

Roehampton Club Rules 2022



1. LIABILITY

No Member of the Club or of the Committees shall be under any liability whatsoever, or become liable or responsible for any expenses in connection with the Club.

2. DIRECTORS' POWERS

- (a) The Directors of Roehampton Club Limited ('Company'), shall at their absolute discretion, decide the terms on which persons may become or remain Members of the Club. Without prejudice to the generality of the foregoing, the Directors may determine the amount of the Entrance Fee, the number (if any) of shares that Members may be required to hold in the Company or Roehampton Club Members Limited ('RCML'), and any other conditions relating to such shareholding, and the rate of the quarterly subscription to be paid by all Members. The Directors shall also have the power, at their absolute discretion, to raise the rate of the quarterly subscription as from 1 January, in any year, and specify the number (if any) of shares that Members may be required to hold in the Company or RCML in any such year, and any other conditions relating to such shareholding, subject to notice of any such change being given to all Members before 1 December in the previous year. The Directors shall also decide the number of Members and shall have the entire financial control of the Club.
- (b) The affairs of the Club shall be managed by the Directors, in whose hands the general management of the Club and the making and enforcing of Rules, Regulations and Byelaws are vested. The Directors shall have power, but without prejudice to the Directors' rights under Rule 2a, to alter Rules, Regulations and Byelaws, as they may think necessary. The Directors shall have power to appoint a Chief Executive. All Rules, Regulations and Byelaws shall be binding on all Members of the Club.
- (c) (i) The Directors shall have absolute power at any time to terminate or suspend the membership of any Member without assigning any reason for their so doing and no appeal whatever shall lie from their determination, nor shall any such Member have any claim or remedy whatever against the Club or the Directors, except that the Directors may reconsider such determination upon being required to do so by a requisition signed by not less than twenty Members.
- (ii) No Member shall attempt to induce any employee of the Club to leave his or her employment.
- (iii) Without prejudice to the provisions of 2c(i), the Directors will approve and publish from time to time the procedures to be operated by the Club in the event of any allegations of misconduct of a Member which may make it appropriate to terminate or suspend that Member's membership other than for non-payment of subscription.

3. COMMITTEES

(a) Number of elected Members

The Bridge, Croquet, Golf, Squash, Tennis, and Ladies' and Men's Golf Committees shall, subject to the following provisions of this Rule, each consist of six elected Members.

(b) Term of elected Members

Save where an elected Member resigns their office or is prevented from continuing in office for some other reason, each elected Member shall serve on the relevant Committee for a term of three years, or such shorter term as is necessitated by the retirement by rotation provisions referred to in paragraph (c) below. No person may serve more than two terms as an elected Member in respect of a particular Committee.

(c) Retirement by rotation of elected Members

Each year the two longest-serving elected Members of each Committee shall retire. They shall be eligible for immediate re-election, subject to the rule set out in paragraph (b) that no person may serve more than two terms as an elected Member in respect of a particular Committee.

(d) Election of elected Members

- (i) During the first two weeks of September Members of the Club will be able to nominate candidates to replace retiring elected Committee Members (and any co-opted Members who are vacating office pursuant to paragraph (e)(iii)). If the number of duly nominated candidates is equal to or less than the number of vacancies, all such candidates will be appointed as elected Members. Voting will take place in the second two weeks of September if there are more nominations than vacancies. In the event of a tie a further ballot will be held.
- (ii) Candidates for Committees shall be nominated and voted for only by those Members whose membership category entitles them to participate in the respective games. For example, only lady golfers may nominate and vote for candidates for the Ladies' Golf Committee and only male golfers may nominate and vote for candidates for the Men's Golf Committee.
- (iii) Voting Papers shall be available from the Clubhouse Reception during the election period.

(e) Co-opted Members

- (i) In the event of either (i) insufficient nominations for new elected Members being received in respect of a Committee to replace those retiring elected Members pursuant to paragraph (c) and those co-opted Members vacating office pursuant to paragraph (e)(iii); or (ii) any casual vacancy occurring during the year on the departure from office of an elected or co-opted Member, such vacancies shall be filled by co-opting new Committee Members.

