

THE HOLBROOK CLUB

Club Bye-Laws
(Effective From 1st July 2011)

Version: 01.07.11

THE HOLBROOK CLUB

CONTACT DETAILS

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Office	- 01403 751150
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THE HOLBROOK CLUB

CLUB BYE-LAWS

1. CHARGES

1.1 MEMBERSHIP SUBSCRIPTION RATES

Membership Subscription rates will be as shown below:

Standard Club Membership Rates (per calendar month)

Membership Category	July 2010 (Old) Subscription Rates	July 2011(Current) Subscription Rates
Full Member (now closed to new joiners)	£9.75p.c.m.	£9.95 p.c.m.
Family Associate Member (now closed to new joiners)	£6.05pc.m.	£6.25 p.c.m.
Affiliate Member (now closed to new joiners)	£9.75pc.m.	£9.95 p.c.m.
Pensioner Member (now closed to new joiners)	£6.05 p.c.m.	£6.25 p.c.m.
New Club Member*	£9.75 p.c.m.	£9.95 p.c.m.
New Club Family Member*	£6.25 p.c.m.	£6.25 p.c.m.
New Club 60+ Member*	£6.25 p.c.m.	£6.25 p.c.m.

* Post-30th September 2003 applicants.

1.2 CLUB PLUS GYM CHARGES

The Club Plus “Peak Time” gym charge with effect from 1st November 2008 will be £18.10 per member per calendar month for every category of Club Member (payable in addition to the relevant Standard Club Membership Rate).

The Club Plus “Off Peak” gym charge with effect from 1st November 2008 will be £11.95 per member per calendar month for every category of Club Member (payable as above).

See Section 2.4 below for details of the “Peak Time” and “Off Peak” access times.

Access to the Club Plus gym is NOT available to Members or Guests on a “pay-as-you-go” basis but only through payment of the relevant monthly membership charge.

1.3 PAY-AS-YOU-PLAY CHARGES

The Pay-As-You-Play charges effective from 1st July 2011 are as follows:

Pay-As-You-Play Activity	Cost per person per session	Length of session
Bar Billiards	£1.00	Until bar drops
Squash	£1.60	40 mins
Snooker	£1.60	40 mins
Table Tennis	£1.60	60 mins
Tennis (indoor & outdoor)	£1.60	60 mins
Badminton	£1.60	60 mins
Use of the Sports Hall - for 5-A-Side Football, Netball, Basketball or Cricket Nets Practice	£1.60	60 mins

Members will be charged the above Pay-As-You-Play charges for each session of each sporting activity they wish to undertake.

The Pay-As-You-Play charge is always payable IN ADVANCE (i.e. on entry to the Club and BEFORE commencing the relevant sporting activity).

Alternatively, Members can enjoy playing all the above sports by paying £11.20 per month (equivalent to the cost of seven sessions) in addition to the relevant Standard Club Membership Rate i.e. the Club’s “Unlimited Sport” option. (N.B. Pool is NOT included in this option).

Members’ children aged 15 and under will be charged a lower Pay-As-You-Play charge of £1.00 for each sporting activity they wish to undertake irrespective of whether either or both of their parents pay the additional “Unlimited Sport” charge. (N.B. A parent can elect to pay a reduced £7.00 “Unlimited Sport” charge – equivalent to the cost of seven sessions - for their child if they so wish).

Sports equipment is available for Members and their Guests to hire at a cost of £1.00 per item. (N.B. Equipment hire is NOT included in the “Unlimited Sport” option).

1.4 GUEST FEES

With effect from 1st June 2006, the “standard” Guest Fee will be £2.00 per Guest.

The Guest Fee is always payable ON ENTRY to the Club (i.e. before a Guest is permitted access to the Club).

With effect from 1st July 2007, the Guest Fee is payable in respect of all Club Members’ Guests aged 16 and over (previously 18 and over) who seek entry to the Club. This applies

equally to any person wishing to enter the Club as a supporter of a Club Member who is playing for a Holbrook Club team; the person should be signed in as a Guest of the relevant Club Member. (N.B. Visiting teams and their supporters who seek entry to the Club for official sporting fixtures are NOT required to pay the Guest Fee).

