



THE HALIFAX GOLF CLUB
Code of Conduct Policy

Policy owner: Club Secretary

Approved by: Board of Directors / Management Committee

Effective date: September 2026

Review date: September 2029

Version: 2.0

1. Purpose

The Halifax Golf Club Ltd. is committed to providing a safe, welcoming and enjoyable environment that is free from discrimination, harassment and intimidation.

This Code of Conduct establishes the standards expected from everyone using the Club. It is intended to promote the Club's values without creating an unnecessarily bureaucratic or regulatory environment.

Everyone is expected to act with courtesy, integrity, fairness, good sportsmanship and respect for others.

2. Scope

This Code applies to:

- All members, including honorary, temporary, student and junior members.
- Guests and visitors.
- Competitors and visiting golfers.
- Employees, Greens staff, volunteers and officials.
- Coaches, team captains, parents, guardians and spectators.
- Contractors, suppliers and anyone representing the Club.
- Members of the public using or attending Club facilities or events.

The Code applies:

- On the golf course.
- In the clubhouse.
- In locker rooms and changing areas.

- In the car park and surrounding grounds.
- At Club meetings, functions, competitions and social events.
- When representing the Club elsewhere.
- In Club-related emails, messaging groups and social-media activity.

Members are responsible for ensuring that their guests understand and comply with this Code.

3. **General standards**

All persons covered by this Code must:

- Treat others with dignity, courtesy and respect.
- Act honestly and fairly.
- Behave in the spirit of the game of golf.
- Follow reasonable instructions from Club employees, officials and volunteers.
- Comply with the Rules of Golf, local rules, Club policies and safety notices.
- Respect Club property, facilities and equipment.
- Protect the safety, wellbeing and privacy of others.
- Raise concerns responsibly through the appropriate channels.
- The Club recognises that friendly adult “banter” can contribute to a healthy atmosphere. However, banter is unacceptable where it is offensive, intimidating, discriminatory, unwanted or causes distress.

4. **Equality, diversity and inclusion**

The Club is committed to equality, diversity and inclusion. No person must be discriminated against, harassed or victimised because of a protected characteristic under the Equality Act 2010, including:

- Age.
- Disability.
- Gender reassignment.
- Marriage or civil partnership.
- Pregnancy or maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.
- The following conduct is prohibited:
 - Direct or indirect discrimination.
 - Harassment or unwanted conduct.
 - Victimisation.

- Bullying or intimidation.
- Racist, sexist, homophobic, transphobic, religious or disability-related abuse.
- Deliberate unfair exclusion or disadvantage.
- Offensive jokes, gestures, comments or “banter” relating to a protected characteristic.
- Anyone who witnesses discriminatory or harassing behaviour should report it to the Club.

5. **Unacceptable behaviour**

The following behaviour is prohibited, whether it occurs in person, in writing, online or through social media:

- Physical violence or threats of violence.
- Aggressive confrontation or intimidation.
- Bullying, harassment or stalking.
- Foul, abusive, threatening or discriminatory language.
- Offensive gestures, insults or unwanted physical contact.
- Club throwing or reckless misuse of equipment.
- Deliberately endangering another person.
- Cheating, dishonesty or knowingly misrepresenting scores or handicaps.
- Theft, fraud or deliberate damage to Club property.
- Sexual misconduct or inappropriate behaviour.
- Disrespectful or abusive conduct towards employees, Greens staff, officials, volunteers or fellow players.
- Retaliation against someone who raises a concern or participates in an investigation.
- Conduct that seriously damages the reputation of the Club.
- Unacceptable behaviour or language directed towards a member of staff will not be tolerated. Disciplinary procedures may be considered in all such cases.

6. **Clubhouse and premises**

Members, visitors and guests must:

- Maintain an acceptable standard of behaviour at all times.
- Treat staff, members and visitors courteously.
- Observe the Club’s dress code.
- Respect dining areas, quiet areas, functions and organised activities.
- Use Club property and facilities responsibly.
- Follow fire, health and safety requirements.
- Comply with licensing requirements and reasonable staff instructions.