- (ii) The Members of the Committee shall be entitled to make recommendations to the Board as to the identity of the new Committee Members co-opted, but the power to co-opt new Committee Members shall be exercisable only by the Board in their absolute discretion (subject only to the terms of this Rule 3).
- (iii) Co-opted Committee Members shall serve in office until the next appointment of elected Members following their co-option. Subject to the rule set out in paragraph (b) that no person may serve more than two terms on any Committee as an elected Member, they shall be entitled to be nominated as a candidate to be an elected Member of the relevant Committee during such appointment process.
- (f) Advisory Members**
The following persons shall be entitled to participate in proceedings of the relevant Committee and to enjoy the same rights as elected Members of the relevant Committee save that they shall not be entitled to vote nor to be taken into account when calculating a quorum:
- (i) Chairs/Captains may invite non-elected Members onto the Committee on an annual basis as they see fit to act in an advisory capacity.
- (ii) At least one management representative shall be an ex officio Member of each Committee, such management representative(s) to be appointed and removed at the discretion of the Board.
- (iii) Each year a Director (other than the Captain/Chair of the relevant Committee) will be nominated by the Board to represent the Board on the Bridge, Croquet, Golf, Tennis and Squash Committees, and in respect of the Health Club.
- (g) Voting and Quorum**
- (i) Only elected and co-opted Members of Committees may vote at meetings and be taken into account for the purposes of calculating a quorum. In the event of an equality of votes, the Chair/Captain shall have a casting vote.
- (ii) Three elected or co-opted Members shall form a quorum for meetings of a Committee.
- (h) Initial meeting**
- (i) Each Committee will meet as soon as possible after the appointment/election of new elected Members pursuant to paragraph (d). In the case of the Golf Committee, the initial meeting shall be held as soon as practicable after the Annual Meeting of Golfers.
- (ii) At such initial meeting, the chair shall first be taken by the management representative referred to in paragraph (f)(ii), or in their absence the Director referred to in paragraph (f)(iii). The first item of business shall be to elect the Chair for the following year from among the elected (but not co-opted) Members present at the meeting. Following such appointment, the chair shall then be taken by the new Chair. For the avoidance of doubt, the first Chair of the meeting referred to in this paragraph shall not be entitled to vote, whether by exercising a casting vote or otherwise, at the meeting.
- (iii) In the event that at such initial meeting the Members are unable to agree as to the identity of the new Chair, the initial Chair shall carry on in such position until the end of the meeting (but shall still not be entitled to vote). Following the meeting, the Chair of the Committee shall be appointed by the Board in their absolute discretion (subject to paragraph (i)). The Board may also appoint the Chair of the Committee in their absolute discretion where the Chair vacates the office prior to the end of their term and the Members are unable to agree on an elected Member to replace them. In either case, the Board may appoint a Chair who is not a Member of the relevant Committee – in such event, such a Chair shall be deemed a co-opted Member for the purposes of this Rule 3 (save that where the Chair was not an elected or co-opted Member prior to appointment by the Board, their vacation of office shall not create a new vacancy for an elected or co-opted Member).
- (i) Term as Captain/Chairman**
- (i) The Captain/Chair of the Committee shall serve as Captain/Chair until the earliest of (i) the next initial meeting of the relevant Committee referred to in paragraph (h) (i), or (ii) their retirement pursuant to paragraph (c) or their vacating office pursuant to paragraph (e)(iii). No person may serve as Captain/Chair of a Committee for more than three consecutive years.
- (ii) The Captain and Lady Captain of Golf shall be ex officio non-voting members of the Golf Committee and, respectively, of the Men's and Ladies' Golf Committees, if they are not elected members of those Committees. The Men's and Ladies' Golf Committees shall be chaired by the Captain and Lady Captain of Golf respectively.
- (iii) The Captain and Lady Captain of Golf shall be chosen by the outgoing Captain or Lady Captain, as the case maybe, after consultation with the Men's and Ladies' Golf Committees and Past Captains of Golf at the Club and their appointment shall be announced at the Annual Golf Meetings in the year before their term of office commences, so that they shall act as Vice Captains following their announcement.
- (j) Vice-Captains**
Meetings of the Committee may also appoint Vice Captains to assist the Captains in their duties.
- (k) Fixture Lists**
The Captain/Chair elect will be responsible in conjunction with the relevant Sports Manager for drawing up the Fixture List for the year of their office.

(l) Responsibilities of Sports Committees

Sports Committees will be responsible for the general conduct of their game at the Club including:

- (i) Organising Members' competitions.
- (ii) Arranging inter-club matches.
- (iii) Handicapping.
- (iv) Carrying out those duties laid down as a Committee's responsibility in the rules of the game concerned, including regulations of play. Where finance is involved or other sections of the Club are affected, the Liaison Director will refer the matter to the Board should they and the Chief Executive be unable to resolve the problem. The Chief Executive is responsible to the Board for the condition of the playing facilities, but the views of the Sports Committees regarding their upkeep and maintenance will be given the fullest consideration.

(m) Other Committees

For the avoidance of doubt, the foregoing provisions of this Rule 3 shall not apply to the Art Group, PhotoClub, the Health Club Forum, the Family Forum, Young Members and Seniors Forums, the Junior Golf Committee, the Junior Tennis Committee and the Wine Committee. Such committees shall organise their own activities through the appropriate Club delegate and such committees shall comprise as many Members as the particular Group/Committee sees fit.