It is the responsibility of the introducing Club Member to ensure that details of their Guest(s) aged 16+ are entered on the "Guest Signing In Sheet" in the "Adult Visitors Book" both fully and legibly. Failure to comply with this requirement may result in entry to the Club being denied.

The non-Member spouse or partner of a Club Member is classed as a Guest and is subject to the payment of the Guest Fee.

Children and young persons aged 15 and under are NOT required to pay the above "standard" Guest Fee. However, it is the responsibility of the introducing Club Member to ensure that details of their Guest(s) aged 14 or 15 are entered on the "Guest Signing In Sheet" in the "14-15 Year Old Visitors Book" both fully and legibly. Failure to comply with this requirement may result in entry to the Club being denied.

Guests must also pay the Pay-As-You-Play charge for each session of each sporting activity they wish to undertake. This charge is always payable IN ADVANCE i.e. on entry to the Club and BEFORE commencing the relevant sporting activity. (N.B. This charge also applies to children and young persons under the age of 16 as they will be using a Club facility).

Guests cannot access the Club Plus gym or use the gym equipment UNDER ANY CIRCUMSTANCES. The gym is NOT available on a "pay-as-you-go" basis; it is only available to Club Members who have been formally inducted by Club Plus gym staff and are paying the relevant Club Plus gym charge.

Guests must pay for any sports equipment they hire. (N.B. This also applies to children and young persons under the age of 16).

A "special" Guest Fee (usually £3.00) will apply to certain Club events i.e. band nights, discos and Open Days where the Club is providing additional entertainment and/or facilities for people to enjoy. The "special" Guest Fee payable will be notified to Club Members in any accompanying advertising or promotional material such as posters, leaflets and e-mails.

1.5 FINES FOR SPORTS BOOKING NO-SHOWS OR LATE CANCELLATIONS

In order to maximise the availability and usage of the Club's sports facilities and to encourage responsible behaviour amongst Club Members, the following fines will apply for both no-shows i.e. where the person who has booked the sports facility does not show up at the appointed time or late cancellations i.e. where the sports facility is cancelled "on the day":

- squash, snooker, outdoor tennis and table tennis – the fine is £2.50 per session booked
- ALL sports hall bookings (irrespective of the sport) – the fine is £5.00 per session booked. (N.B. If the no-show or late cancellation is for badminton and there is at least one other badminton booking still taking place in the same booking slot then the fine is reduced to £2.50).

For ease of administration, the fine will always be recorded against the Member who made the sports booking. (If the no show or late cancellation has been caused by the booking

Member's opponent, the booking Member must make his or her own arrangements to recover the fine).

All fines will fall payable on the Member's next visit to the Club. Failure to pay a fine may result in the Member being refused access to the Club. Persistent refusal to pay a fine may lead to disciplinary action being taken.

1.6 CHARGE FOR LOST OR UNUSABLE MEMBERSHIP CARDS

The charge for a replacement Membership Card with effect from 1st July 2007 is £2.50.

Club Members must always bring their Membership Card with them when accessing the Club. Replacement Membership Cards must therefore be purchased if:

- the Member has lost/mislaid their card, or
- their existing Membership Card is no longer usable in conjunction with the Club's computerised membership system i.e. because it is cracked, unable to be read by the card-swipe reader or otherwise unacceptable.

2. CLUB OPENING HOURS

2.1 NORMAL CLUB OPENING HOURS: The Club shall be open for sporting and social activities during the following times:

Day of the Week	Club Opens	Club Closes
Monday to Friday	7.00 a.m.	11.00 p.m.
Saturday	9.00 a.m.	11.00 p.m.
Sunday	9.00 a.m.	10.30 p.m.