- Keep mobile phones on silent where requested.
- Use mobile phones considerately so that they do not disturb others.
- Leave facilities clean, tidy and secure.
- The following rules apply:
- Discrimination, harassment and intimidation are unacceptable.
- Foul or abusive language has no place in the clubhouse.
- A person using offensive or unacceptable language may be asked to stop or leave.
- Excessive alcohol consumption is not permitted. Staff may refuse service where necessary.
- A person who is intoxicated, disruptive or threatening may be required to leave.
- Smoking and the use of e-cigarettes are prohibited inside the clubhouse and locker rooms.
- Smoking and vaping are also prohibited in any other areas designated by the Club.
- A person asked to leave the premises must do so immediately and peacefully.

7. On-course conduct

All golfers must:

- Avoid slow play.
- Keep up with the group in front.
- Allow faster groups to play through where appropriate.
- Wave the following group through when searching for lost balls, where appropriate.
- Follow the Rules of Golf, R&A requirements and local rules.
- Observe the Club's dress code.
- Demonstrate fair play both on and off the course.
- Follow established golf etiquette.
- Repair pitch marks.
- Replace divots.
- Rake bunkers.
- Keep trolleys and buggies off or away from teeing grounds and greens.
- Follow buggy restrictions and course signage.
- Respect fellow golfers, employees, Greens staff, officials and visitors.
- Behave in a sportsmanlike manner.
- Switch mobile phones to silent.
- The following conduct is not permitted on the course:
- Shouting unnecessarily.
- Foul or abusive language.
- Aggressive behaviour.
- Throwing clubs or misusing equipment in frustration.
- Deliberately hitting a ball towards another person.

- Knowingly cheating.
- Disrespecting employees, Greens staff, officials or fellow players.
- Ignoring safety instructions or course closures.
- Driving a buggy recklessly or without authorisation.
- Mobile phones may be used in emergencies. GPS and other permitted golfing functions may be used provided that they do not negatively affect fellow players or disrupt play.

8. Alcohol, illegal substances and smoking

Alcohol must be consumed responsibly and in accordance with licensing law.

The Club reserves the right to:

- Refuse alcohol service.
- Require an intoxicated or disruptive person to leave.
- Restrict alcohol consumption at particular events or times.
- Report serious incidents to the appropriate authority.

The taking, possession, supply or use of illegal substances on Club premises or during Club activities is prohibited.

Illegal-substance offences will be treated as serious misconduct. The attached Halifax Golf Club policy states that taking illegal substances may result in immediate suspension and loss of membership. Any suspension or termination must be administered in accordance with the Club's constitution, disciplinary regulations and applicable law.

Smoking and the use of e-cigarettes are prohibited in the clubhouse and locker rooms, together with any other areas designated by the Club.

9. Safeguarding children and adults at risk

The Club is committed to safeguarding children and adults at risk.

Everyone must:

- Follow the Club's safeguarding policy.
- Treat children and adults at risk with dignity and respect.
- Maintain appropriate personal and professional boundaries.
- Avoid inappropriate one-to-one situations where possible.
- Never engage in abusive, exploitative, sexual or humiliating behaviour.
- Report safeguarding concerns promptly.
- Follow instructions from the Club Welfare Officer or designated safeguarding person.
- Safeguarding concerns must be referred through the Club's safeguarding procedure and must not be treated solely as an ordinary disciplinary complaint.

Club Welfare Officer: Vince Hudson

Contact details:

Tel: +447858464611

Email: [Club Welfare Officer](#)

Where there is an immediate risk of harm, contact the emergency services.

10. Social media and electronic communications

The standards in this Code apply equally to social media, messaging services, emails and online forums.

Members and others covered by this Code must not:

- Publicly publish abusive, threatening, discriminatory or harassing content.
- Use critical or disrespectful descriptions of employees, Greens staff, officials or fellow players.
- Use social media to target or intimidate an individual.
- Publish confidential Club information.
- Share photographs, videos or personal information without appropriate consent.
- Pretend to speak on behalf of the Club without authorisation.
- Make statements that are knowingly false or malicious.
- Use social media excessively during a round where it affects fellow players or the pace of play.

The Club recognises the right to express legitimate criticism. However, personal attacks, threats, harassment, discriminatory comments, disclosure of confidential information or serious reputational damage may constitute misconduct.

