

THE BOURNE CLUB LIMITED

A PRIVATE COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL

CLUB RULES

Revised February 2016

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INTRODUCTION

1 Club Registration

The Bourne Club Limited ("the Club") is registered under the Companies Act 2006 as a Private Company Limited by Guarantee and not having a Share Capital.

2 Articles of Association

The formal constitution of the Club is contained in the Articles of Association of the Bourne Club Limited ("the Articles"), which are published within the members' area of the Club website and are also available to members from the Club office on request. The Articles may only be changed by a special resolution of the members of the Club at a General Meeting and they are paramount to the Rules of the Club.

3 Rules

The Rules of the Club ("the Rules") are contained in this document. Within the framework of the Articles they describe the Club's management structure, membership categories, subscription arrangements, the use of the Club's premises and facilities, and other administrative matters.

Members are to comply with these Rules, which are published within the members' area of the Club website and are also available to members from the Club office on request.

4 Further Information

Further information about Club facilities including regulations are contained in the Information Pack issued to new members on joining, and may be found on the Club website, on the notice boards at the Club, or by enquiring at the Club office.

CLUB MANAGEMENT

5 The Management Committee

5.1 The Management Committee ("the Committee") is empowered to manage the day-to-day business of the Club. It is composed of the Directors and Heads of Sections, as described in the Articles (Article 14).

5.2 The Committee determines the Club's Rules and their interpretation and may change them when appropriate.

5.3 The Committee meets monthly, except in August. Minutes of Committee meetings are recorded. After approval at the subsequent Committee meeting, the minutes will be displayed within seven days:

- a) on the Club notice board, where they will remain until the minutes of the next meeting are displayed; and
- b) in the members' area of the Club website, where they will remain for the next twelve months.

6 Section Sub-Committees

6.1 For sports and organisational reasons the Club is divided into Sections. These comprise Badminton, Bridge, Squash, and Tennis, or others as the Committee may at any time decide (Article 15).

6.2 The Committee is empowered to delegate control of Section activities to Section sub-Committees.

6.3 The Section sub-Committees:

- a) manage their own programme of activities;
- b) may draw up rules for the conduct of their Section activities;

Section sub-Committee Chairmen, or their representatives, attend Committee meetings and provide a report of Section activities to the Committee.

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7 Club Manager

7.1 The Directors appoint a Club Manager ("the Manager") who:

- (a) is responsible as the Committee's executive officer for the routine administration and management of the Club and its staff and services;
- (b) attends and reports to the Committee at its meetings, but has no voting rights.

7.2 The Manager can also hold the appointment of Company Secretary of the Bourne Club Limited and act as its Treasurer for routine financial transactions and accounting.

8 General Meetings

8.1 The convening and conduct of General Meetings of the Club is described in the Articles.

8.2 The Annual General Meeting is normally held in March each year. Members of are notified of the date of the AGM at least 3 weeks in advance in accordance with the Articles.

8.3 A convening notice and all documents relating to an Annual General Meeting will be communicated to members in writing (this includes electronic communication) at least twenty-one days before the meeting.

MEMBERSHIP

9 Admittance and Termination of Membership

Admittance and termination of membership is contained in the Articles and is amplified below.

10 Admission Procedure

10.1 A candidate for membership will be considered to be a provisional member as soon as they have completed an application form and submitted it to the Manager. They will become a full member once they have paid the appropriate entrance fee and subscription, subject to the following conditions:

- (a) At any point within five weeks from receipt of a new application (two months, if the application is received just after the July Committee meeting) the Committee may, at its absolute discretion, decide to reject the application. This decision will be communicated to the candidate within fourteen days of it being made, with all entrance and subscription fees paid being refunded.
- (b) The candidate agrees on payment of the entrance fee to be bound by the Rules of the Club.

10.2 In order for new members to receive an induction into Club facilities, provisional members are requested to meet with a member of the permanent staff before starting to use the facilities.

10.3 In the interests of ensuring that Club facilities are adequate for the benefit of existing members, the Committee may restrict the admission of new members for a temporary period.

11 Categories of Membership

11.1 There are various categories of adult and junior membership of the Club to accommodate individual circumstances and the scope of activities desired. There is an entrance fee for adult categories on becoming a member of the Club. The categories, current entrance fees and subscription rates are available on the Club website and on request from the Club office.

11.2 Members under the age of 18 and Temporary Young Adult members are not eligible to hold any office or to vote at General Meetings of the Club.

11.3 Club professional coaches are required to become members of the Club in the category of Coach Membership and have full membership status.

