

HAMILTON GOLF CLUB

CHILD PROTECTION

POLICY AND PROCEDURES

1 Foreword

Hamilton Golf Club consists of the members of the Club, permanent or temporary, and staff who are employed by the Club. All are bound by the following policy regarding the organisation's aims and procedures for safeguarding children (and vulnerable adults).
'Children' are defined as 'persons under the age of 18 years'.

2 Aims

Hamilton Golf Club aims to encourage children to enjoy and grow in the game of golf. To do this, it aims to:

- 2.1 Ensure children's **Safety** (Appendix 1).
The Club will comply with Health and Safety regulations, provide adequate supervision and deal with children in a safe manner in a variety of circumstances.
- 2.2 Respect children's **Rights** (Appendix 2).
The Club will safeguard and actively promote children's rights.
- 2.3 Provide and guarantee fair **Entitlements** (Appendix 3).
Junior members will have playing entitlements and limited access to Clubhouse facilities. These will be set fairly, with due regard to their needs and financial contributions to the Club. They will also be explained to them in such a way that they can understand the reasons for limitations.
- 2.4 Recruit, train and monitor **Staff** in a manner which guarantees child protection (Appendix 4).
- 2.5 Induct, train and monitor adult **Volunteers** in a manner which guarantees child protection (Appendix 5).
- 2.6 Appoint a **Child Protection Officer**. (Appendix 7).
- 2.7 Respond to **Disclosure of Abuse** with an appropriate procedure (Appendix 8).
- 2.8 **Review and Evaluate** the Policy on a regular basis.

APPENDIX 1

SAFETY

A1.1 **Supervision**

All adults of Hamilton Golf Club have a responsibility for supervision of children.

A1.2 **Confidentiality**

No releasing of children's names, addresses, genders or ages should be made, unless the consent is given by the parents. There should be no photographing, filming or videoing of children without the consent of the parents and the children. No release of photographs to the press or for clubhouse display should be done without similar consent.

A1.3 **Use of Internet**

Children's use of internet facilities should always be strictly supervised.

A1.4 **Playing Golf**

Junior members should receive adequate instruction on the dangers of swinging golf clubs, standing in the correct place when another plays a shot, use of practice ground, etc.

When children are on the golf course, they should be encouraged to carry a phone in case of threat or medical need.

Children should be educated in how best to seek help when they are in need.

A1.5 **Medical Need**

- Medical emergency permission forms signed and completed by parents, must be held by the Club at all times in the event that a child might require medical attention; it is unsafe to delay medical attention in an attempt to make contact with a parent.
- Parents must be required to keep medical need information up-to-date.
- There should be a record of first aid providers and a suitable first aid box.
- Parents should always be informed whenever first aid has been given and should be notified as quickly as possible whenever medical attention has been sought.
- A book should be kept which records the details of accidents, actions and treatments.

A1.6 **Transporting**

An adult transporting a child should

- Acquire consent and medical permission.
- Leave details of the trip with another person in the Club.
- Avoid 1:1 travelling.
- Include a woman supervisor in a mixed party.

A1.7 **Staying away from Home**

- An adult should not enter a child's room unless absolutely necessary.
- If this is necessary, he/she should leave the room door open.

A1.8 **Physical Contact**

- If any manual or physical contact is required, e.g. while coaching, the adult should explain why it is required, obtain the child's consent, then do it minimally and openly.
- Educational instruction should first be done verbally, then role-modelled, then by hands-on (as above).
- In the event of two children fighting, physically separate them only if necessary and with minimal force.

A1.9 **Good Practice**

- Always work in an open environment, avoiding private activities.
- Be a role model with regard to drinking, smoking, driving and golfing.

A1.10 Practice to be Avoided

- Taking children to your home.
- Sharing a room with children.
- Doing things of a personal nature for children which they should be able to do for themselves.
- Having favourites.
- Treating some children differently from others.
- Allowing swearing or inappropriate behaviour to go unchallenged.
- Telling of inappropriate jokes.

