

THE HOLBROOK CLUB

Club Bye-Laws
(Effective From 15th November
2016)

THE HOLBROOK CLUB

CONTACT DETAILS

Address: The Holbrook Club
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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 Categories (from 30th September 2003)	Old Subscription Rates effective from July 2011	Subscription Rates effective from September 2013
Member	£9.95 p.c.m.	£10.50 p.c.m.
Family Member	£6.25 p.c.m.	£6.70 p.c.m.
60+ Member	£6.25 p.c.m.	£6.70 p.c.m.

Joining Fee

All new joiners from 1st August 2013 will also pay a joining fee equivalent to one month's membership. e.g. £10.50 or £6.70

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.

1.4 PAY-AS-YOU-PLAY CHARGES

The Pay-As-You-Play charges effective from 1st March 2014 are as follows:

Activity	Location	Duration	Charge
Squash	Squash Courts (per court)	40 mins	£6.50
Badminton	Sports Hall (per court)	1 hour	£6.50
Tennis	Outdoor Tennis Courts (per court)	1 hour	£6.50
Table Tennis	Club Plus Studio (per table)	1 hour	£5.50
Free Sports	Club Plus Studio	1 hour	£12.50
Football	Sports Hall	1 hour	£25.00
Basketball	Sports Hall	1 hour	£25.00
Tennis	Sports Hall	1 hour	£12.50
Snooker	Snooker Rooms (per table)	1 hour	£3.50
3G Pitch Hire	Outdoor Pitches	1 hour	£30.00
Guest Fee			£2.00 Per Guest

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).

All Five-a-Side 3G bookings must be paid in full at point of booking, no refunds will be given with less than 24 hours-notice but an alternative booking slot will be offered.

Alternatively, Members can enjoy playing all the above sports by paying £16.00 per month in addition to the relevant Standard Club Membership Rate i.e. the Club's "Unlimited Sport" option.

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 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).

All Guest Fees are payable in respect of all Club Members' Guests aged 16 and over who seek entry to the Club. (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 relevant Guest Fee.

Children and young persons aged 15 and under are NOT required to pay the above Guest Fees. 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 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. (NB. 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":

Badminton, squash, snooker, outdoor tennis and table tennis –
the fine is 50% of the hire fee per session booked

ALL sports hall bookings (irrespective of the sport) –
the fine is 50% of the hire fee per session booked

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 CHARGES 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.	9.00 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	8.30 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
Wednesday	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	9.00 a.m.	9.00 p.m.

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	6.00 a.m.	10.00 p.m.
Saturday	7.00 a.m.	9.00 p.m.
Sunday	8.00 a.m.	9.00 p.m.

“Off Peak” Access:

Day of the Week	Off Peak Start Time	Off Peak Finish Time
Monday to Friday	6.00 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 9.00 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 wellbeing 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 to use the gym or sports facilities on production of their own Membership Card (which is issued free-of-charge by the Club on completion of a short application form)

Children aged 14 to 17 are not permitted to stay on the Club premises if not using a booked sports/gym facilities, unless directly supervised by an adult paying member.

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.

5.5 Children **under the age of 14** are not permitted in the Snooker rooms 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 Parents attending the Club with Children under 16 must remain accessible to their children at all times and not use the adults-only lounge bar.

5.9 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 directly supervising their child(ren) at all times.

5.10 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), d) and e) in Section 5.8 above

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. (NB. 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 aged 14 and 15 may, with their parent's consent, apply to join the Supervised Junior Gym Sessions. These sessions are either £2.50 on a PAYG option or £11.95 per month payable through the head member's direct debit. However, they will **NOT** be permitted to use the weights equipment.

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 Assistance 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

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 Executive 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. 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).

14. VAPING POLICY (with effect of 1st December 2016)

The use of e-cigarettes or vaping is no longer permitted in any internal part of the club from the above date.

However, you are still permitted to use e-cigarettes in all outdoor areas of the Club. E-cigarette users (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 Member Relations Manager) or by sending an e-mail to mandy.martin@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 pm
- 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, during events that meet the permissible exceptions in 5.9 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.

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

18. Disciplinary Rules & Procedures

The Club's disciplinary procedure establishes a process by which offences and poor conduct can be dealt with fairly and consistently. The disciplinary procedure is designed to help and ensure that members are treated fairly and equally during the process.

Suspension

If allegations of an offence or serious misconduct are made, the Club may suspend your membership whilst further investigations are carried out, and this will be confirmed in writing to you along with the reason(s) why and the time and date of the meeting set by the The Club Office to discuss the allegations. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation. You must not contact or attempt to contact or influence anyone connected with the investigation in anyway. You must not attend or visit the Club unless you have prior permission from Club Management.

Disciplinary Procedure

- a) You will be notified in writing of the allegations

- b) You will be invited to attend a meeting to discuss the allegations; this meeting will be held within 2 - 7 working days after the date of the allegation letter.
- c) Other meetings will be held to collect evidence from witnesses (if appropriate)
- d) Any decision made will be based on a reasonable belief, the balance of probability and on the evidence presented.
- e) The result of the disciplinary process will be confirmed in writing within 2 working days of the final witness/evidence meeting.
- f) The Club Member shall have the Right of Appeal to the Club Chairman, such appeal to be lodged in writing within 14 days of the date of the letter sent to the Member confirming the outcome of the disciplinary process. No appeal will be considered if lodged outside this timescale or not submitted in writing.

Failure to attend a disciplinary meeting, without good reason, will be considered alongside the reasons for the disciplinary meeting and a decision may be made in your absence.

Level of Bans

The bellow table gives the four types of bans and potential length of bans for any member who is found to have committed an offence at the Club.

Level	Length of Ban	Reason for Ban
Level: 1	Warning Letter to six months	Verbal Abuse, theft, anti-social behaviour
Level: 2	Six months to one year	Criminal damage, threats of violence , violence but not causing injury other offences not covered by level 3
Level: 3	One year to three years ban	Violence causing injury, drug offences, any other serious offences not covered
Level: 4	Life ban	Any serious offences or the member persistently offends or the person is a serious risk to Club staff, Club members or the Club licence.

The table above is for guidance only, and other factors may be taken into consideration to arrive at the level or length of any ban imposed. The following are examples of what might influence a decision:

- Is this a first offence?
- Is this out of character?
- Does the offence bring the Club into disrepute and risk damaging our reputation?
- Does this person regularly cause issues?
- Are there multiple offences?
- Would this person learn from a shorter ban?