

MEARNS CASTLE GOLF CLUB



EXTRACT FROM 'CODE OF CONDUCT AND DISCIPLINARY PROCEDURES'

SECTION 1: BACKGROUND INFORMATION

1.1 Mearns Castle Golf Academy <https://www.mcgolfacademy.co.uk> is a privately owned business, which incorporates Mearns Castle Golf Club, a 50 bay Driving Range, a Short-game area, a PGA Coaching Academy and rental space for a number of businesses, including a Golf Shop, Italian Bistro, Ladies Gym and other facilities. Mearns Castle Golf Academy is overseen by a Board of Directors and the business is operated through the Mearns Castle Management Team.

1.2 Mearns Castle Golf Club is a 9 Hole Golf Course, which was formed in 2008 and has grown to around 700 members, including Full Membership, Junior Membership, Course Practice Card Membership (Monday to Friday only) and Short Game Membership. All operational and financial matters are managed by Mearns Castle Golf Academy Management Team under the direction of the Mearns Castle Golf Academy Board.

1.3 Mearns Castle Golf Club Committee was formed in 2010 and is drawn from volunteers, with Committee Members appointed by Mearns Castle Golf Academy Management, to represent Mearns Castle Golf Club Membership. Mearns Castle Golf Club Committee is advisory and also has a limited fund raising role (mainly through Annual Prize-Giving evenings).

1.4 The aim of the Mearns Castle Golf Club Committee is to improve the membership experience, by taking account of membership views - and to provide feedback to Mearns Castle Golf Academy (both informally and through regular Committee Meetings) - on Course Improvement/Maintenance Work, Competitions, facilities and other appropriate issues. Minutes of Committee Meetings are published on the main Notice Board.

1.5 The aims of the 'Code of Conduct and Disciplinary Procedures' (based on the Scottish Golf template) are to provide a context and framework for complaints to be taken forward constructively within Mearns Castle Golf Club and to set out the respective roles of Mearns Castle Golf Academy Management, Golf Club Committee, Investigations, Disciplinary Hearings and the Appeals Committee.

SECTION 10. SUMMARY OF KEY 'DISCIPLINARY PROCEDURES' PROCESS

Para 1.5: The aims of the 'Code of Conduct and Disciplinary Procedures' (based on the Scottish Golf template) are to provide a context and framework for complaints to be taken forward constructively within Mearns Castle Golf Club.

Para 2.5: It is the responsibility of Golf Club Members and Academy staff to report immediately any inappropriate/unacceptable conduct or offensive behaviour to the Operations Manager at Mearns Castle Golf Academy.

Paras 5.1 and 5.2: Any complaint about a Golf Club Member should be made in writing (signed and dated), by the complainer and sent to the Operations Manager of Mearns Castle Golf Academy, within 7 days of the alleged incident.

Para 5.4: The Operations Manager shall forward a copy of the complaint to the member in question and request a written response within 7 days and appoint a member of the Mearns Castle Golf Academy Management Team to undertake a Formal or Informal Investigation, depending on the circumstances.

Para 6.1: Anyone who is subject to a Disciplinary Hearing, shall be supplied with a copy of the original complaint, including notice of any witnesses to be called (or their evidence).

Para 6.4: The Operations Manager shall forward to all parties the Disciplinary Hearing decision (including any sanctions), within 14 days of the Disciplinary Hearing.

Para 7.1: A request for an Appeal Hearing, must be made in writing to the Operations Manager within 14 days of the decision being notified to the Member. The Appeal Notice should contain the decision appealed against, the date of the decision appealed against and the specific grounds of the Appeal (including in relation to sanctions).

Para 7.7: Written notification of the decision of the Appeals Committee will be issued to the Appellant Member within 7 days of the Appeals Hearing, stating the full reasons for the decision. **The decision of the Appeals Committee is final and binding.**

Para 8.1: No penalty shall be imposed in disciplinary proceedings, unless the alleged misconduct is proved on the balance of probabilities and that penalty is fair, reasonable and proportionate, in the opinion of Mearns Castle Golf Academy Management, or the Appeals Committee.

8.2: If a complaint is proved against a Golf Club member, the Mearns Castle Golf Academy Management and the Appeals Committee have the power to impose the following penalties:-

- Reprimand/warning.
- Suspension from Golf Club membership for a specified period of time, including competition.
- Suspension from specified Golf Club activities for a period of time or permanently.
- Expulsion from Golf Club membership on a permanent basis.
- Forfeiture of any Competition and/or other points as specified.
- A penalty in line with Clause 24 of the Council of National Golf Unions (CONGU) Handicapping system.
- A combination of any of the above.

[The full version of the 'Disciplinary Procedures' document is held on the Mearns Castle Golf Academy website.](#)