A1.11 Reporting

All adults should report:

- The accidental hurting of a child.
- If a child seems distressed for any reason.
- If a child misunderstands or misinterprets something you have said or done.
- If a child needs to be restrained.
- If children have been fighting.
- If there has been any instance of bullying.

A1.12 Bullying

Bullying is a serious form of abuse. Whether physical or non-physical, it can affect a child's confidence, emotionality and self esteem, and, in extreme cases, place him or her in danger of self harm.

- Children's rights and entitlements should be clearly outlined to adults who should never be permitted to advance themselves at children's expense, whether on the golf course or in any other parts of the Club.
- Children should know their recourse if they feel that they have been bullied.
- Suspected or known bullying should be reported immediately.
- The Child Protection Officer or any other authorised official should deal with the matter according to the Disclosure of Abuse procedure (Appendix 7).

A1.13 Parents

Parents should be expected to ensure that their children's travelling to and from the Club is safe.

They should also make sure that the length of time their children are allowed to spend at the Club is appropriate.

They should give their children a clear pick-up time.

E-Communications

The general principle is that all communications with children should be open, transparent and appropriate.

If possible, all communication should go through the Parent/carer.

Parent/carer consent must be obtained to text information to any child under 18 years (Safe in Care/Partnership with Parents Form) Only in exceptional circumstances should communication take place directly with a child.

Agree with parents/carers what kind of information will be communicated directly to children by text message. This information should only be 'need to know' information such as the last minute cancellation of a training session.

One-to-one messaging arrangements between coaches/volunteers and children is strongly discouraged.

APPENDIX 2

RIGHTS

- A2.1 There is a difference between *entitlements* and *rights*.
- A2.2 *Entitlements* are granted by the Club in acknowledgement of need and financial contribution.
Rights are owned by all individuals and cannot be limited by membership of any organisation. Children have the right to protection, education, equality, and freedom of choice and expression. As with society as a whole, the exercise of these rights implies that children follow sensible rules and come under adult control. Adults, in turn, should exercise control in such a manner as to acknowledge children's rights.
- A2.3 Children's rights should be explained to them. So also should adult expectation of them be explained.
- A2.4 Children's rights should be clearly outlined to adults who should never be permitted to advance themselves at children's expense.
- A2.5 Children should know their recourse if they feel that their rights have been denied.
- A2.6 When a child's application for membership is considered, there should be no discrimination on grounds of race, creed or background.
- A2.7 **Good Practice**
- In encouraging progress in golf, an emphasis should be placed on fair play and honesty.
 - Children should receive education in all aspects of the playing of golf and Club membership.
 - Lack of success should not meet with a response of disappointment but with encouragement and advice. No undue pressure should be brought to bear which could generate damaging pressure upon a child.
 - Criticism should be balanced, and be overwhelmingly constructive.
 - When a child requires to be controlled or directed by an adult, this should be done without show of frustration or anger, and a clear reason should be given.
 - While encouraging a desire to win, which might be judged inherent in any sport, children should always be encouraged to treat an opponent with respect and be gracious both in victory and defeat. Triumphalism should be discouraged since it contradicts these principles.
 - Children generally enjoy helping. Help should not be dangerous or excessive and should be duly rewarded.
 - The Junior Section should have a constitution which states entitlements and promotes freedom of speech and expression. Within sensible boundaries, choice should be offered to children.

APPENDIX 3

ENTITLEMENTS

- A2.1 *Entitlements* are granted by the Club in acknowledgement of need and financial contribution.
- A2.2 Children's entitlements should be explained to them in such a way that they can understand the reason for limitations. Any changes that might be made should also be explained.
- A2.3 Children's entitlements should be clearly outlined to *adults* who should never be permitted to advance themselves at children's expense.
- A2.4 Children should know their recourse if they feel that their rights have been denied.
- A2.5 **Playing Entitlements**
These are outlined in the Club diary and, being at the discretion of the Club Council, may change from time to time.
Time limitations are set so as to guarantee that Full Members of the Club may enjoy high levels of access to the course. However, Junior Members should have playing entitlements which are consistent with their financial contribution and the Club's aim to promote their progress in golf.
Children should not give way to adults on the golf course or on the tee unless for reasons specified in the Rules of Play. In this respect, there should be no discrimination on grounds of age.
- A2.6 **Access to Clubhouse Facilities**
Access to various rooms and facilities in the Clubhouse should be sensible, fair and consistent with children's need for supervision.
When queuing for service, children should not be forced to give way to adults.
Licensing regulations also may impose certain proximity restrictions upon children.

APPENDIX 4

RECRUITMENT OF STAFF

- A4.1 All reasonable steps will be taken to prevent the employment of a person who could pose a danger to children. However, the following procedure applies to the recruitment of staff who will have a responsibility for or authority over children:
- A4.2 **Advertising**
In advertising a position, the Club will state:
1. the aims of the Club;
 2. the responsibilities of the job;
 3. the experience and qualifications required;
 4. the Club's stance on Child Protection;
 5. that Disclosure checks will be required before appointment.
- A4.3 **Information for the Applicant**
An applicant will receive:
1. information about the Club
 2. an application form or equivalent;
 3. a job description;
 4. an applicant specification;
 5. a self declaration form.
- A4.4 **The Self Declaration Form**
This requests information about the applicant which might indicate that he/she could pose a risk to children, e.g. criminal record, criminal investigation. It is not submitted to the Club unless a position is offered.
- A4.5 **References**
References will be sought as required.
At least one will relate to previous experience of working with children.
The absence of such a reference will not necessarily disqualify the applicant, although a commitment to appropriate training will be expected, if required.
- A4.6 **Checks**
Through the SGU, Disclosure checks will be expected:
PVG (Protecting Vulnerable Groups Scheme): for all prospective appointees expected to be in 'regular contact' with children;
Process:
1. the prospective volunteer completes a PVG form provided by the Club and we send to the SGU.
 2. the result is returned to the SGU;
 3. the Volunteer receives a copy of their PVG record from the SGU, stating whether a position to work with children can be offered or not; (there is an appeal procedure);
 4. The Club receives a copy letter to confirm whether or not they are suitable for work with children, usually a few weeks after they have received their letter from the SGU to give the volunteer a chance to use the appeal procedure if they have not been recommended for work with children.
 5. A PVG update for all volunteers in regular contact with children will be requested every 3 years.
- Interview**
- A4.7 Interview will be carried out for employee positions.
- A4.8 **Offer**
An offer letter is sent, stating the Club's requirements for legal contract. This will be signed and dated by the prospective employee before the agreement is binding.

A4.9 **Induction**

Induction will include:

1. clarification of the roles and responsibilities of the position;
2. assessment of training needs;
3. identification of aspirations;
4. induction into the requirements of the Club's Code of Conduct & Child Protection Policy.

A4.10 **Training**

Training will be as considered appropriate by the Club.

A4.11 **Probation**

It **may** be considered appropriate that a condition of the contract be the successful completion of a probationary period.

A4.12 **Appraisal**

All employees who have required successful Disclosure checks as a condition of employment will be appraised. Appraisal consists of a discussion of progress and possible re-evaluation of needs.

APPENDIX 5

APPOINTMENT OF A VOLUNTEER

- A5.1 All reasonable steps will be taken to prevent the acceptance, as a volunteer, of a person who could pose a danger to children. However, the following procedure applies the recruitment of volunteers who will have a responsibility for or authority over children:
- A5.2 **Advertising**
There would be no need for advertisement. However, should this be considered necessary, the following would be required to be stated:
1. the responsibilities of the position;
 2. the Club's stance on Child Protection;
 3. that Disclosure checks will be required before appointment.
- A5.3 **The Self Declaration Form**
This requests information about the applicant which might indicate that he/she could pose a risk to children, e.g. criminal record, criminal investigation. The prospective volunteer should complete this form.
- A5.4 **References**
Since volunteers are likely to be known in the Club, references should not be required. However, if references are considered necessary, the process should be as outlined in Appendix 4.
- A5.5 **Checks**
Through the SGU, Disclosure checks will be expected:
PVG (Protecting Vulnerable Groups Scheme): for all prospective volunteers expected to be in 'regular contact' with children;
Process:
1. the prospective volunteer completes a PVG form provided by the Club and we send to the SGU.
 2. the result is returned to the SGU;
 3. the Volunteer receives a copy of their PVG record from the SGU, stating whether a position to work with children can be offered or not; (there is an appeal procedure);
 4. The Club receives a copy letter to confirm whether or not they are suitable for work with children, usually a few weeks after they have received their letter from the SGU to give the volunteer chance to use the appeal procedure if they have not been recommended for work with children.
- A5.6 **Interview**
There is no need for interview.
- A5.7 **Offer**
There is only need for the Offer procedure in respect of a paid position.
- A5.8 **Induction**
Induction will include:
5. clarification of the roles and responsibilities of the position;
 6. assessment of training needs;
 7. identification of aspirations;
 8. induction into the requirements of the Club's Code of Conduct & Child Protection Policy.
- A5.9 **Training**
Training will be as considered appropriate by the Club.
- A5.10 **Probation**
It **may** be considered appropriate that a probationary period be expected.

A5.11 **Appraisal**

All volunteers who have required successful Disclosure checks as a condition of appointment will be *appraised*. Appraisal consists of a discussion of progress and possible re-evaluation of needs.

APPENDIX 7

THE CHILD PROTECTION OFFICER

A7.1 The Child Protection Officer should be a Club official with express responsibility for overseeing the working of the Child Protection Policy, managing the processes of monitoring and evaluation, and conducting the procedures necessary in dealing with disclosure of abuse.

It may be advisable to appoint a team of officials to execute this role.

A7.2 Although the Child Protection Officer is recommended to be a member of the management structure of the Club, he/she should have sufficient independence to ensure that there are no conflicts of interest.

A7.3 **Primary Role:**

The primary role of the Child Protection Officer is to take the appropriate action with regard to the disclosure of abuse. This might involve interviewing the child, informing the Social Work Department or Police, involving or not involving the parents, arranging for an investigation to be made, interviewing those involved or recommending further action. Certainly, the keeping of accurate records of disclosures and actions taken is a primary role.

Ancillary Roles:

- Regularly report to the Council;
- Act as the main contact of the Club on relevant matters;
- Keep up-to-date on developments and the legal background to Child Protection;
- Establish and maintain contact with local statutory agencies, e.g. Social Work and Police, and make sure they have access to all necessary information;
- Maintain a database of useful and necessary references;
- Liaise with the SGU Child Protection Officer (C.P.O.);
- Report cases to the SGU Child Protection Officer
- Attend training;
- Monitor drop-outs and transfers;
- Monitor and review the policy.

APPENDIX 8

SGU ADVICE ON RESPONDING TO DISCLOSURES

Information you receive about or from a child may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of **Hamilton Golf Club**
2. Suspicion or allegation of abuse against a member of **Hamilton Golf Club**
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls) advice must be sought from the Children's Officer or the Police or Social Work Department.

It is not the responsibility of anyone from **Hamilton Golf Club** to decide whether or not a child has been abused. It is however everyone's responsibility to report concerns.

It is very important that **Hamilton Golf Club** members understand what is meant by the term "abuse". The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

How to Listen to a Disclosure

It is important to listen carefully to the information a child discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.

- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.

Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agree to keep secrets.
- Avoid giving a guarantee of confidentiality.

Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Someone who is Not a Member of Hamilton Golf Club

In the course of your role within **Hamilton Golf Club** a child may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a **Hamilton Golf Club** event or activity:

- listen to the child as detailed above
- acknowledge the information received
- pass the information to the Children's Officer and if appropriate and if confirmed by the Children's Officer the parents/guardians/carers of the child (refer to Section 8 Sharing Concerns with Parents, Guardians or Carers)
- make a written record of the disclosure and provide this to the Children's Officer for retention.

Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of Hamilton Golf Club

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- listen to the child as detailed above
- acknowledge the information received
- pass to the Children's Officer
- make a full written record of the disclosure on the day you receive the disclosure
- sign and date the record then pass to the Children's Officer

Establishing the Basic Facts

- The Children's Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred.

If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the **Hamilton Golf Club** Disciplinary Procedure.

Responding to a Suspicion or Allegation of Abuse against someone who is not a Member of Hamilton Golf Club

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child says or indicates that he/she is being abused or information is obtained which gives concern that a child is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Children's Officer must firstly be consulted for advice on the appropriate course of action. If the Children's Officer is unavailable external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Children's Officer or, where he/she is unavailable, to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the Children's Officer about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child's own words. The information must, where known, include the following:
 - Name of child.
 - Age, date of birth of child.
 - Home address and telephone number of the child.
 - The nature of the allegation in the child's own words.
 - Any times, dates or other relevant information.

- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred.
- The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child).
- Details of any witnesses to the incident.
- Whether the child's parents or guardians have been contacted.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said.
- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Children's Officer or, where he/she is unavailable, to the Social Work Department or Police.

Remember: Listen; Reassure; Report and Record

Responding to a Suspicion or Allegation of Abuse against a Member of Hamilton Golf Club

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the Hamilton Golf Club's Disciplinary Procedures

On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Children's Officer on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child's own words.
- Sign and date the record including what you have seen, heard or been told, that day.

- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Children's Officer, or if not available, to the Social Work Department or Police

Important Note: Where the concern is about the Children's Officer it must be reported to the **Managing Secretary or equivalent**.

Actions for the Child Protection Officer when Concerns are Reported

Before taking any action the Child Protection Officer must always seek advice from the Police or Social Work Department. Thereafter:

- Establish Basic Facts – the Child Protection Officer must initially clarify the basic facts as soon as is practicable to establish whether there is reasonable cause to suspect or believe that a member may have abused a child.

Important Note:

- This may necessitate the child(ren) involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. coaches. After seeking advice from the Police and/or or Social Work Department, the parents/guardians be approached to provide consent to speak to a child.
- Advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
- This process will not form part of the disciplinary investigation.
- Making a Referral in Cases of Suspected and/or Alleged Abuse - If the basic facts support a suspicion or allegation of abuse:
- The Children's Officer will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) who may be at risk.
- A record should be made of the name and designation of the Social Work member of staff or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police the parent/guardian of the child should be contacted as soon as possible.

1. Important Note:

- Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse Against a Member of Hamilton Golf Club Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.
- Possible Outcomes following advice from Police

- Following advice from the police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.
- Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child there will be an investigation.
- There are three types of investigation:
 - A disciplinary investigation
 - A child protection investigation
 - A criminal investigation
- The Children's Officer will undertake an immediate investigation into all the circumstances of the case, unless the allegation is against them. In this case the investigation will be conducted by the Secretary or a person nominated by him.

Procedure for Managing the Member Against Whom the Allegation has Been Made

- **Informing the Member** - Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve best evidence for any criminal proceedings while at the same time safeguarding the rights of the member. Where possible the member should be given details of the allegation in writing.

Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out. This suspension must be on reasonable grounds, for example, that the member holds a position that could put other children at risk. It must be carried out in accordance with **Hamilton Golf Club** Disciplinary Procedures.
- Suspension will be carried out by the **Club Council** in accordance with **Hamilton Golf Club** Disciplinary Procedures.
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with **Hamilton Golf Club** Disciplinary Procedures.

This policy was reviewed 27th March 2018 and will be reviewed every year.