11.4 Members of the Club's permanent staff, who are working more than 12 hours per week, are individually (*i.e.* excluding other family members) permitted to use the Club's sports and social facilities without paying a subscription and may attend but are not permitted to vote at General Meetings. If a member of permanent staff chooses to pay an annual subscription, they are granted full membership status with voting rights.

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12 Membership Subscriptions

12.1 Rates

Entrance fees and subscription rates for each category of membership are set by the Management Committee and may be changed at any time during the subscription year.

12.2 Entrance Fee

An entrance fee for each category of membership is payable on admission. The Manager has the authority to waive this fee with the approval of the President.

12.3 Annual Subscription

The annual subscription is due on 1 July each year and members, in the interest of minimising costs to the Club, members must pay the amount due on or before that date, except when paying by monthly direct debit. Members, who pay subsequent to 1 July, must pay the annual subscription prevailing at the date of payment. Members who pay by monthly direct debit agree to pay for the full twelve months of the subscription year. The Management Committee may also impose a late payment additional levy.

12.4 New Members joining during the Subscription Year

The subscription payable by a new member on joining will be based on a monthly *pro-rata* subscription for each month and part-month of the subscription year remaining. Subsequently, the full annual subscription is due on 1 July as in 12.3 above.

12.5 Failure to Pay Subscription

Any member who has not paid their annual subscription by 1st September will be in default and their membership will lapse.

12.6 Re-admission

The re-admission of a member who has defaulted will take its turn with new applications, unless the Manager decides that the case deserves more favourable consideration. On such re-admission, the Manager will have discretion whether or not to charge an entrance fee.

13 Resignation

A member who wishes to resign their membership shall inform the Manager and will thereupon cease to be a member. There is no entitlement to any refund of subscription. Membership is not transferable to another person.

CLUB PREMISES AND PROPERTY

14 Opening Times

The opening times of the Club premises, office, and other facilities are decided by the Committee and are published in the new member's Information Pack on the Club noticeboards and the Club website.

Non-standard timings may apply on public holidays and will be communicated to members in advance by one of more of the following means: publication on the Club website, publication on Club noticeboards, notification by e-mail.

15 Car Parking

15.1 Within the Club car park, which has a limited number of spaces, cars may be parked only within the designated parking areas. Cars found to be parked outside such areas may be subject to penalties as decided by the Committee. Access to the marked emergency exits must be kept clear at all times.

15.2 When the car park is full, members should park outside the Club's car park. On Monday and Thursday evenings members are permitted access to the adjacent Ridgeway School's car park and are requested to use this facility if parking for an extended period.

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16 Children

16.1 Parents and guardians of junior members, who are not themselves members, may accompany their children onto the Club premises for the duration of the junior member's activity but are not themselves entitled to use the Club's sports facilities. Children being brought to or collected from the Club are to be escorted into and out of the Clubhouse

16.2 Members' children, for whom no subscription has been paid, may enter the Club only when accompanied by their parents.

16.3 Members, and members acting *in loco parentis*, are responsible for the conduct and supervision of their children at all times while on the Club premises.

17 Smoking

Smoking is not permitted inside any Club building. Smokers may only smoke in the designated outside smoking area and should dispose of cigarette ends in the receptacle provided.

18 Clubhouse

18.1 The main bar, lounge and passageways are to be kept free of sports bags and other bulky personal property.

18.2 The television in the main bar area is primarily for showing sporting events. Another television in the Club may be used for other programmes. Members are to limit audio volume level so as not to disturb the enjoyment of the Club facilities by other members.

19 Dogs

With the exception of guide dogs, members must ensure that their dogs are restricted to the Club car park only and that they are kept under control at all times.

20 Private Notices

Private advertisements and notices may not be posted on Club notice boards without the permission of the Manager. The Manager may at their discretion charge for such notices.

21 Fire and Safety Equipment

Fire and safety equipment is located around the Club premises and must not be removed from their appointed places.

22 Purchase and Supply of Intoxicating Liquor

22.1 The Club holds a Club Premises Certificate, issued in accordance with the Licensing Act 2003.

22.2 The Club reserves the right to charge corkage for alcoholic drinks consumed on the premises that have not been purchased from the Club bar. Rates are fixed by the Manager.

23 Damage to Club Property

Any member responsible for breaking or damaging property of the Club must report the incident immediately to the Manager or Club office and will, at the discretion of the Manager, be responsible for the cost of reparation of such damage.

24 Removal of Club Property

No member may take any item of Club property away from the Club premises without the prior permission of the Manager.

25 Liability for Members' Property

The Club does not accept liability for any loss or damage to property which may arise on the Club premises.

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26 Use of Club Premises

- 26.1 The Committee may set aside parts of the Club premises for any purpose they deem fit.
- 26.2 No member may use the address or premises of the Club for their own business purposes.