11. Competitions and Club representation

Anyone participating in a Club competition or representing the Club must:

- Follow the Rules of Golf and competition conditions.
- Follow officials' instructions.
- Act honestly and sportsmanlike.
- Treat opponents, partners, referees, organisers and spectators respectfully.
- Avoid arguing aggressively with officials or fellow players.
- Wear approved Club clothing where required.
- Avoid alcohol or substance use that compromises safety, performance or conduct.
- Avoid behaviour that could bring the Club into disrepute.
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These requirements apply during travel, away matches, competitions, presentations and related social occasions.

12. Complaints and protests

A complaint may be made by any person, including:

- A competitor.
- A member.
- A visiting guest.
- A visitor.
- A member of another golf club.
- An employee or volunteer.
- A member of the public.

Complaints must normally be made in the first instance to the Club Secretary within 28 calendar days of the matter occurring. This reflects the Halifax Golf Club policy provided.

A complaint should include, where possible:

- The date and time of the incident.
- The location.
- The names of those involved.
- The names of witnesses.
- A factual description of what occurred.
- Copies of relevant messages, photographs or other evidence.
- Details of any immediate safety or safeguarding concern.

The 28-day period should not prevent the Club from considering a serious complaint raised later, particularly where the matter involves safeguarding, criminal conduct, continuing behaviour or a reasonable explanation for the delay.

Club Secretary: [Name]

Email: [Email address]

Telephone: [Telephone number]

13. Investigation and disciplinary action

Complaints will be considered and, where appropriate, followed up under the Club's Disciplinary Regulations.

The Club will aim to:

- Act promptly and fairly.
- Give the person complained about an opportunity to respond.

- Avoid conflicts of interest.
- Keep appropriate records.
- Protect complainants and witnesses from retaliation.
- Apply proportionate action.
- Maintain appropriate confidentiality.
- Provide an appeal route where the disciplinary procedure permits one.

Possible action includes:

- Informal advice or guidance.
- An apology or facilitated resolution.
- A formal or informal warning.
- Removal from the premises.
- Restriction from particular facilities or events.
- Suspension from membership or playing rights.
- Referral to formal disciplinary proceedings.
- Loss or termination of membership.

Referral to the police, governing body or another appropriate authority.

Immediate suspension may be considered where there is a serious risk to safety, a serious alleged breach, illegal-substance activity, violence, threats, safeguarding concerns or significant reputational risk. Any such action should remain subject to the Club's constitution and disciplinary regulations.

14. False or malicious complaints

The Club encourages genuine complaints and will not treat a complaint as misconduct merely because it is not upheld.

Knowingly making a false, malicious or deliberately misleading complaint may itself constitute a breach of this Code and may be considered under the disciplinary procedure.

15. Records and confidentiality

The Club will keep appropriate records of complaints, investigations and outcomes. Information will be shared only with those who need it for the purpose of assessing, investigating or resolving the matter, except where disclosure is required to:

- Protect an individual.
- Comply with the law.
- Contact emergency services.
- Report a safeguarding or criminal concern.
- Conduct a fair disciplinary process.

- Meet a governing-body or insurance requirement.

Absolute confidentiality cannot be guaranteed.

16. Review

The Board will review this Code at least annually and following:

- A serious incident.
- A significant complaint.
- A change in relevant legislation.
- New guidance from the relevant governing body.
- Changes to the Club's constitution or disciplinary regulations.
- The Code should be read alongside:
 - The Club's constitution.
 - Rules of Golf and local rules.
 - Dress code.
 - Safeguarding policy.
 - Equality, diversity and inclusion policy.
 - Health and safety procedures.
 - Buggy policy.
 - Disciplinary Regulations.
 - Complaints procedure.
 - Junior and parental codes, where applicable.

17. Member acknowledgement

I confirm that I have read and understood The Halifax Golf Club Ltd. Comprehensive Code of Conduct Policy. I agree to comply with this Code, the Club's constitution, local rules and related policies.

Name:

Signature: _

Date: _

Club Secretary's contact details.

Club Welfare Officer's details.

The procedure and timescale for disciplinary appeals.