2.2 NORMAL BAR OPENING HOURS: The Club bar shall be open during the following times for the sale of alcohol:

Day of the Week	Bar Opens	Bar Closes
Monday to Thursday	5.00 p.m.	11.00 p.m.
Friday	12.00 noon 5.00 p.m.	2.00 p.m. 11.00 p.m.
Saturday	12.00 noon	11.00 p.m.
Sunday	12.00 noon	10.30 p.m.

A period of 20 minutes "drinking up" time is permitted after the bar closes following which no further alcoholic drinks should be consumed on any part of the Club premises or grounds.

2.3 NORMAL KITCHEN OPENING TIMES: The Club kitchen shall be open during the following times:

Day of the Week	Kitchen Opens	Kitchen Closes
Monday to Thursday	6.00 p.m.	9.00 p.m.
Friday	12.00 midday 5.00 p.m.	2.00 p.m. 9.00 p.m.
Saturday*	12.00 midday	9.00 p.m.
Sunday	12.00 midday	4.00 p.m.

* On Saturdays between the hours of 2.00 p.m. and 4.30 p.m. the kitchen will only serve hot beverages and cold food i.e. sandwiches with fillings that do not require cooking.

On certain days during the summer months, a barbecue service may be offered as an alternative to the normal kitchen service.

Please note that opening times may vary depending on staffing and other operational constraints when a reduced, restricted or no kitchen service may apply. We apologise for any inconvenience this may cause.

2.4 NORMAL CLUB PLUS GYM OPENING TIMES:

“Peak Time” Access:

Day of the Week	Club Plus Opens	Club Plus Closes
Monday to Friday	7.00 a.m.	10.00 p.m.
Saturday	9.00 a.m.	9.00 p.m.
Sunday	9.00 a.m.	9.00 p.m.

“Off Peak” Access:

Day of the Week	Off Peak Start Time	Off Peak Finish Time
Monday to Friday	7.00 a.m.	4.00 p.m.*
Saturday	9.00 a.m.	9.00 p.m.
Sunday	9.00 a.m.	9.00 p.m.

* See Section 6.8 for details of the operation of the 4.00 p.m. “cut-off” time.

2.5 BANK HOLIDAY OPENING: The Club and all its facilities will be closed on Christmas Day, Boxing Day and New Year’s Day.

The Club will normally be open on all other Bank Holidays when it will offer a “Sunday Opening” service i.e. from 9.00 a.m. until 10.30 p.m. (but subject to the discretion of the Executive Committee).

2.6 SPECIAL EVENT/OCCASION OPENING: The Executive Committee shall determine such additional opening hours as may be required from time to time to cater for special events and shall communicate these to Club Members as appropriate.

In determining such additional opening hours, the Executive Committee will ensure that the Club bar opening hours always remain within those permitted under the Club's Premises Licence.

3. PERSONAL PROPERTY

The Club shall not be held responsible for the loss of or damage to any articles of clothing, valuables or property of Club Members, their Guests, Visiting Teams or outside bodies whilst in or on the Club premises, buildings, grounds or car park.

4. REFRESHMENTS

4.1 Club Members, their Guests, Visiting Teams and outside bodies are NOT permitted to bring alcohol for consumption onto the Club premises or grounds under any circumstances.

4.2 Club Members, their Guests, Visiting Teams and outside bodies are NOT permitted to bring food for consumption onto the Club premises or grounds except with the express permission of a senior member of the Club Management team.

5. MEMBERS' CHILDREN

5.1 The parent, guardian or carer of a child(ren) will be responsible and accountable for their child(ren)'s behaviour, safety and well being at all times while the child(ren) is/are on Club premises or grounds, irrespective of whether the parent, guardian or carer is present on site or not.

5.2 Members' children **under the age of 14** will NOT be allowed unaccompanied entry to the Club at any time.

5.3 Members' children **aged 14 to 17** will be allowed unaccompanied entry to the Club on production of their own Membership Card (which is issued free-of-charge by the Club on completion of a short application form)

Please note that it is not permitted for a young person to seek entry by using their parent's Membership Card as this does not allow the Club to identify or control the young person while on the Club premises.