27 Hire of Club Premises

- 27.1 The Club premises may be hired by members for social functions which in the opinion of the Committee do not unduly conflict with the interests of the Club or its members. In some cases, in accordance with its Club Premises Certificate, a Temporary Event Notice will be required (eg for bar extensions, music, etc)
- 27.2 To hire the Club premises, a Venue Booking Form must be completed by prospective hirers; copies are available from the Club office.
- 27.3 All such applications must include the following detail: the purpose of the function; the organiser, who will take responsibility for the conduct of the function and those attending it; the numbers expected to attend, and whether they will include persons under 18 years of age; if liquor will be bought and consumed on the premises; what Club facilities are required; and whether or not a Temporary Event Notice needs to be applied for.
- 27.4 The Manager, having been satisfied that the application complies with Club restrictions (eg suitable insurance etc), must authorise each hire.
- 27.5 A non-refundable deposit must then be paid to secure the booking, with the final bill being settled no later than immediately after the hiring period is over.

GUESTS

28 Members' Responsibilities for Guests

- 28.1 The Club is a private members' Club, but members may invite guests in accordance with the rules below.
- 28.2 Guests are either 'playing guests', who use the Club sports facilities, or 'social guests' who participate only in social activity.
- 28.3 Members introducing either type of guest are responsible for their conduct and their compliance with the Club's Rules whilst on the Club premises.

29 Playing Guests

- 29.1 A member may introduce playing guests to the Club, up to three guests at any one time depending on the activity. No one person may be introduced as a playing guest on more than four occasions during the subscription year (1 July to 30 June).
- 29.2 Playing Guests are charged a fee. Current rates are contained in the list of Subscription and Entrance Fees which are displayed on the Club notice board and on the Club website, and are available from the Club office on request.
- 29.3 Members introducing playing guests are responsible for entering their names in the visitors' book, which is kept on the bar and ensuring that the guest fee is paid. The guest fee is to be paid to the Club office when open, or to the Club bar. When both are closed, the guest fee is to be put in the envelope provided with the visitors' book and posted through the Club office door. If guest fees are not paid on entry, a fee of twice the fee payable is chargeable to the member's account.
- 29.4 Separate instructions apply to Bridge Section guests and are contained in the Bridge Section Rules.

30 Social Guests

Social guests may be introduced by members without limitation, but at all times should be accompanied by the member introducing them. The member is responsible for entering names of all social guests in the visitors' book.

31 Visiting Teams

Members of visiting teams playing sporting fixtures may have use of Club facilities relevant to their fixture during their visit.

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USE OF CLUB FACILITIES

32 Appointment of Club Professionals

The Committee may appoint Club Professionals in respect of its playing sections upon such terms and conditions as it decides.

33 Facility Bookings

33.1 Members are able to make all facility bookings up to 14 days in advance and must do so at the very latest one hour after their booking time has elapsed. Bookings are made using the Club's online booking system or, if not available, an alternative booking method provided by the Club office. If members use the Club's facilities without booking, a fee of twice the normal fee payable may be charged to the member's prepayment account.

33.2 Upon arrival at the Club to use a booked facility, members must log in to the booking system to register their attendance before their booking time has elapsed. This requirement is made under the Club's No Show policy. Failure to log in may incur a fine.

33.3 Current facility booking fees are displayed next to the Clubhouse booking screens as well as on the Club's website.

34 Fitness Room

34.1 Members are not permitted to use the equipment in the fitness room until they have been instructed in its correct use by the Club's qualified instructor. Members wishing to use the equipment should contact the Club office to arrange an induction.

34.2 Children under the age of 16 are not allowed to use the fitness equipment unsupervised. Children under the age of 16 may only use the gym when supervised, and with the Manager's approval.

35 Catering Facilities

35.1 The Committee may, on terms it decides, appoint a caterer to provide food and non-alcoholic beverages to members and their guests.

35.2 The catering facilities are primarily for the use of the Club caterer. The Manager will allow members access for specific occasions. This needs to be agreed in advance with the Manager. Members are required to conform with Health and Safety Legislation and the kitchen is left in a clean and hygienic state. All breakages are to be reported to the Manager.

COMMUNICATIONS

36 Electronic Communications

In accordance with the Companies Act 2006, the Club and its members may use electronic communications. This will be by email between members and the Club office and by use of the Club website only. Postal means, as described below, will be used by the Club to communicate formal documents with those members who do not wish to use electronic communications.

37 The Club Website

The Club website (www.bourneclub.co.uk) contains current information and formal records about the Club, and is divided into a public and private member's areas. All members are allocated an ID number and PIN to enable them to access the member's area of the website.

38 Members Using Electronic Communications

38.1 Members may elect to use electronic communications to receive documents and information from the Club, and in this case must notify their agreement and their email address to the Club. New members will notify this on their Application Form. Members may also communicate to the Club by email. The Club's general email address is information@bourneclub.co.uk.

38.2 Any member who subsequently wishes to cease using electronic communication may do so, but must notify the Club office accordingly.

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38.3 Members using electronic communications will receive from the Club:

- (a) Emails to advise them that formal documents, which will include convening notices, accounts, and documents issued for General Meetings, have been posted on the member's area of the website.
- (b) Emails containing subscription renewal invoices.
- (c) Emails containing informal information from the Club.

39 Members Not Using Electronic Communications

Members who are not equipped or do not wish to use electronic communications will receive formal documents in hard copy by postal means to their home address. Formal documents are restricted to the documents issued for General Meetings and subscription renewal invoices; other information will not be communicated by the Club to members by postal means, but will be displayed on notice boards within the Club.

40 Changes to Contact Details

After admission, members are responsible for informing the Club office of any change to their contact detail (change of name, postal address, telephone number, email address).

CLUB POLICIES, COMPLAINTS AND DISCIPLINARY PROCEDURE

41 Club Policies

41.1 The Club will publish policies to ensure that it is in compliance with statutory legislation. Copies of these policies are obtainable from the Club office or website.

41.2 Members must comply with all Club policies and are asked to regard all notices displayed in the Club.

41.3 The Club will ensure that it has policies in place that align with the conditions to achieve Club Mark status for the relevant sporting bodies.

42 Etiquette and Behaviour

Members are at all times required to observe the etiquette appropriate to the sport they are playing and in all respects are to behave in a polite and courteous manner towards other members, visitors, coaches and staff.

43 Complaints

43.1 Complaints about any member are to be made to the Manager.

43.2 Members are not permitted to reprimand Club staff. All complaints about staff or any other matter relevant to the Club's facilities are to be referred to the Manager.

43.3 Any complaint about the Manager is to be referred to the Club President, or in his/her absence, or in the circumstance when the complaint is about the President to the Vice-Chairman of the Committee.

44 Disciplinary Procedures

44.1 The Committee has the power formally to discipline, to suspend, or to expel a member when, in its opinion, this action is in the interests of the Club (Article 16.2).

44.2 Temporary Suspension

- a) Depending on the circumstances, an immediate temporary suspension of a member may be ordered, pending formal action. In this case, the President of the Club, or in his absence another Director, is empowered, when he considers it appropriate, to exclude the member from the Club's premises with immediate effect until the meeting of the Committee to consider his suspension is held.
- b) The President or other Director will interview the member concerned. The Manager or a second member of the Committee will also be present at this interview. At the interview:
 - the nature of the complaint will be explained to the member; and
 - a written temporary suspension order will be issued; and

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- the procedure that will follow will be explained to the member.
- c) Should the member not agree to be interviewed, the member will instead be notified in writing as in (a) to (c) above.
- d) During the period of any temporary suspension order the member may not enter the Club premises.

45 Consideration by the Committee

45.1 The Committee shall meet within twenty-one days of any formal complaint or temporary suspension order being made.

45.2 Detail of the complaint against the member will be sent in writing within seven days, and the member will also be informed that he may attend the relevant part of the Committee meeting at which the case will be considered, to represent himself. He will be given at least fourteen days' notice of the time and place of the meeting.

45.3 Any other member concerned will be requested to attend the meeting and make representations to the Committee, and will also be given at least fourteen days notice of the meeting.

45.4 The Committee will in due course meet to consider the complaint. A quorum for such a meeting will be eight Committee members.

45.5 The Committee will, at its absolute discretion, resolve the case in one of these ways:

- a) by simple majority, dismiss the case and lift any temporary suspension.
- b) by simple majority, issue a written warning to the member about his conduct and lift any temporary suspension.
- c) by simple majority, suspend the member for a period of up to three months from the date of the meeting, and issue a written warning about future conduct. During the period of this suspension order the member may neither enter the Club premises, nor use Club facilities, nor represent the Club at any activity.
- d) by a majority of three-quarters or more of those present, expel the member from the Club and terminate his membership.

45.6 The President of the Club, or in his/her absence the vice-Chairman or another Director, will send written notification of the Committee's decision to the member within seven days of the meeting.

45.7 The Committee's decision is final and there is no appeal or claim against the Club or any of its members.

45.8 A member who is suspended or expelled under these procedures has no right to the return of any part of his Club subscription.