displayed on the notice board in the Locker rooms and in the Pro Shop.

(iii) **Termination from or End of Membership**

1: A member may at any time withdraw from membership by giving notice but shall remain liable for their [membership/subscription fees] for the then current year. Every such notice, unless otherwise expressed, shall be deemed to take effect immediately following the receipt thereof and the member shall thereupon cease to be a member.

A member shall automatically cease to be a member if:

- a. A member fails to pay any [membership/subscription fees] for which the member becomes liable whilst a member within the period laid down for any such payment.
- b. A member becomes automatically disqualified from membership for any reason as set out in any Club policy or this Constitution.
- c. The cessation of membership is one on which the Management Committee has authority to make a determination in accordance with a Club policy or this Constitution.
- d. The outcome of a disciplinary hearing has determined that membership should cease.
- e. A member is the subject of an investigation and/or has been requested to step aside and /or stand down or has been suspended (temporarily or otherwise) as a result of an investigation and / or complaint (by any person including the Club, Statutory Authority or as a result of any disciplinary case pending) which relates to any matter pertaining to the welfare or wellbeing of a child or vulnerable adult notwithstanding that the matter may not yet have been adjudicated upon.
- f. A member is convicted of an indictable offence other than an offence under the Road Traffic Act.

3. The procedures to suspend/remove a member from the Club, shall be conducted in accordance with the Clubs disciplinary policy unless the removal is one of the automatic cessation criteria set out above.

4. A member may also be suspended from membership for a period of time and thereafter reinstated once the matter has been resolved to the Club's satisfaction. Such suspension may arise either as stipulated in the decision of a disciplinary committee or as agreed by the Management Committee if the Management Committee is the body with authority to determine the matter in accordance with the Club process.

5. A member shall not compete in or take part in any activity or competition under the auspices of the Club while suspended and/or removed from membership.

6. A former member shall remain liable for all (membership fees/subscription fees, (if any) and contributions due or imposed on them up to the date on which they shall cease to be a member and for any sums due by them to the Club and shall forfeit all claims to a return of any money paid by them on their admission as a member.

**(iv) Leave of Absence**

The Management Committee shall have power to grant leave of absence to members for one year only in the case of certified sick leave or if the member shall be temporarily residing overseas or if the member is experiencing financial difficulties. During such period members shall be required to pay a special subscription as decided by the Management Committee for retention on the Club membership list. All other capital levies or charges (Golf Ireland Affiliation Fees) shall be payable during the period of absence. Such members shall not be entitled to exercise any privileges of playing membership. Such leave of absence may be extended by the Management Committee.

Application for leave of absence under this rule giving the reasons there for, shall be made in writing to the Secretary of the Management Committee before the said subscription falls due. Life Members who can suspend their membership and NOT be liable for any fees. They will remain life members up until they terminate their membership. If a Life Member (suspended) wishes to return to playing golf the affiliation fees and Insurance are due.



## 8. Trustees

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- The Trustees shall be not more than 5 and not less than 3 individual members of Cobh Golf Club. Such Trustees shall be appointed by the members at an Annual General Meeting of Cobh Golf Club.
- Each Trustee shall hold office for a five-year term or until resignation or removal from office by resolution of the members at an AGM of the Club. All vacancies occurring by removal, resignation or death of a Trustee shall be filled at the next AGM of the Club or in the case of the removal of a Trustee at the AGM. Trustees shall be eligible for re-election for one further five (5) year period only.
- A Trustee shall not be eligible to hold any officer position while serving as a Trustee.
- Should a vacancy arise the Management Committee shall have the power to co-opt a Member as Trustee subject to their subsequent ratification by the Members at the next AGM.
- The club premises and such other property of the club, as the Management
- Committee shall determine, shall be vested in and under the legal control of the Trustees. Such Trustees shall deal with the property of the club as directed by a resolution of the Management Committee of which an entry in the Minute Book shall be conclusive evidence.
- The Trustees and each of them shall be indemnified against all liability and expense incurred by them by reason of their position as Trustees.
- The Trustees from time to time may appoint two or more of their numbers to sign, execute any mortgage charge, guarantee or other security documents as they may think fit for the giving of proper security for any overdraft, term loan, loan account or guarantee secured from the club's bankers.
- If the Trustees, when directed by a resolution of the Management Committee to perform an act, consider that the performance of such act requires the authorisation of the members of the club, the Trustees shall refuse to perform such act until the members of the club have been consulted at an AGM or EGM and a resolution has been passed at such meeting authorising the performance of such act as was originally directed by the Management Committee.
- The Trustees shall be the Court of Final Appeal in disputes between members and the Management Committee.
- The Trustees shall have a formal meeting at least once a year with the Chairperson and Treasurer of the Management Committee.

## 9. Officers

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The Officers of the Cobh Club shall consist of the:

- President,
- Chairperson of Management Committee,
- Secretary of the Management Committee,
- Treasurer of the Management Committee.

The President shall remain in office for one / two years. Subject to availability, the position of the President should rotate by gender each year. The President shall represent the Club at all official functions.

The Officers of the Men's and Ladies section shall be: -

- Captain,
- Vice-Captain,
- Secretary,
- Treasurer,
- Competition Secretary

The Management Committee in conjunction with both the Men's and Ladies committee should maintain an up-to-date procedures document for the President, and the incoming Captains, to be given to these Office Holders on their election.

## 10. Management/Committees/Subcommittees

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The business and affairs of Cobh Golf Club shall be under the jurisdiction and control of The Management Committee (M.C.) who shall consist of an elected Chairperson, Treasurer, Secretary and at least four other elected members of the club of which two should be male and two females. The President may attend Management Committee meetings as a non-voting member.

Positions on the committee shall consist of at least: 30% Women 30% Men 40% either gender.

- The M.C. shall set up and sign a Code of Conduct
- The terms of office for each team of the M.C. shall be as follows:
- Chair 3 years / Hon Sec 3 years / Treasurer 3 years
- President 1-2 years - All other positions shall be annual

## 11. Chairperson at Meetings:

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The Chairperson of the Management Committee shall occupy the chair at meetings of the M.C. and in the absence of the Chairperson the voting members of the Management Committee shall elect a Chairperson.

- The Captain's or, in the absence of the Captains, the Vice-Captains, shall occupy the chair at meetings of the Men's/ Ladies' committees, respectively.
- The Chairperson of the Management Committee shall chair the AGM & EGM of the Club. In the absence of the foregoing, the President of the club may be appointed.
- The Chairperson at a Meeting shall, in addition to a deliberative vote, have, and shall exercise, a casting vote.

## 12. Elections

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- The members of the M.C. will be elected at the AGM of the Club and will serve a period not exceeding three years and shall be eligible for re-election.
- The Management Committee has the power to fill any vacancy in the committee by co-opting a qualifying member to serve on the M.C. until the AGM.
- The members of the Club have the right to propose candidates for election to the office of Chairperson, Treasurer and Secretary of the M.C
- Candidates shall not be eligible for election to more than one officer position in any year.
- Each Member of the M.C. shall serve a period of not more than six consecutive years.
- Members of the M.C. who have served for six consecutive years shall not be eligible for re-election to such Committee without first having ceased to be a member of the M.C. for at least one year.
- In the interest of continuity and coherent management of the Club, neither the Treasurer nor Chairperson of the M.C. shall leave office in the same year (except in exceptional circumstances)
- The Procedure for the election of members shall be as follows: Each candidate for election (except in the case of Honorary Members) shall be proposed by one voting member of a section and seconded by another voting member.

## 13. Captains and President - Elections

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- The Captain of the Men's and Ladies committees shall retire after one year's service and be succeeded by the Vice- Captains always provided that the members at the AGM may vote that the outgoing Captain should serve in that capacity for a second term of one year.
- The Secretary and Treasurer and Competition Secretaries of both committees, shall retire annually and shall be eligible for re-election, always provided that the same officer shall not hold the same office for more than six consecutive years.
- The Vice-Captains in office shall each have the right to nominate for election the Vice-Captain for the ensuing year subject to approval of the respective committees concerned.  
Note – No other nomination is allowed.
- Nominations of candidates, duly proposed and seconded with the consent of the nominees for election to the committee of each of the Men's/ Ladies committees and the M.C. shall be submitted in writing to the secretary of the relevant committee at least 10 days prior to the AGM of the club/section. All nominees must be properly proposed and seconded by ordinary members of the club.
- A complete list of nominees (Officers and Committee) together with the names of their proposers and seconders shall be displayed on the Club Notice Board for at least 7 days prior to the date of the AGM.
- The respective committees shall have power to fill vacancies occurring during their terms of office in any of the offices and committees by co-option of qualifying members. The members so co-opted shall hold office until the next AGM of the club/section.
- Each member of the Men's/ Ladies' Committee shall retire annually and be eligible for re-election.
- The retiring Captain of the Men's Committee shall serve as ex officio the following year.
- The retiring Captain of the Ladies Committee may serve by Invitation and Acceptance.

### **Summary of Notice requirement:**

Notice 14 days in advance of the meeting

Nominations 10 days in advance

Display of nominations 7 days in advance

## 14. Committee Meetings

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A record of attendance of committee members at all committee meetings shall be kept and read at the AGM prior to the Election of Officers.

At least eight (8) stated meetings of the Management Committee and eight stated meetings of the Members Sections shall be held during the year.

Any member of a committee who is absent for three consecutive meetings, or five in all, in a calendar year, without an acceptable reason shall be deemed to have resigned from that Committee and the vacancy shall be filled.

The quorum for Members Committee meetings shall be 5 voting members and 5 voting members for the Management Committee meetings.

Management	5 Votes
Ladies Club	5 Votes
Men's Club	5 Votes

## 15. Employment of Staff

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- The Management Committee alone shall have power to appoint a paid Secretary / Manager and such other employees as shall be required upon such terms and conditions as the Management Committee shall determine and to terminate such appointments from time to time.
- The Management Committee shall provide a staffing structure alongside a staffing chart ensuring there are up to date role descriptions for each staff member of Employment Contracts for each staff member (as required by law), an employee handbook for each staff member and Clear lines of reporting.
- Upon appointment the Manager shall act as Secretary Manager to both the Men's and Ladies Section, in addition to discharging the duties and tasks of Management of the Club.

## 16. Management Regulations

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- The Management Committee shall have the power to make, and from time to time to alter, such Bye Laws and regulations for the management of the club as it may consider necessary provided such Byelaws and regulations are not at variance with the Rules of Golf.
- Every member of every category and every visitor or other person using the Clubhouse or Course shall be subject to, and must comply with, all Rules, Bye Laws and Regulations in force in Cobh Golf Club.

## 17. Appointment of Sub-Committees

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- The Golf Committees may appoint Sub-Committees having first obtained the approval of the Management Committee in writing. In addition, the Golf Committees should each appoint a separate Sub-Committee to organise and run Senior Ladies' and Senior Men's events and competitions.
- The Golf Committees should appoint a joint committee to organise and run mixed events and competitions.
- The Management Committee shall also have the power to appoint Sub-Committees.
- The terms of reference of all Sub-Committees shall be furnished in writing, defining the scope of their authority and with clear instruction that such terms of reference shall not be exceeded.
- Such Sub-Committees shall submit written reports with findings and recommendations to the Management Committee for consideration.
- Each Sub-Committee shall retire annually on the date of the Annual General Meeting of the section concerned and of the Management Committee or when the function for which it was appointed is completed.
- The quorum of each Sub-Committee shall be defined at the time of appointment.
- The Chairperson of each Sub-Committee shall be elected at the first meeting and in addition to a deliberative vote, have, and shall exercise a casting vote.
- Committee secretaries shall be responsible for the every-day affairs/duties of their committees. All disciplinary letters will be forwarded to the Hon Secretary of the M.C.



## 18. Finance

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- The Treasurer shall keep full and detailed accounts, books, and records, showing the financial affairs, receipts, and disbursements of the section.
- The Banking account will be kept in the name of Cobh Golf Club and the Men's Club and the Ladies Club will also hold bank accounts in their names. All cheques will be signed by two officers - either the Captain/Treasurer or one other authorised signatory
- The Treasurer of the Committees shall issue an Audited statement of the Financial affairs of the section for the financial year ended 30th September for consideration by the Committees and for presentation and approval by the members at the AGM of the section. Approved reports to be forwarded to the Management Hon Secretary.

## 19. Fines and Suspensions

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Where a member is deemed to have breached the Rules, Byelaws and Regulations of the Club in force for the time being or for breaches of etiquette of golf, the relevant section concerned shall after investigation make recommendation and any penalty to the Management Committee who shall be empowered to:

- a. Impose a fine which shall not exceed 25% of the current Ordinary Members Subscription.
- b. Temporarily withdraw the use of the Clubhouse and Course including suspension of handicap.
- c. Impose a fine and in addition temporarily withdraw the use of the Clubhouse and Course and handicap suspension where such breach and conduct shall, in the opinion of the Management Committee, justify such fine and such withdrawal of the use of Clubhouse and Course and handicap suspension.

## 20. Call for the Resignation of a Member from The Club

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- a. Any member refusing or failing to pay a fine imposed by the Management Committee will, within 4 weeks after notification thereof, shall be suspended from the use of the Clubhouse and Course and shall have their handicap suspended until such fine shall be paid.
- b. The member shall have the right to appeal the decision of the Management Committee to the Trustees of the Club, whose decision on such appeal shall be the final resolution.

## 21. Annual General Meetings & Extraordinary General Meetings

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- The Annual General Meeting of the Men's and Ladies' Clubs shall, save in exceptional circumstances, be held in the month of November for receiving the Men's and Ladies' Section committee's annual report and the financial statement of audited accounts for the year ended the previous 30th September for electing Members of Committee, revising (subject to approval of the M.C) its rules and transacting such other business of the Men's and Ladies' Section as may be on the agenda.
- Fourteen days' notice, at least, of such AGM shall be given to the members of the club entitled to attend and vote at the AGM of the Members Sections. Such notice to be displayed on the Notice Board in the Clubhouse and through BRS
- The detailed report and financial statement of Audited Accounts shall be available to the Members at least 7 days prior to the meeting from the treasurer and in the clubhouse.
- Notice of Motions and nominations of officers and members of the Committees in both sections must be made to the Secretary of both sections in writing at least 10 days before the date of such meeting.
- Such notices and nominations shall be promptly posted on the club Notice Boards at least 7 days in advance.
- At an AGM or EGM no business shall commence or continue unless there is a quorum of 40 (forty) voting members in attendance. If a quorum is not present within one hour of the time appointed the meeting shall stand adjourned. If at the reconvened meeting a quorum is not present within one hour of the time appointed, the Members present shall constitute a quorum.

### **Notification to Management Committee:**

Following the AGM of each of the Men's and Ladies' sections the respective secretaries shall notify the Secretary of the Management Committee of the names of the Officers of their respective sections for the ensuing year. Each secretary shall also forward to the Hon Secretary notices of motion or recommendations as such section wishes to submit for consideration at the AGM of the Club.

### **EGM of any of the Section may be called at any time:**

- By direction of the Committee concerned or on a requisition to the Secretary of the relevant section, signed by at least forty members entitled to vote at such meeting stating the business that needs to be brought forward.
- In either case it shall be the duty of the Committee to have an EGM called within fourteen days after receipt of the requisition by the Secretary.
- Fourteen days' notice (**14**) of such EGM shall be given to the Members of the section entitled to attend and vote. Notice to be displayed on the Notice Boards in the Clubhouse/Locker rooms. Only the business as displayed on the notice board shall be transacted at the meeting.

**Notice requirements and process detailed below:**

	Notice of Meeting	Notice Board	Quorum
AGM/EGM	14	7	40
Men's AGM/EGM	14	7	30
Ladies AGM/EGM	14	7	15

**At the Management AGM/EGM**

- Tellers: 3 to be appointed at the meeting
- Voting: No proxies shall be allowed
- Voting by a show of hands
- A majority of one shall be sufficient to decide any question under discussion,
- In the event of a tie the Chairperson shall have and shall exercise a casting vote.
- If any member at an AGM or EGM proposes that the mode of voting on any matter should be by ballot and this is seconded by another member, then the question of whether voting should be by a show of hands or by ballot shall be decided by show of hands.
- An election of candidates for membership of the Committee of either the Men's or Ladies' sections or for membership of the Management Committee shall be by ballot and all members voting must vote for the full number of candidates for whom there are vacancies otherwise such voting paper is invalid.
- A Minute Book in which shall be recorded the Minutes of the AGM, the respective minutes shall be read out at the next AGM, EGM, or other Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chairperson. A printed attendance list from the previous AGM or EGM shall be provided at the relevant meeting.

## 22. Personal Property Policy

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Any personal belongings of members, visitors, and others, brought to, or kept at, or left on Club property shall be at the sole risk of the owners, and neither the club nor any committee shall be responsible for any loss or damage thereto however arising; but this rule shall not prejudice any claims by the Club or the owners against insurance companies in case of fire, or when otherwise covered by Insurance.

## 23. Legislation/Regulations Concerning the Registration of Clubs and Sales of Intoxicating Liquor

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No excisable liquor shall be sold or supplied on the club premises to any person under the age of 18 Years.

The Management Committee shall ensure that the club complies with the provision of the "Intoxicating Liquor Act" as amended from time to time.

## 24. Rules of Golf / Local Rules /Byelaws

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The Management Committee, in consultation with the golf committees shall from time to time:

- a) Prescribe such Local Rules as it considers necessary.
- b) Make such Bye Laws as it considers necessary to alter and repeal the same.
- c) Prescribe playing times and priorities on weekdays, weekends, holidays etc.
- d) Prescribe regulations for dress code on the course and within the clubhouse.

Each of the Men's and Ladies' Sections shall have power from time to time to make such Bye Laws as it considers necessary for matters relating to golf, but every such Bye Law shall be subject to ratification by the Management Committee.

## 25. Restrictions

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In relation to any proposed major alteration or change (excluding maintenance) to the existing golf course or clubhouse, the Management Committee shall seek approval of an AGM or EGM before proceeding. Such proposed alteration or change shall have an associated plan and budget presented in advance of the AGM or EGM. The Management Committee shall seek approval of an AGM or EGM for any purchase or disposal of land

## 26. Income and Property

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The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of reasonable and proper remuneration to any member of the Club.

## 27. Winding Up

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If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects like the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the or by Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and as far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners. Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

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## Club Administration Policy

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The Club Administration policy is designed to promote a consistent and comprehensive basis for the administration of the club, by voluntary office holders, by setting out rules and guidelines on how officers and committee members should fulfil their roles and how committee activities and meetings should be conducted. Each Honorary Officer, Officer and other members of the M.C. and golf committees should be given a copy within 14 days of their elected appointment.

### 1) Code of ethics for Officers, Committee members and Trustees: -

- a) The Captains and President will act jointly by attending and representing the club at sporting, social and ceremonial occasions.
- b) Exemplify in his/her actions and behaviour, the very highest standards and ethics of the club.
- c) Attend specific meetings and support its activities, but not act independently of the M.C. nor exercise any authority, nor enjoy any power to act or make decisions to an extent that is greater than that enjoyed by any other individual M.C. member unless with the prior collective agreement of the M.C. or in acting in accordance with the provisions of the Constitution or this Administrative Policy.
- d) Be available to meet invited visitors whenever possible.
- e) Support all relevant committees objectives and activities whenever possible.
- f) Be fully conversant with the Constitution and act as its primary guardian.
- g) Support and promote Junior Golf at every opportunity.
- h) Always acknowledge in appropriate ways the sporting achievements of members and any special contributions members have made on a voluntary basis to the club.
- i) Lead honour guards at club funerals.
- j) Exemplify the best possible standard of dress at all times. Wear club attire, Jacket or Jumper at all club organised social and ceremonial events and on such other occasions where it is appropriate to do so. Club attire shall also be worn at external social, ceremonial, funeral or golfing events when representing the club.

### 2) Officer Privileges & Benefits: -

The President and Golf Captains are Honorary officers and are entitled to free membership for their term. They are also entitled to a designated Car parking space.

## Funerals Protocol

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### **1. Serving President , Captains .**

- a) All members are notified by a general text.
- b) Flags at half-mast on day of removal and day of burial.
- c) Club closed at the time of the funeral - 2 hours
- d) Guard of Honour on day of Removal - with the permission of the family.
- e) Current and past officers attend burial wearing Club Jackets.
- f) Wreath - if acceptable to the family.
- g) Vote of sympathy by the Management Committee conveyed to the family.

### **2. Serving Officer, Trustee, Honorary Member , Chairperson, Manager.**

- a) All members are notified by a general text.
- b) Flag at half- mast on day of the burial.
- c) Club closed for 2 hours at the time of the funeral .
- d) Guard of Honour at the removal or burial or both - with the permission of the family.
- e) Current officers attend wearing club jackets.
- f) Wreath - if acceptable to the family.
- g) Vote of sympathy by the Management Committee conveyed to the family.

### **3. Past Officer, Current Committee Member**

- a) All members are notified by a general text.
- b) Flag at half-mast on the day of the burial,
- c) Guard of Honour on day of Removal - with the permission of the family.
- d) Current officers attend wearing club jackets.
- e) Vote of sympathy by the Management Committee conveyed to the family.

### **4. Serving Employee**

- a) Flag at half-mast on day of burial.
- b) Club closed on the day of burial.
- c) Paid day off for employees
- d) Guard of Honour on day of Removal - with the permission of the family.
- e) Wreath - if acceptable to the family.
- f) Vote of sympathy by the Management Committee , conveyed to the family.

### **Current member**

- a) Flag at half mast on the day of burial.
- b) Current officers attend wearing jackets.
- c) Optional for Past Officers to wear jackets.
- d) Vote of sympathy by the Management Committee conveyed to the family.

### **Neighbouring Clubs - Presidents/Captains/Manager/Close relative of a member.**

- a) President and Captains to attend wearing jacket
- b) Vote of sympathy by the Management Committee conveyed to the family .

Note : All members are welcome to take part in a guard of honour wearing the club jumper. Current officers shall occupy the leading positions.

## Code of Conduct & Conflict of Interest Register for Club Committees

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**The objectives of this Code of Conduct are to :-**

- Establish a set of ethical principles and appropriate behaviours within the Club.
- Promote and maintain confidence and trust within the Club
- Prevent the development or acceptance of unethical behaviours or practices within the club

**Business Conduct :-**

- The Club is committed to act ethically, honestly and professionally at all times. To this end Committee members should use their reasonable endeavours to participate in all meetings.
- Read and familiarise themselves with all documentation provided before the meeting.
- Punctually attend meetings and remain present until their conclusion and contribute actively to the business of the meeting and discussions arising.
- Create an environment at meetings where all members can express their views freely and openly without fear of reprisal.
- Share responsibility for decisions and avoid distancing themselves from such decisions.
- Be objective, honest and open in all their dealings.
- Exercise leadership, enterprise and judgement in directing the Club and act in the best interests of the Club as a whole and not to be guided by any outside influences of whatever kind, including political, commercial or stakeholder influences, or by personal interests.
- Must not make any unauthorised representations or issue unapproved correspondence in the name of the Club to any external party, including the media/social media.
- Should not use the Club's resources or time for personal gain or for the benefit of persons or organisations unconnected with the Club or its activities.
- Will behave with courtesy and respect towards the Chair , Honorary Secretary and fellow members of the Committee.
- Will not engage in conduct which in the reasonable opinion of the Committee would bring
- Committee members will take all necessary steps to avoid conflicts of interest, professional or personal, and will not be involved in taking a decision on a matter where a conflict of interest could arise. In particular, they must disclose any outside interests in conflict or in potential conflict with the business of the club..
- Should absent themselves when the Committee is deliberating or deciding on matters in which they or a person (partner, spouse, close family member or person living in the same household) or body connected with them has an interest.
- Should, in cases where they receive documents relating to their interests or those connected with them, return these to the Chair.
- Should a matter relating to the interest of the Chair arise , he/she should deputise another member to chair the meeting and should absent himself/herself when deliberating or deciding on a matter in which he/she or a person or body connected with him/her has an interest.



**Confidentiality : -**

Committee members will respect the fact that they may have access to and have a right to access certain information, including confidential information, only by virtue of their being members of the Committee. When members become aware of such information, they will maintain confidentiality in relation to all such information or business transactions except when otherwise authorised by the parties involved, or if required by law.

**Loyalty : -**

Committee members will acknowledge their responsibility to be loyal to the Club and fully committed to all its activities. Committee members shall abide by collective decisions of the Committee and not publicly adopt, promote and engage in a position which in the reasonable opinion of the Committee does not reflect the position, view or approach adopted. Notwithstanding this, it is accepted that individuals may have opinions on particular matters that differ from the collective opinion of the Committee and they are entitled to have their contrary opinions recorded at meetings. Not undermine the goals and objectives of the Club. Not publicly criticise fellow Committee members or staff. Defend and protect the good name of the Club.

**Fairness : -**

Committee members will ensure that all of their dealings are underpinned by a conscious commitment to fairness in all dealings with members, stakeholders and employees. They will ensure that everyone is valued and treated equally irrespective of gender, marital status, sex, race, colour, creed, membership of traveller community, sexual orientation, political preferences, age or disability or other status protected under legislation.

## Anti-Bullying Policy

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Cobh Golf Club will:

- Recognise its duty of care and responsibilities to safeguard all participants from harm.
- Promotes and implements this anti-bullying policy in addition to our safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of Cobh Golf Club to be given information about, and adhere to, this policy.
- The Designated Official Committee Grievance Control Officer to take action to investigate and respond to any alleged incidents of bullying.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that staff, volunteers, and coaches are given access to information, guidance and/or training on bullying.

Each participant, Coach, Volunteer, or Official will:

- Respect every child's need for, and rights to, an environment where safety, security, praise, recognition, and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our individuality makes each of us special and to be valued.
- Show appreciation of others by acknowledging individual qualities, contributions, and progress? be committed to the early identification of bullying and take prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed.
- Report incidents of bullying they see – failure to take action condones it. Bullying.
- All forms of bullying will be addressed.
- Everybody in Cobh Golf Club has a responsibility to work together to stop bullying.
- Bullying can include any statements or on social media.

Bullying can constitute any:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, or the continual ignoring of individuals - posting of derogatory or abusive comments, videos, or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions, or behaviour
- Unwanted physical contact
- Safeguarding all Children with a disability, from ethnic minorities, young people who are LGBTQ+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Provide All Children with:

- Information as to whom they should report any bullying including welfare.
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- Children should have access to helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and be supported · any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children who have been bullied will be supported and assistance given to uphold their right to play and enable them to develop their healthy development.
- Those who bully will be sanctioned.
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers:

- Parents/carers to be advised on Cobh Golf Club bullying policy and practice.
- Any incident of bullying must be discussed with the child's parents/carers.
- Parents/carers must be consulted on action to be taken (for both victim and bully) and as to what action should be taken.
- Support should be offered to the parents/carers including information on other agencies or support lines.

## Buggy use policy

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The club allows members to use their own buggies on our course subject to each owner having a minimum of third-party insurance. The club allows members and visitors to hire a golf buggy from the Professionals shop by agreeing to and signing our club's policy as set out in this document per the Golf Buggy Safe Work Practice. During normal conditions, the use of buggies owned by the club and privately owned ride-on buggies will be permitted during the summer months April to October as authorised by the Course Manager.

### CLUB BUGGIES

The Pro shop will be responsible for the day to day running of the same.

- Buggies should be pre booked.
- Each buggy will be signed out.
- Each buggy will be checked on return for any faults.

### PRIVATELY OWNED BUGGIES

- All members must be in receipt of the clubs Course Risk profile for Ride on Buggy users/policy procedures.
- Procedures. Proof of Insurance must be submitted to the office and renewed annually.

### GOLF BUGGY SAFETY POLICY

- Cobh Golf Club has a duty of care to all users of the Golf course.
- The topography of certain areas of the course is such that caution and prudence is essential.
- The Club must ensure the safety of all golfers including those who do not wish to ride on buggies.
- Duty of care to members of the public using various rights of way must be shown at all times by the user.
- It is necessary for the club to provide adequately safe means of access for all golfers.
- Ride on buggies must at all times be operated with the utmost courtesy, care, and consideration of other players and staff.
- Ride on buggy operators will be responsible for the security of their own buggies.
- The consumption of alcohol and or the improper use of drugs are strictly prohibited when using the buggy.
- Drive slowly downhill and set the brake when stopped.
- No person under the age of 17 years is permitted to operate a buggy.
- Club buggies must be used within the boundaries of Cobh Golf Club.

## **GOLF BUGGY SAFE WORKING PRACTICE GUIDE**

Cobh Golf Club has carried out a Course risk profile for Ride on Buggy Users to ensure safe use at all times.

- Course risk profile is clearly shown on the club Notice Board.
- Users to be aware of the Club's policy on buggy use.
- Two person's maximum per buggy.
- Caution taking off and stopping.
- Do not move off until occupants are seated.
- Absolutely NO person is to allow a person to stand/ride on the back of the buggy at any time.
- When the buggy is in motion - remain seated and keep all limbs inside the vehicle.
- Do not drive into prohibited areas.
- Do not drive on Greens / Water hazards strictly prohibited at any time during the round of golf
- Always consider the existing and pedestrian traffic.

Course Traffic and Route Guidelines: -

- During the normal summer period, buggies should only be driven in the 'Cut Rough'.
- Buggies are not permitted within 20 yards of the green, bunkers, water hazards, or tee except when using a pathway.

**Golf Buggy Safety Policy Acknowledgement form: -**

Name of User: \_\_\_\_\_

Address/Club: \_\_\_\_\_

By signing I acknowledge that:

- I have read the Cobh Golf Club – Buggy policy, Procedures and course risk profile for Ride on Buggies.
- I understand the terms & conditions of Cobh Golf Club Buggy policy
- I have been given the opportunity to ask questions related to this policy.
- I am aware of the areas where I am unable to take a ride on buggy
- I will ensure that my buggy is well maintained and operated in accordance with Cobh Golf Club's Buggy Policy.
- I have submitted a copy of my Insurance cover –(Privately owned buggies)
- I agree to indemnify Cobh Golf Club against all claims, costs and demands made against the club, arising out of or in connection with the use of the golf buggy.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Club Official \_\_\_\_\_ Date: \_\_\_\_\_

Golf buggies drivers do so at their own risk. Cobh Golf Club will accept no responsibility for any loss/or damage caused to any property

DISABILITY REQUIREMENTS – CONFIDENTIAL: -

To comply with Disability Legislation Cobh Golf Club operates a policy to enable disabled golfers to: -

- Use a buggy when due to adverse conditions buggies would not normally be allowed.
- A Doctors certificate is required. Please hand in to the office.
- The club also reserves the right to withdraw authorisation if the medical condition/disability ceases, or conditions of its use are not fully adhered to.

## Course Risk Profile: -

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### Hole

- 1<sup>st</sup> - LOW:** Slight slope down fairway . Buggy route to next Tee box
- 2<sup>nd</sup> - MEDIUM:** Slope up to Green. No buggy on the rough terrain right or left of the fairway. Left To the tee
- 3<sup>rd</sup> - MEDIUM:** No buggies left or right of the fairway. Right to next Tee..
- 4 - HIGH :** 200 yards from green, steep incline to next tee. Caution advised
- 5<sup>th</sup> - HIGH :** Incline up from Tee box - beware of slope to the left from Tee to Green
- 6<sup>th</sup> – HIGH:** Steep path from green to Tee.
- 7<sup>th</sup> – LOW:** Keep on the fairway.
- 8<sup>th</sup> – LOW:** Keep on the fairway.
- 9<sup>th</sup> – MEDIUM:** Slope down to the green – keep left of the green. Steep path to next tee box
- 10<sup>th</sup> - HIGH:** Steep decline leaving Tee area. Use the path to the right. Steep incline towards water to the left
- 11<sup>th</sup> -MEDIUM:** Slight descent on fairway.
- 12<sup>th</sup> - HIGH :** Water to the left of the buggy path. Stay on the path and the flat.
- 13<sup>th</sup> - LOW:** Bunkers halfway up the fairway. Keep right of green.
- 14<sup>th</sup> – MEDIUM:** Keep right -ditch to the left, sandbunker down to the right . Keep to the right of To the green
- 15<sup>th</sup> -LOW:** Use the right hand side of the fairway . Drive right to the next green. Incline.
- Roadway between 15<sup>th</sup> green and 16<sup>th</sup> Tee. Be aware of vehicular/pedestrian traffic.**
- 16<sup>th</sup> - LOW :** Keep on the fairway . Exit to right of green, up incline
- 17<sup>th</sup> - MEDIUM:** No buggies to leave the boundaries of 17<sup>th</sup> fairway. Drive carefully to the next tee.
- Roadway between 17<sup>th</sup> green and 18<sup>th</sup> Tee. Be aware of vehicular/pedestrian traffic.**
- 18<sup>th</sup> – MEDIUM:** Ditch to the left of Tee and fairway bunkers to right of fairway 200 yards from green. Incline

**Exit to the Car Park right side of the Green**

## **Staffing Equality Policy**

### **1. Purpose of Policy**

The Club is an equal opportunities Club and its policies are based on principles of equal opportunity for all in relation to positions and access in our Club.

### **2. Scope of Policy**

This Policy applies to all members, committees, volunteers and those we employ and engage. Discrimination of any kind against any person is prohibited.

### **3. Policy**

#### Equal Status

The Equal Status Acts 2000-2018 ('the Acts') prohibit discrimination in the provision of goods and services, accommodation and education. They cover the nine grounds of gender, marital status, family status, age disability, sexual orientation, race, religion, and membership of the Traveller community. In addition, the Acts prohibit discrimination in the provision of accommodation services against people who are in receipt of rent supplement, housing assistance, or social welfare payments.

The Acts prohibit discrimination subject to some exemptions, in access to and use of goods and service, including indirect discrimination and discrimination by Club, sexual harassment and harassment, and victimisation. The Acts allow positive action to promote equality for disadvantaged persons or to cater for the special needs of persons.

Discriminatory advertising is also prohibited. It is prohibited to publish, display or cause to be published or displayed, an advertisement which indicates an intention to discriminate, harass or sexually harass or might reasonably be understood as indicating such an intention.

#### Reasonable Accommodation

In addition, the Acts require those selling goods or providing services to provide reasonable accommodation or special treatment or facilities where without these it would be impossible or unduly difficult for a person with disabilities to avail of the goods and services, unless this would cost more than a nominal cost. What amounts to a nominal cost will depend on the circumstances such as the size and resources of the body involved.

Discrimination is defined in the Employment Equality Acts, 1998-2015 as "treating a person less favourably than another is, has been, or would be treated". Discrimination may occur where a job applicant, employee or customer is treated less favourably than another for one or more of any of the following reasons: - Gender, marital/civil, family status, religion, disability, sexual orientation, age, race, membership of the traveling community.

Discrimination may also occur where a condition or requirement is applied to all but cannot be so easily complied with by a particular person or group.



## Staffing and selection policy

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If we are hiring then all areas of the recruitment process are carried out with equality in mind. We will ensure that anyone involved in making employment related decisions will be given training and guidance to ensure that they comply with legal requirements and policy. Furthermore, no job applicant or employee may be placed at any disadvantage by any requirement or condition which has a disproportionately adverse effect on them, and which can be shown not to be relevant to his/her job requirement. We are committed to providing equality of opportunity to people in all aspects of employment. This includes ensuring that people with disabilities have full and equal access to employment, training, promotion and career development in the Club. We will ensure that any reasonable accommodations are made for any Employee with a disability to carry out their duties efficiently and effectively.

### Pay/Remuneration

The Act makes it illegal to discriminate on any of the nine grounds under The Employment Equality Acts 1998 -2015 in relation to pay levels. For the purposes of the Act, pay includes bonus payments, commission, sick pay, redundancy payments and skills allowances, but excludes pensions. There is nothing to prevent an employer from paying, on grounds other than those listed above, different rates of remuneration to different Employees.

### Conditions of Employment

No discrimination on any of the nine grounds under The Employment Equality Acts 1998 - 2015 can take place in conditions of employment such as access to overtime, access to promotion activities, access to shift work, and access to training.

### Training and Work Experience

Anyone who is ever employed will be afforded the same opportunities to develop full and rewarding careers. You will therefore be provided with opportunities whenever possible to acquire the range of training, competence and experience necessary for your career development.

### Career Development

Conditions governing access to career development will not discriminate, directly or indirectly, on any of the nine grounds under The Employment Equality Acts 1998 - 2015. Competitions will be conducted in a manner which does not discriminate on any of the nine grounds. Promotion and re-grading will be decided on objective criteria relevant to the objectives of the job.

You will be encouraged to prepare, plan and consider yourself for career development. Job opportunities will be advertised and you are encouraged to compete.

## **Role of Senior Personnel**

Senior personnel have an important role to play in ensuring equality/diversity have a particular responsibility to engender respect for difference and to accommodate diversity where appropriate.

## **Dignity at Work**

You will be treated with dignity and respect and provided with a safe working environment which is free from all forms of bullying and harassment. The importance of dignity and respect of all Employees at work will be promoted throughout the workplace. You are required to commit and participate fully to this ethos. We will take practical measures to facilitate the integration of particular groups, under the nine grounds of The Employment Equality Acts 1998 - 2015, into employment.

## **Unfair Treatment or Discrimination Complaints**

Anyone who feels that they have been unfairly treated should refer to our grievance procedure which is clearly outlined in our Disciplinary and Grievance policies.

## Privacy Policy

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Who we are - Our website address is: <https://www.cobhgolfclub.ie>

What personal data we collect and why we collect it –

### Comments

When visitors leave comments on the site, we collect the data shown in the comments form, and the visitor's IP address and browser user agent string to help spam detection. An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

### Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

### Contact forms - Cookies

If you leave a comment ..

On our site, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year. If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day

### Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

### Analytic

Who we share your data with...

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data.

Visitor comments may be checked through an automated spam detection service.

Your contact information

Additional information

How we protect your data

What data breach procedures we have in place

What third parties we receive data from

What automated decision making and/or profiling we do with user data

Industry regulatory disclosure requirements

## Social Media Policy – Cobh Golf Club

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### 1. Purpose of Policy

This policy sets out our position on social media and must be read in conjunction with the other club policies. Particular attention is drawn to the Bullying and harassment, computer and internet access, e-mail usage, data protection, communications and confidentiality policies, all of which are applicable to social media usage.

### 2. Scope of Policy

This policy on social media applies to all those engaged within the Club including the Members, Staff, Committee Members and Volunteers.

Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn), microblogs (such as X), blogs, wikis, Committees and other similar online mediums

This policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and we retain the right to disciplinary action up to and including dismissal. It also extends to future developments in internet capability and social media usage.

All IT resources are the club's property which are dedicated to achieving our business and sporting objectives. Inappropriate use is not acceptable and excessive activity is not permitted.

#### 3.1 Personal Use

Personal use of IT resources must not interfere with the club's commitments. A limited amount of personal use of the internet and social media is permitted on our equipment provided the following rules are observed.

Personal use must comply with the requirements and general principles of this policy and all other internet, computer, security and data protection policies. Unless expressly permitted in writing for your role, you must not use our name, logo, images or comment on our customers, members staff, or business IT resources

You must not access other people's media accounts on such resources.

## 3.2 General Principles Regarding Usage

You must adhere to the following when engaging in social media on club equipment and be aware of your relationship with the club when using online social networks.

- You must always identify yourself and your role if you mention or comment about the club.
- Once in the public domain, content cannot be retracted therefore always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you.
- You must state clearly that any views expressed are your own and not those of the club.
- Wherever practical, you must use a disclaimer saying that while you are involved with the club, anything you publish is your personal opinion, and not necessarily the opinions of the club.
- You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the club into disrepute, we reserve the right to take disciplinary action against you.
- Be aware of data protection rules.
- You must not post someone's details or photograph without their individual permission. If members do not wish their photos to appear on social media, they must make it known to the Committee in writing. Photographs of our events should not be posted online unless you have specific permission as part of your role to do so.
- Please see our Data Protection Policy for further guidance and the Golf Ireland Safeguarding policy.
- Material in which the Club has a proprietary interest such as software, products, documentation or other internal information must not be transmitted, sold or otherwise divulged, unless we have already released the information into the public domain. Any departure from this policy requires the prior written authorisation from management.
- Recommendations, references or comments relating to professional attributes, are not permitted to be made about members, officers, stakeholders or employees on social media and networking sites.
- If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
- It is very important that you immediately report any inappropriate activity online or behaviour regarding the Club, or third parties particularly where minors (UI 8) are concerned.
- All allegations made in good faith will be fully and confidentially investigated.
- You are required to cooperate with all investigations of alleged policy violations.
- Always remember on-line content is never completely private.
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others.

We reserve the right to utilise for disciplinary purposes any information that could have a negative effect on the Club which we come across in internet monitoring, or is brought to our attention by members, or members of the public.

All members are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect the Club. Examples of such behaviour include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any, office holder, member, employee or stakeholders or publishing any confidential or business-sensitive information
- Publishing material that might reasonably be expected to have the effect of damaging our reputation or professional standing Publishing untrue statements about the Club.
- Enforcement, non-compliance with the general principles and conditions of this social media policy may lead to disciplinary action, up to and including removal from Club roles and membership

This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards the Club. Monitoring of internet usage applies to personal use as well as normal business use of club IT equipment.

#### Disciplinary Policy & Procedures for Members & Volunteer

Ref: D.O = Disciplinary Officer / D.C. = Disciplinary Committee

#### Policy Statement / Purpose of Policy

This Policy is designed to outline the practices and procedures that the club will operate in respect of disciplinary matters which may arise. It sets out how it will handle such matters, what procedures are in place, the process we follow and how members can raise concerns within the Club.

We are committed to ensuring our processes and procedures are fair and give all parties the right to be heard and the right to appeal.

#### Objectives of Policy

This policy and our procedures are designed to help and encourage everyone to achieve and maintain high standards of conduct, ethics and performance. The policy provides a clear mechanism to deal with disciplinary matters, and complaints and with due process.

#### Scope of Policy

This policy applies to all our members and to our volunteers who are engaged in our club activities including our Management Committee and all Sub Committee members excluding the disciplinary and grievance policy applicable to the Clubs employees.

A separate Disciplinary and Grievance Policy applies to our employees.

## Disciplinary – General Principles

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- Disciplinary investigations and hearings may arise from any breach of the Clubs Constitution, Rules, Policies, Procedures, and Codes or may arise from a complaint made to the Club by a member or from such other source as may be deemed by the Management Committee.
- Disciplinary matters may also arise from behaviour or conduct which may reasonably be deemed by the management committee into disrepute.
- Disciplinary matters shall be fully investigated and if appropriate, a hearing convened to adjudicate on the matter.
- We appoint a Designated Officer (D.O.) to handle any disciplinary matters relating to this policy which may arise from time to time. The D.O. who will have the necessary skills to carry out this role and to take responsibility for assessing the evidence in any case. This will be completed prior to a hearing being set up, to determine if there are sufficient grounds to proceed with a disciplinary hearing. The D.O. will conduct any preliminary investigations such as seeking evidence or submissions from parties and to set up a
- Complaints by a member of any policies, codes, directions, procedures of any kind may be made by any disciplinary hearing, if deemed necessary.

### **Disciplinary Procedure -**

a) Complaints must be in writing and must include all relevant evidence as to the alleged breach.

b) The appointed D.O. will then review the complaint and decide as to how the matter should proceed.

c) If the D.O. considers the complaint to be a legitimate matter within the scope of this policy, he or she will then open a Case File. An example of a legitimate matter could include but is not limited to;

- Evidence provided, which in the opinion of the D.O. may mean a rule, policy or code may have been breached.
- A complaint which the D.O. considers is a reasonable ground that merits an initial investigation.
- Information provided that in the opinion of the D.O. could result in potential risk to any individuals or to the organisation as a whole and merits opening an initial investigation.
- The D.O. will set out the process, inform all parties involved in writing of the matter and allow all parties an opportunity to respond in writing, within a reasonable timeframe. In all cases the D.O. will make an initial assessment and determine whether a complaint merits an initial investigation.
- If the D.O. considers a matter is totally unfounded, or has no grounds, or there is no initial evidence and there is no risk to any individual or to the club from not proceeding with an initial investigation, then the D.O. has the authority to deem the complaint insufficient for dismissal.



- The D.O. may also determine that the matter is a grievance and suitable for the grievance procedure. Examples of grievances are outlined under the Cobh Golf Club Grievance Policy document and are separate to this process.
- d) The initial determination by the D.O. to proceed with a case is not reflective of the ultimate outcome of a matter or indicative of any guilt by any party which will be at the sole discretion of the Disciplinary Committee hearing the case. A complaint may be resubmitted to the D.O. at any time.
- e) Unless the D.O. indicates that there are sufficient grounds to delay proceedings an initial time frame for all parties to respond to an initial complaint shall be set at no longer than 14 days. The D.O. can conduct any necessary preliminary investigations and seek expert opinion and/or reports and an inspection of documents or files that are deemed necessary. The D.O. may conduct any initial enquiry deemed necessary in order to fully investigate the complaint in preparation of a file for a D.C. hearing.
- f) On completing an initial investigation, the D.O. decides if a D.C. hearing is required and if any charge for breach of policy, code, direction, or such other disciplinary offence needs to be issued against anyone. In the event such a charge is brought, the case will be submitted for consideration to a D.C. hearing.
- g) The D.O. shall not discuss the merits of any case with the Management Committee or the D.C. prior to the hearing. They shall provide details on the procedure to date, the file prepared and any background to the initial complaint only.
- h) Failure to reasonably cooperate with an investigation of the D.O. may also be referred to a D.C. who may sanction accordingly.

## **Disciplinary Procedure - Disciplinary Committee remit and role**

Disciplinary cases shall be heard by the D.C. which is ultimately responsible for hearing cases and adjudicating on cases. The following applies:

- a) The D.C. shall be made up of a panel of 3 persons –based on availability, independence, and knowledge of the issues to be considered. One member of the Committee shall act as Chair of the Committee. Cobh Golf Club shall set up a pool of persons with suitable skills who can be drawn upon for any disciplinary panel cases as they arise. This panel may be drawn from the membership overall, members of committees or members of the Management Committee once no conflicts of interest exist.
- b) The D.C. has a general Terms of Reference regarding its overall remit and composition.
- c) The D.C. may set out any additional Terms of Reference for specific cases such as requiring evidence, hearing of witnesses, written statements or other such terms as may be required in certain cases.
- d) The D.C. may request the attendance of any persons at a hearing. Failure to comply with any reasonable request may in itself result in disciplinary action if deemed appropriate in the circumstances.
- e) The D.O. takes charge of the administrative work for the D.C. and may also delegate a person to assist in minute taking and correspondence.
- f) The D.C. make their decisions entirely independently of other parties but can ask the D.O. for information on the process and the investigation they conducted to date.
- g) The D.C. shall decide by simple majority vote.
- h) Members of the D.C. shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or where conflicts of interest may arise.
- i) All proceedings and disclosures made in relation to a case remain confidential to the parties however decisions may be disclosed and made public (subject to the sensitivity and specifics of each individual case).
- j) The decision issued in each case shall be provided to all parties to the procedure.

## Disciplinary Procedure – Hearing procedures

- a) The D.O. must inform all parties to the case of the venue, date and time of the hearing and all Parties are entitled to attend the hearing. A party shall not be prejudiced if they do not wish to attend a hearing unless they have specifically been requested to attend by the D.C. and fail to do so.
- b) All parties involved in the hearing must confirm to the D.O. in writing the name and the role within, or relationship to the party, of all persons who will be attending the hearing on their behalf or at their request within time limits as stated in the notification. The D.C. shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.
- c) The D.C. once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- d) All parties shall be notified by the D.O. within three days by email and/or registered post, of the decision of the D.C. In urgent matters an oral decision may be initially issued, however it must be followed by a written determination.
- e) A hearing can be postponed if the appointed D.C. requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- f) The D.C. may adjourn or suspend proceedings for further deliberation or to seek further or additional evidence or expert advice or where it is otherwise considered necessary to do so, provided an adjournment does not unduly prejudice any party. Following an adjournment, the D.C. must reconvene within ten days.
- g) The D.C. shall consider all evidence that it deems relevant to the case.
- h) The D.O. and the committee shall remit all matters pertaining to the protection of children or vulnerable adults to the statutory authorities as required under the Child Safeguarding Policy. (See this Policy)
- i) Any type of proof may be produced in a hearing unless it does not serve to establish relevant facts. The following are, in particular, admissible: reports, declarations from the parties and witnesses, material evidence, social media extracts, expert opinions and unedited audio or video recordings.
- j) The D.C. will have absolute discretion regarding proof. The D.C. shall hear all evidence it considers relevant to the case and shall decide on the basis of the proof before them. The D.C. may request a party or any other body to submit information or documentation.
- k) The parties may be represented at a hearing by a third party but should appear personally were requested to do so by the disciplinary body.
- l) All parties shall bear their own costs.
- m) The D.O. shall notify a copy of each decision to all parties to the proceedings.
- n) It shall also be a breach offence not to comply with a decision, and any party that fails to respect such a decision may be sanctioned further.

## Appeals and Appeals Committee

- a) An appeal may be lodged against a decision of the Disciplinary Committee.
- b) Appeals must be lodged to the Designated Officer (5) days of the date on which the written notification of the decision being appealed against was received by the appellant. For the avoidance of doubt time limits begin from the day after receipt of the notification.
- c) The appellant must submit to the Designated Officer the initial appeal documents and all additional documentation, submissions and/or evidence upon which it intends to rely at the Appeal Committee hearing. The Designated Officer shall determine the relevant parties to the appeal and shall copy all parties with all documentation, submissions and/or evidence as soon as possible. The Designated Officer shall set all timelines.
- d) All appeal hearings shall commence within fifteen (15) days of receipt of the appeal by the Designated Officer unless there are exceptional circumstances which require an extension of this time. The Designated Officer shall inform all parties to the appeal of the venue, date and time of the Appeal Committee hearing.
- e) The Appeal Committee shall be constituted as per the D. C. and draw from a panel of persons who are not conflicted and have had no role in the initial D.C. hearing or investigation. The Appeal Committee, once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- f) All parties involved in the appeal must, at least three (3) days before the hearing, confirm in writing, by post, fax or email to the D.O. the name and the role, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request. The Appeal Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.
- g) Any party involved in the appeal, which fails to attend an Appeal hearing if requested to do so by the Appeal Committee may be subject to disciplinary action.
- h) In cases of urgency, the Appeal Committee, or if the Appeal Committee has not yet been appointed, the D.O., may amend the time limits indicated above, except for the time limit to file an appeal, to facilitate an expedited appeals process.
- i) Appeal procedures shall follow the same procedures as set out for D.C. procedures above in terms of the hearing, administration, evidence, and decision notifications. The Appeals Committee may also set terms of reference if it deems this necessary for specific cases.
- j) Disciplinary matters should only be referred to Golf Ireland on Appeal from a Club or only in exceptional circumstances where the D.O. considers it appropriate for Golf Ireland to investigate and hear a disciplinary matter involving a club.

## **External Appeals**

Any decision made by the Appeal Committee may be submitted exclusively by way of appeal to Sport Dispute Solutions Ireland (“SDSI”) in accordance with its rules and (where applicable) to the Court of Arbitration for Sport in Lausanne, Switzerland (“CAS”). The time limit for any appeal to CAS is twenty-one days after the receipt by the appellant of the decision to be appealed. If the Court of Arbitration agrees to entertain an appeal of the decision made, it will resolve the dispute definitively in accordance with the code of Sports-Related Arbitration. The decision of SDSI or, if applicable, the Court of Arbitration for Sport in Lausanne shall be final and binding on the parties.

## **Monitoring and Implementation**

This policy was approved by the Management Committee of Cobh Golf Club and will be reviewed every two years or updated in compliance with any new legislation or guidance before then. The Management Committee is responsible for all reviews of this policy and adoption of the policy is a matter for the Board.

The Management Committee will continue to monitor this and other policies to ensure they are in line with legislation and also with any other required changes which Golf Ireland wishes to include. The Management Committee is always open to reviewing its policies and taking on board any advice or guidance or suggestions in respect of the same.

## **GRIEVANCE POLICY AND PROCEDURES**

Cobh Golf Club is committed to having a fair and reasonable Grievance Policy for the benefit of all members of this Club. To facilitate the handling and resolution of any grievance that a member may have, the Management Committee will appoint a Grievance Contact Officer who will be the point of contact for members who wish to voice or submit a Grievance for resolution. In the event of a grievance, you are encouraged to raise your concerns openly and speedily, so that it can be dealt with. For this reason, raising such concerns should occur at the earliest convenience and to voice constructive opinions and to suggest and contribute solutions to the grievances that concern you.

Grievances could include for example:

- Believing something was not handled correctly.
- Raising concerns over behaviour of an individual
- Not believing equity has taken place over a particular matter.
- Raising unfairness of any kind
- General complaints about issues or individuals
- Time should be allowed for the matter to be resolved. If the problem is not satisfactorily resolved within a reasonable timeframe, the Grievance Contact Officer may investigate the matter further.
- If the matter is not resolved within a reasonable time, it should be referred for investigation with the Grievance Control Officer.

## Grievance Procedure:

The procedure below should be followed if you have a grievance.

- Informal Discussion: Problems, queries or complaints should be raised orally in the first instance and as soon as possible following the incident/event referred to the Grievance Contact Officer.
- Formal Procedure: If this discussion fails to resolve the matter to your satisfaction, you should refer your grievance in writing to the Grievance Contact Officer by Letter/Email outlining the grievance.
- In the letter/email you submit you should:
- Outline the details of your grievance, stating clearly what the issue is and/or with whom your grievance is against and the reasons for this.
- Confirm that the issue has been raised initially informally or state the reasons why you were unable to do this.
- State what outcome/resolution you are seeking.
- You will receive acknowledgement within 7 working days of receiving your grievance.
- Grievance Meeting/Hearing:
- The Grievance Contact Officer will decide if an investigation is required.
- If the Grievance Contact Officer considers the grievance is valid and requires further consideration a meeting/hearing in person or by phone may take place. You will be required to make yourself available for such a call or meeting. When the meeting has been held and/or where appropriate, the investigation completed, the Grievance Contact Officer will write to you within 10 working days to confirm the outcome.
- You have the right to be accompanied by another member during the meeting/hearing. If you choose to take advantage of this right, you must notify us of the name of the person prior to the grievance hearing.

## **Appealing an outcome of a Grievance:**

If you are unhappy with the outcome and decide to appeal you must confirm this in writing within 7 working days, setting out the reasons why. The Grievance Contact Officer will refer the matter to the Management Committee. The Management Committee will appoint another appropriate person to reconsider your grievance based on all documentation and information involved. When a decision has been made the Management Committee will confirm the outcome in writing. The decision of the Management Committee in the matter will be final.

Where the Management Committee believes a grievance has been made with malicious intent, they reserve the right to investigate and take disciplinary action where necessary, in accordance with Cobh Golf Club Disciplinary Policy.

Where we believe a grievance is more appropriately dealt with under the Disciplinary Policy, we will advise all parties of this decision. The Management Committee will then refer the matter to the appropriate person under the Disciplinary Procedure process of Cobh Golf Club.

## **Monitoring and implementation:**

This policy was approved by the Management Committee of Cobh Golf Club and will be reviewed every two years or updated in compliance with any new legislation or guidance before then. The Management Committee is responsible for all reviews and implementation.

The Management Committee will continue to monitor this and other policies to ensure they are in line with legislation, and with any other required changes which Golf Ireland wishes to initiate.

The Acts makes it illegal to discriminate on any of the 9 grounds under The Employment Equality Acts 1998 -2015 in relation to pay levels. For the purposes of the Act, pay includes bonus payments, commission, sick pay, redundancy payments and skills allowances, but excludes pensions. There is nothing to prevent an employer from paying, on grounds other than those listed above, different rates of remuneration to different Employees.

### **Conditions of Employment**

No discrimination on any of the nine grounds under The Employment Equality Acts 1998 -2015 can take place in conditions of employment such as access to overtime, access top promotion activities, access to shift work, and access to training.

### **Training and Work Experience**

Anyone who is employed will be afforded the same opportunities to develop full and rewarding careers. You will therefore be provided with opportunities whenever possible to acquire the range of training, competence and experience necessary for your career development.



## **Career Development**

Conditions governing access to career development will not discriminate, directly or indirectly, on any of the 9 grounds under The Employment Equality Acts 1998 - 2015. Competitions will be conducted in a manner which does not discriminate on any of the nine grounds. Promotion and re-grading will be decided on objective criteria relevant to the objectives of the job. You will be encouraged to prepare, plan and consider yourself for career development. Job opportunities will be advertised and you are encouraged to compete.

### **Role of Senior Personnel**

Senior personnel have an important role to play in ensuring equality/diversity have a particular responsibility to engender respect for difference and to accommodate diversity where appropriate.

## Safeguarding Policy 2023

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*COBH GOLF CLUB* is committed to ensuring the sport of golf is one within which all participants can thrive and flourish in a safe environment and that all children and young people have an enjoyable, safe and positive experience when playing golf.

It is necessary that all those working or volunteering in *COBH GOLF CLUB* understand their responsibility in safeguarding children.

This policy expands to 65 pages and the full copy , adapted to Cobh Golf Club ,is held on file in the office.

Below we outline the table of contents which are covered in the document forwarded to us by Golf Ireland and compiled by An Garda Siochana and Tusla .

# Introduction & National Policy & Guidance

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## 1.0 Values & Principles

### Responsibilities

- 2.0 Responsibilities in Child Safeguarding and Child Protection
- 3.0 Risk Assessment and Child Safeguarding Statement
- 4.0 Safeguarding Audit Framework
- 5.0 Child Safeguarding and Protection – policies, procedures and practice
- 6.0 Safe Recruitment Procedures for those working with Children & Young People
- 7.0 Safeguarding Training
- 8.0 Roles and Responsibilities
- 9.0 Reporting and Protection
- 10.0 Disciplinary, Complaints & Appeals of Code of Behaviour Breaches
- 11.0 Safeguarding Guidelines
- 12.0 Code of Conduct
- 13.0 *COBH GOLF CLUB* Representative Players (if applicable)
- 14.0 Legislation

### Appendices:

- Appendix 1 Risk Assessment and Child Safeguarding Statement
- Appendix 2 Safe Recruitment
- Appendix 3 Safeguarding Training
- Appendix 4 Roles and Responsibilities
- Appendix 5 Reporting and Protection
- Appendix 6 Disciplinary, Complaints & Appeals of Code of Behaviour Breaches
- Appendix 7 Safeguarding Guidelines

### Supervision

- ❖ Away Trips/Overnight Stays
- ❖ Transport
- ❖ Film & Photography
- ❖ Social Media
- ❖ Mobile Phones
- ❖ Physical Contact
- ❖ Late Collection
- ❖ One to One Coaching
- ❖ Juniors playing on the course without adults
- ❖ Adults and Juniors Playing together
- ❖ Changing Rooms
- ❖ Accidents & Incidents
- ❖ Safety
- **Anti – Bullying Policy**
  - Appendix 8 Codes of Conduct
  - Appendix 9 *COBH GOLF CLUB* Representative Players (if applicable)
  - Appendix 10 Legislation & Policy

**Captain/Manager:** A captain/manager is an individual who takes overall responsibility for a team or a group of sports people and who may often have a direct input into the nature and organisation of the activity itself.

**Child/Junior/Young Person:** A child/junior/young person is any person under 18 years of age unless they are or have been married (Child Care Act 1991).

**Club Children's Officer (CCO):** Children's Officers are appointed within golf clubs to act as a resource for children and to represent them at committee level. Their primary aim is the establishment of a child centred ethos within the club.

**Designated Liaison Person (DLP):** A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities at club or national level.

**Leaders:** For the purpose of this document, all adults involved in junior golf who work with and/or facilitate children to learn and compete in golf are referred to as Leaders.

**Mandated Person (ROI): (NGB level only)** The mandated person is a person named under schedule 2 of Children First Act 2015 (ROI). They have a legal responsibility to report concerns or allegations that reach or exceed the threshold of harm of abuse to Tusla

**National Children's Officer (NCO) (NGB level only):** A nominated person within Golf Ireland to advise on all matters in relation to safeguarding

**Official:** An official is an individual charged with the responsibility of ensuring that the rules of an activity are adhered to in a formal way. This category includes referees.

**PGA:** The Professional Golfers Association

**Relevant Person:** As defined in the Children First Act 2015 (ROI), this means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

**Relevant Service:** As defined in the Children First Act 2015 (ROI), this means any work or activity specified in Schedule 1 [of that Act]

**Selector:** A selector is an individual who has responsibility for the selection of participants under 18 years of age for teams and events.

**Statutory Authorities:** The authorities who promote the protection and welfare of young people and who have the responsibility for the investigation and/or validation of suspected child abuse - Tusla & An Garda Síochána.

**Statutory Authority Guidelines on Child Protection:** In the Republic of Ireland - *Children First: National Guidance for the Protection and Welfare of Children, Department of Health and Children 2017.*

**Volunteers/Assistants:** Volunteers/Assistants are those people who provide back-up to any of the roles above and often such assistants are involved on an intermittent basis (e.g. Supervision, provision of lifts to matches or competitions; checking equipment, etc.).

## **INTRODUCTION**

*COBH GOLF CLUB* believes everyone should be able to enjoy golf in a safe environment and that each person within the organisation either in a paid or voluntary position has a responsibility to protect and safeguard children and vulnerable adults. This policy aims to highlight these responsibilities and provide clear guidelines to all involved.

All sections of this policy are supported by detailed appendices referenced throughout the policy, which should be referred to while reading the relevant section.

In addition, *COBH GOLF CLUB* are committed to:

- Respecting the rights of children is paramount.
- Providing opportunities for every child interested in playing golf to gain a positive experience.
- Including and involving children in decision making, providing opportunities for children to be heard.
- Promoting and implementing policies and procedures that:
- Safeguard the wellbeing of children and protect them from harm or abuse, ensuring that everyone knows what to do and who they can speak to.
- Prevent and respond to bullying behaviour, ensuring that everyone knows what to do and who they can speak to.
- Requiring members of staff and volunteers to adopt and abide by this safeguarding policy.
- Training, supporting and supervising members of staff and volunteers to adopt best practice.
- Regularly monitoring and evaluating the implementation of this policy.

## NATIONAL POLICY & LEGISLATION

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This safeguarding policy document is underpinned by national policy and legislation, in ROI Children First: National Guidance for the Protection and Welfare of Children 2017, and the requirements under The Children First Act 2015, and in Northern Ireland – the Children (NI) Order and Cooperating to Safeguarding Children and Young People 2017.

This guidance is also informed by Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child, The Child Care Act 1991, The Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. In Northern Ireland guidance is also from Safeguarding Vulnerable Groups (NI) Order 2007 and Protection of Freedoms Act 2012.

### **1.0 COBH GOLF CLUB Safeguarding Core Values and Principles**

Participation in golf plays a crucial role in the development of children and young people due to the range of skills learned through their involvement in activities that contribute towards the holistic development of children. Whether at grassroots level or elite performance, *COBH GOLF CLUB* wants to create a safe, positive and nurturing environment where all children can learn important values including honesty, teamwork and fair play. In addition, children involved in golf can learn to respect themselves and others, adhere to rules, and develop a healthy relationship with competition at whatever level they are participating at.

The following are our core values and principles:

- **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in golf.
- **Fun and Healthy** – *COBH GOLF CLUB* will try to make golf activities a fun and healthy experience for all involved.
- **Needs of the child** - All junior golf experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- **Integrity in relationships** - Adults interacting with children in golf are in a position of trust and influence and must never abuse this position of trust. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- **Fair Play** - All junior golf should be conducted in an atmosphere of fair play. *COBH GOLF CLUB* will promote fair play, respect, ethics, integrity and safety throughout our organisation
- **Quality atmosphere & ethos** - Junior golf should be conducted in a safe, positive and encouraging atmosphere.
- **Competition** - Competition is an essential element of golf and should be encouraged in an age appropriate manner. A balanced approach to competition can make a significant contribution to the development of children, while at the same time providing fun, enjoyment and satisfaction. However competitive demands are often placed on children too early which results in excessive levels of pressure on them. Golf leaders should aim to put the welfare of young people first and competitive standards second.
- **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, disability, age, gender, sexual orientation, religion, social and ethnic background or political persuasion.

## 2.0 Responsibilities of COBH GOLF CLUB in Child Safeguarding

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A central goal for *COBH GOLF CLUB* is to provide a safe, positive and nurturing environment where children can develop and enhance their physical and social skills from grassroots to elite performance. Promoting a child centred ethos goes hand in hand with identifying and eliminating practice that impacts negatively on safe and enjoyable participation in junior golf. *COBH GOLF CLUB* promote the principles of safeguarding children by:

- a) Carrying out a risk assessment and producing a Child Safeguarding Statement
- b) Reviewing our policy and procedures every three years or whenever there is a major change in legislation.
- c) Undertaking appropriate recruitment processes to include vetting checks and references.
- d) Attending safeguarding training to raise knowledge and awareness of the standards that are expected when working with children and how/when to report a concern.
- e) Implementing Codes of Conduct for all those working with juniors/young people
- f) Appointing a Club Children's Officer and Designated Liaison Person
- g) Communicating safeguarding procedures/guidelines to staff, coaches, volunteers, parents, and juniors.
- h) Ensuring that the Sport Ireland Safeguarding audit process is completed

### **By implementing the above it ensures:**

- a) *COBH GOLF CLUB* fulfil legal and moral obligations for the protection of children
- b) a positive message is sent to children and their parents/guardians about the value placed on children and their participation in golf
- c) a positive message is sent to children and their parents/guardians about the value placed on children and their participation in golf
- d) a positive message is sent to staff, leaders and volunteers that they will be supported and guided when they are working with children and safeguards will be in place to minimise risk to all
- e) the standards and expectations for everyone working in golf
- f) a legacy for the future of golf is built
- g) The risk of legal action against the club is reduced, by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

### 3.0 Safeguarding Risk Assessment and Child Safeguarding Statement

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In line with our requirements under Children First National Guidance 2017 (ROI) where we must ensure that we prevent, as far as practicable, deliberate harm or abuse to the children while availing of our services, *COBH GOLF CLUB* have carried out a safeguarding risk assessment where we examined all aspects of our services from a safeguarding perspective. *COBH GOLF CLUB* Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate or minimise these risks.

#### **Child Safeguarding Statement**

The Child Safeguarding Statement is a written statement that specifies the service being provided by *COBH GOLF CLUB* and the principles, that a child availing of our services is safe from harm by managing any risk identified as follows:

- Investigating an allegation against any leader/staff member/volunteer about any act, omission or circumstance in respect of a child availing of our service.
- Selecting and recruiting leaders/staff/volunteers who are suitable to work with children.
- Providing information and training to leaders/staff/volunteers on child protection and safeguarding issues.
- Enabling leaders/staff/volunteers in ROI, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the statutory authorities. In NI reports are made to the Health and Social Care Trust in accordance with their guidance.
- Maintaining a list of persons in *COBH GOLF CLUB* who are mandated persons under the Act.
- Appointment of a relevant person in *COBH GOLF CLUB* for the purposes of the Act.