4. ELECTION OF MEMBERS

- (a) The election of Members shall be vested in the Directors. Candidates shall be proposed by one Member of the Club and seconded by another (to both of whom the candidate should be personally known) on the form provided by the Membership Team. The names of the proposer and seconder must be in their own handwriting or in that of the Chief Executive, if duly authorised by them in writing. Both proposer and seconder must give the Directors, in writing, full particulars as to the eligibility of their candidate. Before any candidate can be considered for election as a Member, the proposer will introduce the candidate to one of the Directors, who will endorse the candidate's form. A non-refundable registration fee is payable by each adult candidate whose application for membership is approved by the Directors.
- (b) The Directors have absolute discretion as to who is admitted as a Member of the Club, on what terms, and how to exercise this discretion in the interests of the Club and its Members.
- (c) No candidate shall be admitted to membership until a minimum period of two days has elapsed from the receipt of application for membership.
- (d) All candidates admitted to a golf playing category must undergo a golf induction with a Club Professional to substantiate their handicap and playing rights. New Members wishing to attain an official handicap must play with a golf playing Member (preferably their proposer or seconder) who will verify their score cards, which are required for

handicap assessment by the Golf and Games Manager.
(e) Members with a handicap of 22.4–26.1 (men) and 33.2–36.9 (ladies) may only play at weekends after 2pm in the summer and 1pm in the winter.

- (f) All candidates admitted to a tennis playing category must undergo a tennis induction with the Racquets Director to substantiate their playing ability and introduce them to the club coaching and social programme.
- (g) Any candidate who has been rejected shall not be admitted into the Club as a guest without the specific permission of the Chief Executive.

5. CATEGORIES OF MEMBERSHIP

PLEASE NOTE: No Member, by paying a guest fee or by invitation, may participate in or play at any time, a sport which his/her membership category does not permit.

ADULTS

Honorary Members are such persons as the Directors may elect to Honorary Membership. Honorary Membership is the equivalent to full membership and Members would ordinarily have served fifty consecutive years of adult membership to qualify.

Full Playing Members may play and practise all sports. Men are required to have a handicap of 26 and below and ladies require a handicap of 36.9 and below. Members with a handicap of 22.4–26.1 (men) and 33.2–36.9 (ladies) may only play at weekends after 2pm in the summer and 1pm in the winter.

Restricted Full Members may play and practise all sports except golf at weekends.

Tennis Members may play and practise all sports except golf.

Five Day Members may play and practise all sports, including using the Health Club, from Monday to Friday including Bank Holidays.

Other Sports Members may play and practise all sports except golf, tennis and padel tennis. This is a closed category to new Members. Any Members wishing to downgrade to the Other Sports category due to a medical reason which means they can no longer participate in their chosen sports must apply to the Chief Executive in writing or via membership@roehamptonclub.co.uk. Evidence supporting their medical condition will be required.

Non Playing Members Only Members of ten years standing or more may apply for the Non Playing category. Non Playing Members may not play any sports including use of the Health Club, Bridge, Snooker etc.

Dining Shareholders have the same status as Non Playing Members. This category is not open for application.

Absent Members are Adult and Junior Members who neither live nor work within a 65-mile radius of the Club for a period of one or more years. Members must provide proof of their qualifying address. Members may only transfer to Absent membership in January and for a minimum period of one year. They shall pay the Absent

Member quarterly subscription, which will entitle them to receive communications from the Club. Absent Members may make up to six visits to the Club to play a sport as permitted in their previous membership category and up to twelve visits socially between 1 January and 31 December in any year. Alternatively, an Absent Member may purchase a one-month full subscription per calendar year via the Membership Office by applying one week in advance for unlimited visits to the Club during the one-month period. Absent Members must sign in at the Gatehouse each time they visit the Club. Upon their return they will resume their former membership category immediately. Absent Members previously entitled to play golf must verify their handicap with the Golf and Games Office.

Temporary Members are Members with special short-term circumstances that are recognised by the Chief Executive. This category is not open for application.

JUNIORS

Junior Members are the children or wards of Members over the age of 5 and under the age of 18 on 1 January. They may not introduce unaccompanied guests, nor vote at Committee elections, or purchase intoxicating liquor on the Club premises. On the 1 January following their 18th birthday they will automatically move up to the appropriate adult category. Use of the pool is included in the membership fee for Juniors and those 16 years and over may use the gym. Juniors may be invited by the Golf and Games Manager to hold weekend golf privileges where Members may and Bank Holidays. Members wishing to bring their children aged 0 – 4 year's old to the Club to use the facilities should purchase a Toddler Guest Pass. An application form may be collected from Reception or membership@roehamptonclub.co.uk and this must be completed and returned to the Membership Office who will advise the amount payable (3-4 year's old). Once paid, the Toddler Guest Pass will be issued. This may be issued at a pro-rata cost if purchased part-way through the year.

The year the toddler turns five years old they will be invited to join the Club as a Member from the following January when an Entrance Fee and annual subscription will become payable.

