

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 **about members, or anyone competing in a Golf Club Competition** - and to set out the respective roles of Mearns Castle Golf Academy Management, Golf Club Committee, Investigations, Disciplinary Hearings and the Appeals Committee.

1.6 Any complaints regarding the behaviour of Academy staff should be immediately reported to the Director of Golf, who will deal with this through the internal Disciplinary Procedures of Mearns Castle Golf Academy.

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 **about members, or anyone competing in a Golf Club Competition** - and to set out the respective roles of Mearns Castle Golf Academy Management, Golf Club Committee, Investigations, Disciplinary Hearings and the Appeals Committee.

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 Director of Golf.

Paras 5.1 and 5.2: Any complaint should be made in writing (signed and dated), by the complainer and sent to the Director of Golf, within 7 days of the alleged incident.

Para 5.4: Depending on the circumstances of the case, the Director of Golf:

- where appropriate, may appoint a member of the Mearns Castle Golf Academy Management Team to undertake an Informal or Formal Investigation, **to establish the facts.**
- **AND/OR on the basis of the evidence – may arrange a Disciplinary Hearing (Section 6 refers), OR proceed to a Disciplinary Penalty (Section 8 refers), OR determine that no further action is appropriate**
- **OR may forward a copy of the complaint to the member in question and request a written response within 7 days, before deciding on the basis of the evidence - to arrange a Disciplinary Hearing (Section 6 refers), OR proceed to a Disciplinary Penalty (Section 8 refers), OR determine that no further action is appropriate.**

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

Para 6.4: The Director of Golf will 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 Director of Golf 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: Where the alleged misconduct is proved (Para 8.1 refers), 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 Competitions.
- 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.](#)

11. SUMMARY OF MEARNS CASTLE GOLF ACADEMY, GOLF CLUB AND COMMITTEE ROLES

Mearns Castle Golf Academy

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.**

Mearns Castle Golf Club

A 9 Hole Golf Course, formed in 2008 and grown to around 700 Members, including Full, Junior, Course-Practice Card (Mon to Fri) and Short-Game membership.

All operational and financial matters are managed by the Mearns Castle Golf Academy Management Team, under the direction of the Academy Board.

Mearns Castle Golf Club Committee

The Committee, which is advisory, was formed in 2010 and is drawn from volunteers, with Committee Members appointed by Mearns Castle Golf Academy Management, to represent Golf Club membership.

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