5.4 Members' children **aged 14 to 17** will be allowed to sign in up to two Guests at any one time (see Section 16.1 of the Club Constitution) provided such Guests are also aged fourteen or over.

By concession, they will also be permitted to bring a younger sibling into the Club when not accompanied by an adult provided the older child assumes responsibility for the younger child's behaviour, safety and well-being and the parent(s) is/are happy with the situation.

5.5 Children **under the age of 14** are not permitted in the Snooker rooms, Bar Billiards room or in the areas of the Club set aside for Pool or Darts unless accompanied and **directly** supervised by an adult and are able to display the necessary level of ability to play these sports safely and without causing injury or damage.

5.6 Children **aged 14 to 17** may play the sports stated in Section 5.5 above when not accompanied or supervised by an adult subject to the provisos stated therein.

5.7 Children **under the age of 16** will not normally be allowed in the lounge bar as

this area is primarily set aside for the enjoyment of adults (except when expressly permitted for operational reasons by a member of the Club Management team).

5.8 As a general guideline, children **under the age of 14** should not be present on Club premises or grounds after 9.30 p.m. Permissible exceptions are:

- a) Attendance at private functions or parties (where the Club is being paid for the hire of its premises)
- b) The children of members of visiting teams or outside bodies
- c) When watching sport on the "Big Screen" (for instance, for the duration of a football match which ends after 9.30 p.m.)
- d) Attendance at special, one-off Club functions with the agreement of a member of the Club Management team
- e) Attendance at advertised Club functions at the discretion of the child(ren)'s parents, guardian or carer who must be in attendance and supervising their child(ren) at all times.

5.9 As a general guideline, children **aged 14 to 17** should not be present on Club premises or grounds after 9.30 p.m. Permissible exceptions are:

- i) Exceptions a), b), c) and d) in Section 5.8 above
- ii) Unsupervised attendance at advertised Club functions at the discretion of the child(ren)'s parents, guardian or carer
- iii) Unsupervised participation in a Club sporting event or an individual sport booking.

6. USE OF THE CLUB PLUS GYM

6.1 Only those Club Members who pay the additional Club Plus gym charge may enter or use the Club Plus facility by using their Membership Card to open the gym door.

6.2 Every applicant for the Club Plus gym must complete a confidential Lifestyle & Health Questionnaire which will be scrutinised and accepted (or not) by the Sports & Fitness Manager whose decision regarding the applicant's suitability for Club Plus gym membership shall be final.

6.3 Every applicant for the Club Plus gym **MUST** undertake an Induction with a member of the Club Plus fitness staff. Only Club Members who have had an Induction can use the Club Plus facility. (N.B. This is a requirement for insurance and safety purposes and cannot be circumvented irrespective of whether the applicant has used a gym before).

6.4 Club Plus users must wear appropriate clothing and footwear at all times.

6.5 Members' children under the age of 16 are prohibited from joining the Club Plus gym and are not permitted to enter the Club Plus facility.

6.6 Young persons aged 16 and 17 may, with their parent's consent, apply to join the Club Plus gym. However, they may have their fitness programs modified by the Sports & Fitness Manager at his/her absolute discretion in order to ensure their continued safe physical development. With effect from 1st July 2007, young persons aged 16 and 17 will be permitted to use weights equipment subject to them attending an Induction.

6.7 Any young person accepted for Club Plus gym membership under Section 6.6 above, must pay the appropriate Club Plus charge (although they will not be required to pay the Standard Club Membership Rate provided one of their parents is a paying Club Member).

6.8 The latest admittance time to the Club Plus gym for “Off Peak” members on Monday to Friday is 4.00 p.m. i.e. the member must have swiped his/her membership card through the Club Plus gym door swipe-card reader by the 4.00 p.m. “cut off” time. (Entrance after this time will be at the sole discretion of the Club Plus gym staff). “Off Peak” Members may be asked to leave the gym by 5.00 pm if the facility is particularly busy.