6. TERMS OF MEMBERSHIP

Member Code of Conduct

Members are expected to be considerate at all times to other Members, guests, visitors and staff while on club premises, when communicating with them in any form and are expected not to offend by either behaviour, conduct, language or dress.

If a Board Director or the Chief Executive considers that there may have been a breach of any of the Club Rules, Bye-Laws, or Code of Conduct on the part of any Member either on Club Premises, while representing the club outside of club premises, or elsewhere, that is considered damaging to the reputation, character, interests or good order of the Club, then the Chief Executive will refer the matter to the Board's Disciplinary Panel for review.

Other Terms of Membership

- (a) Members will pay a quarterly subscription, in advance, for each quarter of membership, at the quarterly subscription rate, which will be fixed for each calendar year and notified to Members in the November of each preceding year. A Member who pays their quarterly subscription in respect of the second, third and fourth calendar quarters of any year in advance and at the same time as the first quarter, will have a discount of 6.5% applied to that payment.
- (b) Members who join the Club after 1 April in any calendar year will pay, in addition to the entrance fee and the amount required for the share qualification, quarterly subscriptions for each remaining quarter of the calendar year in which they join, calculated from the first of the month in which they join.
- (c) Members may resign their membership with effect on and from 31 December in any calendar year by giving a minimum of one month's notice of their intention to resign. Last date for resignations in any given year is 30 November. Any Member resigning shall, for the avoidance of doubt, remain liable to pay all subscriptions in respect of the remaining period of their membership.
- (d) Members wishing to transfer to Absent Membership should apply in writing to the Membership Team.
- (e) A Member may only resign in accordance with rule 6(c) but the Directors may, in their absolute discretion, agree to an earlier termination of membership, where there is a good reason to do so, on such terms as they consider appropriate.
- (f)
 - (i) In respect of the year ending 31 December 2020, Members (other than Non-playing or Absent Members) who have reached the age of 70 and have been Members for a continuous period of 30 years are entitled to a discount of 12% in their category subscription.
 - (ii) From 1 January 2021, Members who have (prior to the 1st January in each year) been Members for a continuous period of 35 years will receive a discount of 12% in their category subscription, and Members who have been Members for a continuous period of 40 years will receive a discount of 15% in their category subscription.
 - (iii) These discount arrangements will not apply to Members who have been Non Playing or Absent Members during the relevant period of continuous membership (save to the extent the Directors determine otherwise),
 - (iv) Only complete calendar years of membership which a) commence after the year of a Member's thirty fifth birthday and b) during the whole of which full adult subscriptions have been paid shall be counted for the purpose of 6(f)(ii)
 - (v) A calendar year runs from 1st January until the 31st December.
 - (vi) A Member who qualified for a discount under paragraph 6(f)(i) in respect of the year ending 31st December 2020 will continue to be entitled to a single annual 12% discount until such time as they qualify for a discount under 6(f)(ii) whereupon the 6(f)(i) discount will cease.

- (vii) The Directors may in their absolute discretion withdraw these discounts for any period or indefinitely from any Member who has at any time been in breach of these Rules or against whom a complaint has been upheld.
- (g) Members may change to another category of membership where there are vacancies. If no vacancies exist their name will be added to a waiting list.
- (h) Members wishing to change their membership category will be required to pay any difference in the membership fees pro rated from the date of change in membership.
- (i) An Annual Levy payment will be added to the accounts of all Members 26 years and over with the exception of Honorary and Absent Members. The levy is to be spent on food and drink in Club outlets and any such funds not spent by 31 December each year will be forfeit.
- (j) The Club takes tax evasion very seriously and if the Club suspects any fraudulent activity this will be reported to the relevant authorities.
- (k) Members must not act (whether during activities as a Member or otherwise) in a way which brings the Club or its Members into disrepute.
- (l) The shares of each Member in RCML are charged to the Company to secure any sum due from that Member and each Member will do any act or thing reasonably required by the Company in order to realise its security in the event of non-payment.

7. NEW MEMBERS

On election new Members will be sent the Club Rules, a request for the appropriate entrance fee and a Direct Debit mandate which must be completed and returned in good time before the first quarterly subscription falls due unless the first quarterly subscription is to be paid by an alternative method. Qualifying shares will be obtained from the Roehampton Club Trust or a relative. For this purpose 'relative' shall include wives, husbands, children (including stepchildren), grandchildren, brothers and sisters of the new Member. No Member shall be absolved from the effect of these Rules and Byelaws on the basis of not having received them. No new Member shall participate in any of the advantages or privileges of the Club until payment has been received in respect of entrance fees, share purchases, if applicable, and the first quarterly subscription. New Members must pay the entrance fee and subscription and obtain the qualifying shares within one month from the date of his or her election to the Club. New Members who do not comply with these requirements may have their name removed from the list of Members unless the delay can be accounted for to the satisfaction of the Directors. New members are required to pose for a photograph that will be kept electronically for entry check procedures and will comply with all the Data Protection requirements. In January of every year, Junior Members will be asked to pose for a new photograph.

