



Code of Conduct – Winterfield Golf Club

All Winterfield Golf Club (WGC) members and staff have the right to be treated with dignity and respect always.

WGC recognises this responsibility and the Committee, on behalf of the Club, will ensure that members and staff always behave appropriately and correctly.

It is expected that WGC Committee members will positively and continually support this Code of Conduct at all times and in all contexts, including meetings, events, social media sites, emails, telephone calls and in dealing with staff and Club members. All WGC members are expected to uphold the standards within the Clubs Code of Conduct.

WGC deplores all forms of bullying, harassment and inappropriate behaviour towards, and by, Club members and employees. We do not condone or accept any form of bullying or harassment and particularly on account of gender, religion, race, age, sexual orientation or disability. The Golf Club Committee will deal with any of these matters in accordance with Annex B to this Code of Conduct – Infringement of Rules.

Club members should not directly approach members of staff or WGC's contractors, either in their workplace or elsewhere to confront them on matters relating to the management of WGC. It is the responsibility of Club members and staff to report immediately any improper conduct or offensive behaviour to the Secretary or a Committee member.

In the event of any verbal, written or electronic correspondence from a member to the Club or its Management considered to be of a persistent, defamatory, bullying, abusive, inflammatory, offensive or threatening nature, the Club committee will deal with these matters in accordance with Annex B.

Members of staff are bound by their terms and conditions of employment and are expected to report any such behaviour to their manager or the Secretary or a Committee member.

The Club Committee undertake to investigate any such allegations promptly and take appropriate action based on the findings of that investigation and in line with annex B. The actions which the Committee may take could result in suspension or termination of membership, depending on the conclusion of the investigatory process.

All complaints must be made to the Club, in writing, dated and signed, with name printed, so that they may be submitted to the Committee or appropriate sub-committee for action. Any decision of the Committee shall be final and binding upon all concerned.

Annex A to this Code of Conduct sets out specific guidance on Club rules relating to social media.

Annex B to this Code of Conduct details action to be taken following any infringement of rules.

Annex C to this code of Conduct sets out House rules including dress code in the Clubhouse and on the golf course.

Social Media – Policy

As a responsible establishment, employer of staff and a supplier of services to members and general public we have an obligation along with every other club or business to provide social media guidelines to protect the welfare and interests of the society in which it operates.

1, Introduction - Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter etc.) are a useful way for keeping in touch with friends, family and Club members, and are also a great way to exchange information. However, members, staff and Club associates (hereinafter referred to as “members”) must not forget that what they post on social media networking sites may be seen across these networks, and are reminded that they must not bring Winterfield Golf Club into disrepute or cause any distress to any other member.

2, Policy - WGC recognises that some members will make use of social networking in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible exercise of the individual’s rights and freedoms, it is expected that all members will take personal responsibility and conduct themselves in such a way as to avoid bringing WGC into disrepute or compromising its effectiveness.

This policy has been prepared to protect the privacy, confidentiality and interests of WGC. This policy only applies to club related issues and is not meant to infringe upon an individual’s personal interaction or commentary online. However all members are asked to respect the privacy, confidentiality and propriety of WGC and those working on their behalf, and not post anything that might be considered to breach this. Members should take care when discussing information relating to WGC affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk.

All members should be aware that any inappropriate posts made to social media sites could lead to disciplinary action and in extreme cases, civil and criminal liability. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites.

Members should be aware that the Committee takes the posting of offensive material, and the harassment, bullying or victimisation of members via the internet and social networking sites very seriously.

A breach of any of the following may lead to disciplinary action up to and including expulsion:-

+Members must not divulge any confidential information or information belonging to WGC which is not in the public domain or expand upon such information already available in the public domain.

+If any member disclose that they are attached to WGC then it must be made absolutely clear that any views expressed do not represent the official position of WGC but are the views of the individual.

+Members cannot write a blog in an official capacity unless sanctioned and minuted by the Committee, i.e. representing the views of WGC. Members must not use any WGC logo or other copyright material that infers official endorsement of the photograph, article or opinion.

+Any photographs of WGC members must not be used to harass or intimidate them, or bring the Club into disrepute.

+Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimise or discriminate against other members.

3, Committee Member’s Responsibilities - All Committee members have a duty to implement this policy and take action if they become aware of any breach of this policy and should explain the Club’s policy on the use of social media and networking sites and take steps to promote awareness of this policy.

4, What to do if you believe you are being harassed, bullied or victimised via a social networking site - If you are a member who believes that you are being harassed, bullied or victimised as a result of another member’s post to an internet site, it is open to you to take the necessary action. Members should contact the Captain of the Club or another Committee member for support and guidance on the informal and formal action which can be taken.

5, Consequences of not following this policy - Any member found to be in breach of the above may be subject to disciplinary action. If they are found to be in breach of the Data Protection Act 1998 or other relevant legislation or copyright, it could lead to criminal proceedings and prosecution.

Annex B

Action to be taken following any infringement of rules.

If it is deemed by the committee that a member has breached any of the above rules the member will be given a verbal warning followed, if necessary, by a written warning.

If the breach is continuously repeated, or there is more than one breach or a breach which may cause danger to health or damage to property of the Club, staff or other member the Committee reserves the right to suspend the offender and in severe cases terminate their membership.

Any decision of the Committee shall be final and binding upon all concerned.

Annex C

House Rules Winterfield Golf Club – Clubhouse and Course

Members are responsible for ensuring their guests conform to all the house rules.

General Behaviour - Drunkenness, disruptive behaviour or offensive language is not welcome in this Clubhouse. Bar/catering staff and Club committee members have the authority to refuse service to, or entry of, any person whose manner or appearance may be detrimental to the Club.

Young Persons - A person under the age of 16 may not approach the bar area. A service area out with the bar area is set aside for the use of young persons.

Persons under the age of 18 are not permitted to play gaming machines or be involved in any form of gambling or game of chance (including prize draws and raffles), or to purchase or request to be purchased any tobacco product or alcohol.

Dress code – The expectation is that members and their guests dress in a smart casual manner. Soft spiked golf shoes may be worn in the downstairs bar. Hard/metal spiked shoes are not allowed in the Clubhouse other than locker rooms/toilets/changing facilities.

Dress code on the Course – During medals and other competitions trousers, tailored shorts/skorts and collared shirts should be worn.

Phones - Mobile should be switched to silent both in the clubhouse and on the course.

Smoking - Smoking, including the smoking of E-cigarettes, is not permitted in the Clubhouse.

Dogs - Guide dogs will be permitted. Other dogs will be permitted but must remain under the control of their owner. Bar/catering staff will have discretion to ask owners to remove dogs if their behaviour is considered disruptive.

THE COMMITTEE MAY COMPILE, AMEND OR DELETE BYELAWS AND HOUSE RULES FOR THE DAY TO DAY CONDUCT OF THE CLUB: ANY SUCH CHANGES SHALL BE DISPLAYED ON THE NOTICE BOARD.