7. DRESS CODE

7.1 Clothing and footwear appropriate to the activity or sport being undertaken must be worn at all times.

7.2 Sportswear should not be worn in the lounge bar.

7.3 Vests (other than proper sports vests) are not permitted to be worn as outer garments in the main pavilion.

7.4 Shirts (or similar articles of clothing) must be worn **at all times** when on Club premises or grounds by both male and female Members and Guests. It is not permitted to remove a shirt to play tennis, football or whilst watching cricket or any other sporting or social activity.

7.5 Studded or spiked footwear, muddy boots or similar dirty footwear must not be worn in the main pavilion or any other Club building (except the changing rooms) at any time.

8. CLUB LOGO

Only the official Club logo and wording (and manufacturers’ logos) or specific logos and/or wordings approved by the Executive Committee in writing may be displayed on any article of sports clothing worn by any Club team.

9. UNFAVOURABLE PLAYING OR WEATHER CONDITIONS

Any decision regarding the possibility or suitability of play on Club grounds/pitches during periods of unfavourable playing or weather conditions shall only be made in full consultation with the Grounds & Premises Manager (or, in his absence, the duty Service Manager) **whose decision on the matter shall be final.**

10. DOGS AND OTHER ANIMALS

No animals except Guide Dogs are permitted on the Club premises or grounds at any time.

It is the responsibility of each sports section who are hosting a visiting team or outside body to make this rule absolutely clear to their visitors as **NO EXCEPTIONS** will be made. (Similarly, Club Members are responsible for informing their Guests of this rule).

11. SINGING

Singing is not permitted on Club premises or grounds at any time during licensing hours unless as part of an organised function.

12. ADMISSION TO MEMBERSHIP – PRACTICAL APPLICATION OF THE RULES

New applicants for membership will NOT be permitted entry to the Club (except as the Guest of another Club Member) for a period of AT LEAST TWO DAYS following the day their name and contact address are first displayed on the Club Notice Board.

The Club Office will add the prospective new Member to the Club's computerised membership system and will allocate a Membership Number and a Membership Card. The applicant will be notified in writing that his/her card can be collected from Reception and that entry to the Club will be permitted thereafter.

The Club Office will inform the successful applicant when the first monthly collection will be made under their direct debit mandate.

The Club Office will inform the applicant that their application has still to be formally approved by the Membership Committee (as required under the Club Constitution) and that they will only hear further if, for any reason, their membership application has been declined.

13. RE-INTRODUCTION OF SPONSORSHIP (with effect from 1st October 2004)

With effect from 1st October 2004, all new applicants for Club membership will need to be formally sponsored. The Club's application form has been amended to cater for this additional requirement.

Only Club Members of at least 6 months standing are permitted to sponsor a new Club Member.

The sponsoring Club Member must fully complete the relevant parts of the new style application form and sign and date the form. Any application forms that have not been properly completed will be returned to the sponsoring Member for completion which will delay the processing of the application form.

All sponsored application forms will still be subject to scrutiny and approval (or not) by the Club Membership Committee as currently.

Members should be aware that any negative behaviour or failure to adhere to the Club Constitution and Bye-Laws by a new Club Member they have sponsored may adversely affect their own membership and that sponsorship should not therefore be undertaken lightly but only in respect of persons of good character.

14. SMOKING POLICY (with effect from 1st July 2007 following the introduction of the Smoke Free Premises Regulations 2007)

Smoking is no longer permitted by any public place from the above date.

This rule applies equally to all Club users.

Smoking is, however, still permitted in all outdoor areas of the Club. Appropriate provision will be made for the comfort of smokers in certain locations around the Club. Smokers (as with all Club users) must adhere to the 11.00 p.m. "curfew" that forms part of the Club's Premises Licence conditions.

Failure to adhere to requests from staff to comply with the 11.00 p.m. "curfew" could result in the offending person/people being asked to leave the Club premises and/or could result in disciplinary action being taken against any Member(s).

15. TERMINATION OF MEMBERSHIP

A Member wishing to terminate his/her Club membership must do so IN WRITING by either sending a letter to the Club Office (for the attention of the Membership Administrator) or by sending an e-mail to mandy@theholbrookclub.co.uk

Similarly, a Member wishing to cancel his/her Club Plus gym membership or cancel his/her Unlimited Sport option, must also notify the Club in writing.

As approved at A.G.M., Members are required to give 30 DAYS NOTICE of their intention to cancel their Club membership, their Club Plus gym membership or their Unlimited Sport option.

In addition, where a Member is cancelling their Club membership, it would be helpful if they could also indicate the reason for the cancellation for the Club's record. They should also return their Membership Card in order for it to be destroyed.

16. IMPACT OF THE LICENSING ACT 2003 (with effect from 24th November 2005)

The Club's new Premises Licence came into effect on 24th November 2005 (following our licensing hearing with Horsham District Council on 30th September 2005).

The hours granted for the sale of alcohol and late night refreshments are:

- 8.00 a.m. to midnight on Sundays through to Thursdays inclusive
- 8.00 a.m. to 1.00 a.m. on Fridays, Saturdays and specified "special days" i.e. St Patrick's Day, etc
- existing "grandfathered" rules apply to New Year's Eve opening times
- in addition, a further one hour "drinking up time" is permitted on all days.

However, despite the extended permitted opening times, the Executive Committee do not intend to significantly alter the Club's "Normal Bar Opening Hours". The committee have agreed the following way forward:

- 1) the Club's "Normal Bar Opening Hours" are to remain unchanged – see Section 2.2 of these Bye-Laws,
- 2) live bands and discos must cease playing on Friday and Saturday nights at 11.30 p.m. (except by special concession). N.B. On Sundays through to Thursdays, live bands and discos must finish playing by 11.00 p.m.,
- 3) on Friday and Saturday nights where the Club receives an appropriate monetary payment, we will allow a 30 minute bar extension to 11.30 p.m. but no later

On Sundays through to Thursdays, bar extensions will not normally be allowed (except by special concession and then only for specific Club functions or special private functions i.e. Christmas parties) and, in any event, no later than 11.30 p.m.

- 4) 20 minutes “drinking up time” will continue to be the norm which should ensure that most guests will have departed by midnight at the latest thus minimising any potential disturbance or disruption to our neighbours.

17. OPERATION OF A 9.30 P.M. CURFEW FOR CHILDREN

In deference to the Club’s neighbours, a voluntary 9.30 p.m. curfew will be operated whereby all children (under the age of 16) will be asked to move inside the Club buildings from 9.30 p.m. each evening and to remain inside thereafter. (Parents are particularly asked to ensure that their children remain inside the main pavilion after 9.30 p.m. and do not seek to go outside again).

The “play area” lights will also be turned off by staff at this time.

In addition, all external doors and windows must be kept closed after 9.30 p.m. to minimise the impact of any sound emissions from the Club. The Club’s new air-conditioning facility will assist this aim by better regulating the indoor temperature and ambience.

(N.B. The above voluntary procedures are supplemental to the requirements of the Club’s Premises Licence and the conditions pertaining thereto).

18. Disciplinary Process Checklist

The following process checklist is to be printed out and completed as necessary by the Membership Committee.

Name:

Date of Incident:

Description	Planned Date	Actual Date	Initials	Comments
Incident advised to Membership Committee Chairman				
Letter sent by Club Office?				
Person suspended?				
Club Executive Committee (EC) advised				
Full details of incident available				
Initial disciplinary committee meeting arranged				
Witnesses contacted				
Has offender received similar letters previously?				
If incident not serious and 1 st offence, letter sent to offender & papers filed				
Information received from all witnesses				
Agree approach				
Contact offender and agree time for meeting				
Meeting held				
Need to re-interview witnesses?				
2 nd meeting with Offender needed?				
Agree action to be taken				
Write to Offender				
Advise EC of outcome				
Appeal received?				
Appeal held				
Papers filed				