8. SUBSCRIPTIONS AND SHARES

Subscriptions are due on the first working day of each calendar quarter and payable by Direct Debit. A Member who pays their quarterly subscriptions in respect of the second, third and fourth calendar quarters of any year in advance and at the same time as the first quarter, will have a discount of 6.5% applied to that payment.

- (a) Members will be informed during November as to their subscription, locker rentals etc. for the coming year. Members must check their Payment Notices and should notify the Membership Office, in writing, of any queries as soon as possible and, in any event, no later than 7 December.
- (b) No Member may participate in any of the advantages or privileges of the Club until their subscription fees have been paid.
- (c) If any payment due to the Club from a Member is more than days overdue, the Club may serve seven days written notice on the relevant Member and (if any sum remains outstanding on the expiry of that notice) the Directors may (without prejudice to the right to exercise any other power under these rules) by further written notice or notices:
 - (i) Suspend the Member from some or all use of Club facilities until all sums outstanding are paid; and/or;
 - (ii) Add an interest charge of 6.5% per annum to that Member's subscription on all payments due from the Member which are overdue at any time in the following twelve months and/or;
 - (iii) Increase that Member's subscription by such amount as represents the Directors' estimate of a reasonable charge for any administration or other costs arising from the Member's non-payment with a minimum of £200 in respect of sums overdue within any quarter; and/or;
 - (iv) Terminate the Member's membership for non payment from such date as they consider appropriate
- (d) Only Members aged 18-29 may pay for each quarter of membership by three monthly direct debit payments commencing when the usual quarterly payment falls due.
- (e) Cheque payments will only be accepted for annual payments. Cheques must be received by the Membership Team by 20 December. If full payment has not been received by 28 February then the board will decide if the membership will be terminated.
- (f) Members aged 40 years and over are required to purchase four shares in RCML on joining. Members aged 35 - 39 years are required to purchase two shares in RCML on joining and then upon reaching the age of 40 years a purchase of two more shares will be required. Failure to purchase the required number of shares may result in termination of membership. Shares are currently priced at £365 each. They may be purchased in full upon joining or phased over a one-year period with a 10% surcharge added per annum. Share Certificates are issued upon final payment.

- (g) Only Club Members may hold shares in RCML. Accordingly, upon the termination of their membership, Members are required to sell their shares in RCML in accordance with such procedure as is in place to facilitate this at the relevant time. The current arrangements envisage those shares will be purchased by the Roehampton Club Trust. Each Member irrevocably authorizes the Directors to direct the Trustees of the Roehampton Club Trust, on the Member's behalf, to pay such part of any proceeds of sale to the Club as equals any amount due from that Member to the Club at the time of payment of the sale proceeds by the Roehampton Club Trust. The Club shall be entitled to apply any receipt to any outstanding liability of that Member to the Club. The Member will execute (upon the Club's written request) any further document or notice reasonably required to give effect to this Rule.

9. RESIGNATIONS

Where a Member gives notice to resign the following provisions shall apply:

- (a) Notice of resignation after the 30th November in any year shall be deemed to take effect on the 31st December of the following year unless the Directors agree to an earlier termination under rule 6(e).
- (b) Subscriptions (in part or in full), entrance fee, levy and application fees will not be refunded.

10. INSOLVENCY

- (a) Any Member in relation to whom any insolvency process is initiated (including but not limited to bankruptcy or an individual voluntary arrangement) must promptly give written notice with relevant particulars to the Club's Chief Executive.
- (b) The Directors may require any Member who appears to them to be insolvent to pay forthwith any sum which is due to the Club or which they expect to become due within a period of 12 months.
- (c) Where a Member fails to make a payment required under 10(b), the Directors may by written notice suspend their membership.

11. OTHER NOTIFICATIONS REQUIRED OF MEMBERS

Any Member who is arrested, charged or convicted in connection with an alleged criminal offence involving dishonesty or which could on conviction result in imprisonment, must promptly give written notice including reasonable relevant particulars to the Club's Chief Executive and thereafter keep them informed of the position.

12. SUGGESTIONS AND COMPLAINTS

Suggestions should be submitted to the Chief Executive in writing or via the comment card system. Any complaints as to the conduct of an employee of the Club, or as to the Management, shall be made by letter to the Chief Executive who shall place such complaints before the Directors. Under no circumstances may a Member reprimand a Club employee.

13. DOGS

No dogs, except service dogs shall be admitted to the grounds unless they remain confined in a well-ventilated car, or are exercised within the precincts of the car parks only.

14. CLUB PROPERTY

No Club property shall be removed from the premises without prior authorisation by the Chief Executive. Any Member breaking or otherwise damaging the property of the Club shall be called upon to make good such damage. All damage must be reported immediately to the Duty Manager or Security Team.

15. ADDRESS

Each Member shall communicate his or her postal address and e-mail address to the Membership Team, and update any changes. All notices sent to such address shall be considered as duly delivered.

16. PRIVACY POLICY: MEMBERS AND APPLICANTS

The Club takes the privacy of Members' information very seriously. We have a Privacy Policy which explains how and for what purposes we use the information collected from Members and prospective Members through our application process, payment of our fees and subscriptions, our website, any correspondence with you and any other forms or documents you complete from time to time in relation to Club matters. A copy of the Privacy Policy is available from the Membership Team on request and the website. By applying, becoming or continuing to be one of our Members and using any services the Club provides, Members and prospective Members are agreeing to be bound by this policy in respect of the information collected (previously and in the future) about you via any of the methods mentioned above.

17. ELECTRONIC DEVICES (other than medical)

Members, their children and guests are required at all times to use electronic devices only in a manner that is unobtrusive, silent and compatible with the peaceful enjoyment of the Club premises by all other users, particularly with regard to noise. Mobile phones and other electronic devices may only be used for making or receiving calls in the changing rooms or car parks and should be switched to silent ring and message received mode at all times so as not to disturb other Club users. Video calls and FaceTime are not permitted at the Club. Devices may not be used for conversations in any other areas. Laptops may only be used in the Reading Room, the Piano Bar (if not being used for a function), the Club Café or the Health Club Juice Bar area. Devices cannot be used for business purposes in groups other than as part of a business meeting which has been pre-booked in one of the rooms available for hire. The use of any electronic device as a video or still camera is strictly forbidden. Any Member or guest wishing to use photographic, film or video equipment on the Club premises must register their intent with the Duty Manager. Members are requested to comply without dispute with the instructions of staff charged with the interpretation and enforcement of this Rule.

18. SAFEGUARDING

The Club acknowledges its duty to safeguard and promote the welfare of children, young adults and at risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We have a Safeguarding Policy which recognises that the welfare and interests of children, young adults and at risk adults are paramount in all circumstances. The policy and procedures which can be seen on the Club's website and are available at Club Reception, are mandatory for everyone involved in the Club. Failure to comply with the policy and procedures will be addressed without delay and may result in referral to the Disciplinary Panel. The Club's Welfare Officer is the Human Resources Manager and is identified on the Club's website.

19. EXCISE

Licensing Laws

Under the terms of the Licensing Act 2003 ('the Licensing Act') and the Club's Premises Licence the Club is licensed to sell alcohol to Members and their bona fide guests at any time. The licence also provides that alcohol may be sold to members of the public on the premises during the following hours: Sunday – Thursday between 7:00am and Midnight and Fridays and Saturdays between 7:00am and 1:00am the following morning.

Authority to apply to vary these hours or to apply for a Temporary Event Notice is delegated to the Chief Executive.

The Club shall notwithstanding the existence of its Premises Licence be under no obligation to its Members or otherwise at any time to supply alcohol or to carry out other 'licensable activities' as defined in the Licensing Act.

20. NOTICES

Prior permission of the Chief Executive or Marketing Manager must be obtained before any paper or placard, written or printed, is put up for display in the Club. No Member shall circularise the Membership in whole or in part without the prior permission of the Chief Executive.

21. CLUB

The Club will be open every day, except over Christmas when the period of closure will be published. Club closing hours are posted in the Clubhouse. On social functions and other entertainment nights the Club will be open as notified.

22. TEMPORARY CLOSURE OF THE CLUB

- (a) The Directors may close all or part of the Club or impose other restrictions on the use of Club facilities for such periods or at such times as they think fit where:
- (i) They consider it necessary to protect the health or safety of Members, staff or visitors; and/or;
 - (ii) They are required to do so in order to comply with any legal requirement and/or;
 - (iii) They reasonably consider it necessary in the interest of Members and/or staff generally
- (b) In the event of a closure under this rule, the Club will provide written information to Members setting out the arrangements operating and will continue regularly to update that information for the duration of any closure or other restrictions.

- (c) The Club may vary the extent of or end any closure or restrictions as and when the Directors consider it appropriate to do so and will for that purpose keep changing circumstances under close review.
- (d) The Directors may agree to defer the payment of any sum due to the Club from a Member where that Member is experiencing serious financial hardship.

23. ACCIDENTS AND LOSSES

The Club does not accept any responsibility for any injury caused to Members, Members' Guests or Visitors by reason of negligence or otherwise while on the Club premises. The attention of Members is called to the danger of accidents from balls on the golf course. Any golf ball hit outside the Club's boundaries must be reported to the Sports Shop, Duty Manager or Security Team so that an incident form can be completed. All Guest fees include daily insurance cover in the event of an accident or damage caused on the golf course.

The Club accepts no responsibility for money or personal belongings of Members, Members' Guests or Visitors left on the Club premises, including lost property held by the Club. After four weeks, unclaimed items will revert to Club ownership and will be disposed of by the Management.

Anybody sustaining a moderately forceful or severe impact to the head while on Club premises must immediately cease taking part in any activity and report the incident to a member of Staff who must both arrange for an urgent medical assessment at the nearest hospital, and report the incident to the Duty Manager.

24. CARS

The Club accepts no responsibility for cars left in the Club grounds or overflow car park. Owners must accept full responsibility for the safety of their cars and contents. Cars may only be parked in the areas designated for car parking and so as not to cause an obstruction to other cars. The owner of any vehicle parked at the Club must be on the premises at all times unless permission has been granted by the Chief Executive or General Manager. This includes overnight parking. Members and car owners must immediately report to Security any damage caused whatsoever to Club property or other vehicles in the car parks.

All Member's vehicles used to visit the Club must be registered with Security so the owner can be contacted in the event of an emergency. We also ask all Member's vehicles to display a car park pass for ease of identification. Car park passes are issued by Security.

25. CLUB CARDS, WRISTBANDS AND CAR PASSES

Each Member is provided with a Club Card. Your Club Card must be with you at all times, while you are on Club premises. Club Cards and Wristbands will enable you to gain entry into the Club and make any payments using your Levy. Club Cards, Wristbands and Car Passes are not transferable and Members are asked to ensure that they do not fall into unauthorised hands. In the event of a Club Card, Wristband or Car Pass being lost, stolen, damaged or destroyed the fact should be reported to the Membership

Team and a new Club Card, Wristband or Car Pass will be issued on payment of the appropriate fee.

26. GUESTS

- (a) A Member may introduce up to three guests for any sport including Health Club use weekdays and weekends with the exception of only one golfing guest permitted at weekends or Bank Holidays.
- (b) A Member may only introduce more than three guests on weekdays for any sport by prior arrangement and at the discretion of the Chief Executive, Operations Manager, General Manager or Racquets Director.
- (c) Members are entitled to introduce one guest to play golf on weekends and Bank Holidays with whom they must play. Additional guests may be allowed to play golf on these days by prior arrangement (no less than two days in advance) and at the discretion of the Golf and Games Manager or Duty Manager.
- (d) No guest may be introduced into the Club for any reason more than six times in a calendar year for a sporting activity. Social guests (including Bridge, Poker, Chess, Snooker and Backgammon) may be introduced up to twelve times a year, attendance at ticketed social events is not included.
- (e) Members must sign in their guests at the Gatehouse and Clubhouse Reception or Health Club Reception before participating in any activity.
- (f) Members are responsible for their Guests' behaviour while at the Club and their adherence to the dress codes.
- (g) Guests playing a sport will, on payment of the appropriate fee, receive a tag or receipt from the Clubhouse Reception. This must be kept visible or be made available when asked for by a member of staff. Failure to do so may result in the guest being asked to leave the sporting facility.
- (h) Golf guests must be able to produce a handicap certificate of 23 or below for men or 32 and below for ladies. Members wishing to invite guests with a handicap certificate of 24-27 for men and 33-35 for ladies, must play after 1pm in the winter and 2pm in the summer. The Member will be responsible for ensuring that their guest is a capable golfer and that they adhere to the Club Dress Code Policy as well as demonstrating golfing etiquette.
- (i) The requirement for a handicap certificate may be waived by the Chief Executive or the Golf and Games Manager, provided the request is made by the Member inviting the guest at least 48 hours in advance of playing.
- (j) Parents/guardians of Juniors introducing guests must give their permission for the guest and will be responsible for the guests behaviour while at the club.
- (k) Junior guests may only use Club sports facilities a maximum of six times a year on payment of the appropriate guest fee.
- (l) Guest Rules may be subject to change at the discretion of the Board.

27. JUNIORS

- (a) Members are responsible at all times for the behaviour of their children (up to 17 years old) while on Club premises.

- (b) Children under the age of 10 years old may only enter the Club with an adult. The adult remains responsible for the child, and its actions, while on Club premises and must provide adequate supervision at all times. (Half and full day sports and activity camps are excluded as supervision is provided).
- (c) All children aged 10 and under must be collected after a lesson or activity camp in person by their parent or nominated carer / guardian
- (d) Children aged 7 years old and over must use the appropriate changing rooms both in the Clubhouse and Health Club area.
- (e) Nursing of children may take place within the Club, except where there is a risk to health and safety or in an area where children are not permitted, or in a male only area e.g. Men's Changing Room.
- (f) Children under the age of 16 years old may not use the Members' Bar. Children aged 8-16 years are allowed in the Roehampton Room (Piano Bar) only if they are supervised by an adult at all times. Children under the age of 16 years old are allowed in the Garden Restaurant only if they are supervised by an adult at all times. They must adhere to the licensing laws at all times. Children are allowed on the terrace when supervised by an adult.
- (g) Junior guests may only use Club sports facilities a maximum of six times a year on payment of the appropriate guest fee.

28. CATERING

- (a) The Club is open daily for food except on Sunday evenings. The hours of operation are subject to change and special events are posted on the noticeboard in the Club Café.
- (b) Members may not bring racquets, sport bags etc. into the bars or Club Café. Storage shelves are provided.
- (c) Refreshments may not be brought into the Club or Club grounds without permission from the Duty Manager.
- (d) Smart dress is required when attending the restaurant.
- (e) Smart casual or appropriate clean sportswear as designated in the Byelaws is required as a minimum standard of dress, when using the catering or bar areas of the Clubhouse.
- (f) The Club reserves the right to levy a charge of £10 per head for non-attendance at or cancellation of, with less than twelve hours' notice, restaurant bookings.

29. FUNCTIONS

When a function is held at the Club, access to some areas may be restricted to those attending the event.

30. DRESS

All persons are required to be suitably dressed at all times when on the Club premises. All caps must be removed when entering the Clubhouse or Health Club.

31. LOCKERS

- (a) Members requiring lockers should apply to the Membership Team. These will be allocated as and when they become available, at the appropriate annual fee.
- (b) Only Members in a golf playing category may rent a golf locker, trolley hook or battery charging station.

- (c) On being allocated a locker, Members will be asked for a key deposit, which will be repaid on return of the key after the locker is relinquished. Members are asked not to leave their keys with the valet who has a master key in the event of an emergency.
- (d) Members are asked not to leave their clothes, racquets, clubs, etc., lying about in the changing rooms as the valets are instructed to remove such objects daily.
- (e) Daily lockers are available in the Clubhouse and Health Club upon payment of a refundable fee. No overnight usage is permitted. Valets/cleaners will be asked to remove articles left overnight.
- (f) The Club does not accept responsibility for Members' possessions left in the Changing Rooms and items left in lockers and trolley sheds are done so at the owner's risk. Items left in lockers and trolley sheds that have been relinquished or are used without the appropriate fee being paid, will be treated as lost property.

32. TELEVISION

The controls of the television in the Members' and Roehampton Bars will be managed by the staff on duty with sports played at the Club having priority.

33. BABY BUGGIES

These may only be left in designated areas: outside the Club Café near to the passenger lift, outside the Snooker Room, the hall outside the crèche, and the space under the stairwell leading to the gym. If a baby is sleeping in a buggy they can be brought into the Club Café and must be supervised at all times.

34. SMOKING

There shall be no smoking (including e-cigarettes) or vaping anywhere in the Clubhouse or the Health Club. Smoking is also not permitted on the Terrace leading from the Members Bar and the garden area surrounding the outdoor pool. When smoking in other outside areas, Members and their guests are asked to show consideration for non-smokers and to make sure that they deposit cigarette and cigar ends in the ashtrays and boxes provided.

35. SCOOTERS/CYCLES/ SKATEBOARDS/BALL GAMES

Members using bicycles, scooters or skateboards should dismount when entering the Club. Bicycles should be left in the designated bicycle sheds. Children's scooters or skateboards should not be used or ridden anywhere in the Club at any time. Ball games should only take place in the designated sports areas.

BRIDGE

BYELAWS

1. The Laws of the Game

- (a) The Laws of the Game shall be the current International Laws of Contract Bridge and the current International Laws of Duplicate Contract Bridge.
- (b) The Committee may restrict the number of conventions permitted at certain sessions. Details of Permitted Conventions must be kept in the Bridge Room.

2. Guests

- (a) No guest may play Bridge unless introduced into the Bridge Room and partnered by a Member. If a Member wishes to invite two or three guests at a time, a Private Table must be formed (Subject to bye-laws 5 and 9). Any deviation from this must have the prior permission of the Chief Executive or Operations Manager - Golf, Games and Club.
- (b) Guests may not take part in internal Club competitions.
- (c) Guests may only play Bridge at the Club up to a maximum of twelve times a year and must sign in at security and Club Reception on each occasion.
- (d) Non Members / Guests attending Bridge lessons should pay an enhanced guest fee of £10 for any number of visits attending lessons to a maximum of 26 in the year.

3. Table Stakes

Will be 5p to 50p a 100.

4. Formation of Tables

On the termination of each rubber, except at the tables reserved by Members for themselves and guests (see below), one of the players shall announce in an audible voice 'Table up', whereupon any Members or guests waiting for a game, not exceeding two in number, in the order of entering the room may cut in. In the event of there being only one table, three may cut in. Those who have not yet played take precedence for cutting into the first table over those who have already played. The Bridge Committee may limit the number of hands played between cutting in. If a player who has precedence in making up a table does not wish to do so, that player forfeits their right of entry into the next table, which becomes 'up'. Husbands and wives who do not wish to play at the same table do not, however, forfeit their right to cut in at the next table.

5. