

Code of Conduct & Disciplinary Policy

MANUKORIHI GOLF CLUB
INC.



Title:	Code of Conduct and Disciplinary Policy		Version:	3.1
Date:	20.08.2026		Review	20.08.2028
Purpose:	The purpose of this Policy is to provide clear guidelines to members and guests to Manukorihi Golf Club regarding expected standards and behaviour and the procedures for addressing breaches of these standards. The Policy is also applicable when Manukorihi Golf Club (MGC) Members are representing the Club. It outlines Process and the correct method to follow to allow any Person to make a complaint, the steps taken to further a complaint, and likely outcomes to provide transparency and fairness to uphold the integrity of all parties.			
Scope	Members, Visitors, Golfers representing other Clubs, Golf Pros and Course Workers			
Reference	By Law enacted by MGC Committee (The Club), Rules 2025, section 3 i) Members rights and Obligations and section 3 k) Misconduct of Members.			

Guidelines:

- 1.1. Members of MGC are expected to adhere to a high standard of behaviour that embodies sportsmanship, integrity, courtesy and respect to engender a positive, welcoming atmosphere.
- 1.2. Rules of the Club will be upheld in conjunction with this Policy.

2. Manukorihi Golf Club Committee will:

- 2.1. Hold responsibility for overseeing the complaints procedure.
- 2.2. Establish a Disciplinary Sub-Committee as and when it is needed and disbanded after the case has drawn its natural conclusion. It will consist of three (3) members. Refer to Rule k) ii.
- 2.3. Be tasked with implementing this Policy and treat Everyone who activates this Policy in a fair , impartial and open manner, so people are treated equitably.
- 2.4. Treat all cases under this Policy as Confidential and any written minutes are "In Committee" so Individuals Privacy Rights are maintained.
- 2.5. Conduct thorough investigations, organise face to face meetings with relevant parties as required to ascertain the facts.
- 2.6. Impose any penalties decided upon within the specific guidelines in the Policy.
- 2.7. Have the Club President serve as Convenor, or their appointed person, to provide Leadership and coordination for the process.
- 2.8. Provide information for those who ask about the disciplinary process when required.

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- 2.9. Promote and encourage safe, and responsible behaviour and practice through meetings, newsletters and their own behaviour.
- 2.10. Implement, maintain, and communicate policies and procedures that address behaviour.
(Health & Safety, Privacy)

3. All Members will:

- 3.1. Adhere to the MGC Rules of good conduct and good sportsmanship.
- 3.2. Be responsible and accountable for their actions while on the course, in the clubrooms and while representing the MGC at any event here or overseas.
- 3.3. Act in line with any relevant policies and procedures.

4. Complaints Procedure

Serious misconduct:

- 4.1. If the allegation is that serious misconduct has occurred, MGC may temporarily suspend the Person while the Disciplinary Sub-Committee carries out or completes an investigation, but the person must first be given an opportunity (which may be brief) to comment on suspension.
- 4.2. A Person is charged with a criminal offence which relates to the MGC.
- 4.3. If any investigation extends beyond two weeks due to matters beyond the anyone's control, the suspension may continue but come off any penalty imposed, if appropriate.
- 4.4. The Disciplinary Sub-Committee must consider whether there are any reasonable alternatives to any proposed permanent suspension for serious misconduct.
- 4.5. After hearing the person's comments and explanations, the Disciplinary Sub-Committee will take their findings to a full Committee meeting. If the Committee is satisfied that there has been serious misconduct and that a longer suspension is justified, the Disciplinary Sub-Committee will convey the findings and reasons why back to the Person(s) involved.
- 4.6. This may lead to termination the persons membership, without any refund of membership fees. Or a temporary suspension as deemed appropriate.
- 4.7. If after hearing the Person's comments and explanations, the Disciplinary Sub-Committee is satisfied that either
 - a. there has been misconduct but it is not serious; or
 - b. there has been serious misconduct but there are mitigating circumstances;

The Disciplinary Sub-Committee may warn the person in accordance with the misconduct and warnings section below.

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Misconduct and Warnings

- 4.8.** After hearing the persons comments and explanations, if the Disciplinary Sub-Committee, (and the Committee) is satisfied that there has been misconduct and that a warning is justified, then they may, at its discretion, issue any of the following, depending on the nature of the misconduct. Unless any warning given states otherwise, each warning will remain in force for a period of 12 months.
- 4.9.** Warnings comprise of a Verbal warning (issued in writing), a written warning, or a final warning (see Disciplinary Process Map for further information)

Behaviours invoking this Policy

5.0 Serious Misconduct

- 5.6 Criminal conduct
- 5.7 Theft of MGC or others property in the care of MGC.
- 5.8 Foul or Abusive language
- 5.9 Threatening behaviour or language
- 5.10 Physical contact that intimidates the other person involved
- 5.11 Deliberate damage to MGC grounds or property
- 5.12 Failure to adhere to penalties imposed under the rules or any penalty issued by MGC under this Policy.
- 5.13 Any other behaviour that may be deemed to be serious that could bring the MGC into disrepute.
- 5.14 Any damage done to the Club may seek restitution from the Person(s).
- 5.15 Future Membership may be refused.

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6.0 Misconduct

- 6.1 Failure to Comply with club rules and golf etiquette (minor)
- 6.2 Unsportsmanlike conduct and unnecessary gamesmanship
- 6.3 Deliberately Interfering with another person’s play
- 6.4 Engaging in behaviour that is detrimental to the game of golf

All members or people witnessing negative behaviour that may fall under this Policy have a duty of care to report it, and/or be willing to respond to Disciplinary Sub-Committee enquiries about the behaviour.

Read in conjunction with the Disciplinary Process map

Signed: *Karl Stratton*

Date: 20th August 2026

Name: President Karl Stratton

For: Manukorihi Golf Club

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Disciplinary Process map

Start Here

1. Performance/Conduct issue is identified

- Assess the nature of the concern / complaint and whether it is sufficiently robust and serious enough to take formal disciplinary action.
- Depending on the nature of the concerns re conduct, MGC may decide to discuss the issue *informally* with the person **making notes of discussion(s) and actions**, and following up to ensure the problem is resolved:

OR

- MGC may decide to address the conduct *formally* through the Disciplinary Procedure.

ACTIONS:

1. A Disciplinary Sub-Committee of 3 will be appointed by the Committee (not friends or relatives of any party involved)
2. The Chairperson of the Disciplinary Sub-Committee will contact the Person involved
3. State the accusation against them while not revealing the Complainants identity.
4. If the person is contrite and offers an apology immediately, AND it is not a serious misconduct matter, ask for it in writing to be sent the other person (Victim).
5. Tell them you'll discuss it with the Disciplinary Sub-Committee to decide if it is taken further under the Policy. This is not a personal decision but a decision under the Policy. (also how the "Victim" sees the harm as their point of view is paramount)
6. Written notice to be sent within 7 days.

2. Serious Misconduct?

- Is the misconduct considered serious misconduct? (Note: legal test is what a fair and reasonable club could consider serious misconduct).
- Consider suspension - in case of serious misconduct, consult with the person regarding the decision while investigating.

ACTIONS:

Written notification of investigatory meeting provided to Person

[What should be in the Letter](#)

The Initial Letter

1. Advise you are commencing a disciplinary investigation process
2. Outline your factual allegations (evidence) and the rule it breaches
3. Advise on the potential disciplinary outcome from the process (the type of warnings they could receive) should the complaint be upheld
4. Schedule a mutually agreeable time to meet and discuss
5. Advise they can bring a representative or support person
6. Attach any supporting evidence or document (Code of Conduct Disciplinary Policy etc)
7. Ask they contact you to accept the time and place or suggest an alternative that is mutually agreeable to both parties.
8. DO NOT offer any opinions, as you haven't heard both sides of the story yet.

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Investigatory Meeting

- Introduction – Chairperson of the Disciplinary Sub-Committee to outline:
 - The reason for the meeting and reiterate its investigatory nature.
 - That the person was advised they could bring a representative. If chose not to, are they still fine to proceed?
 - Possible outcomes, e.g. no action, another discussion/follow up or issued with a warning (verbal or written).
 - That the outcome is not pre-determined - want to hear what the person has to say and key objective is to resolve the situation and bring about change for the better.
- Chairperson to outline concerns re conduct and outline what is expected conduct.
- Person is given opportunity to respond, without interruption except to clarify any comments.
- Chairperson to prompt whether there are any issues or mitigating circumstances that may have led to or influenced conduct (e.g. problems at work or at home) and what can resolve this?
- If appropriate at this point, discuss what can be done to prevent conduct issue from reoccurring (e.g. suggesting alternative responses, anger management)
- Minutes or notes to be taken (use a note taker if required).
- Chairperson to advise timeframe for getting back to person, after listening to any witnesses or gathering more information.
- The Disciplinary Sub-Committee with the full Committee will then consider both sides of the incident and the Chairperson will let the Person know the outcome to comment on before issuing any penalty.

Meeting ACTIONS

Introduction - Introduce the 3 Members of the Disciplinary Sub-Committee, if not known and introduce the person back, if not known. Briefly state why you are there. Lead on to the following:-

1. Also mention the existence of any witnesses and the interviews you had with them, but keep their identity anonymous.
2. Outcome is not predetermined and this meeting is to clarify points of view and gather more information
3. Do NOT offer your opinion in this meeting, get any clarification you may need from them.
4. Consider the responses and evidence you have, advise him / her when you will get back to them
5. After you have considered their response, then call another meeting with the Full Committee to discuss.
6. Chairperson to advise back to the Person(s) what your conclusions are – give them a further brief opportunity to reply. (this is best done face to face, but could be via phone)
7. Disciplinary Sub-Committee must consider their response, this may change the previous conclusion, so reconsider the decision and any action.
8. Advise the Person of the decision
9. Write a letter to them confirming the decision
10. The warning lasts for a Serious Misconduct or Misconduct for 12 months

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Considerations in addition to above

Serious Misconduct

Committees (Disciplinary Sub-Committee and full Committee) may decide to issue final warning - proceed to suspension. Decide an appropriate time frame, or expulsion and whether to maintain membership in the future.

No formal warning required

- Disciplinary Sub-Committee satisfied a formal warning, suspension or expulsion is not required.
- Any further assistance / steps going forward to avoid reoccurrence/assist improvement are decided.
- If appropriate, Chairperson to set or confirm a performance improvement plan (if a Worker) or outline expected behavioural improvements, with a timeframe where performance criteria/conduct standards must be met. (consider- over the next "x months," or "immediately".
- Ask the person involved what they think they should do to negate any further conduct issues.

AND

Written notification of outcome to Person

1. Letter summarising meeting discussion, outcome and any corrective action or steps going forward including any improvements and a review period arrangement, if required
2. Meeting to discuss outcome and present letter, if required.
3. A non-formal outcome must still be in writing and on the record for a period of time.

If you need Further investigation

- Further meetings/evidence gathering to take place in investigation.
- Letters inviting witnesses or Person to attend investigatory meetings.
- Yes- write it down, they can deny a phone call.

At the meeting:- Minutes or notes to be taken (use a note taker if required).

Reconvene meeting with person

- Advise person of further information from investigation and give person the opportunity to respond.

Warning issued

- Is there is another warning in place? If yes, check warning and whether it is appropriate to give a final warning or consider dismissal.
- As per Disciplinary Procedure, the Disciplinary Sub-Committee issues either verbal or written warning.
- Written notification of outcome of disciplinary process is provided to person to include:
 - The sort of warning it is.
 - Is it a recurring conduct problem.
 - Reference to any previous warning(s), if relevant.
 - Consequences of any further poor misconduct.
 - What corrective action is required including details of performance improvement plan and review period arrangement and any other assistance / steps to avoid reoccurrence / assist improve.
 - The duration of the warning, e.g.12 months.

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- If final written warning has already been provided or in case of serious misconduct then proceed to expulsion.
- Have you conducted yourself in the spirit of the Game and in fairness?

Final

The Disciplinary Sub-Committee is disbanded and all conversations and notes are treated as “In Committee” under the Privacy Act and will not be shared to any other party unless Legal Counsel is involved.

If Legal Counsel is involved, then the original Disciplinary Sub-Committee shall reconvene. There is no compulsion to share any confidential notes or witness statements.

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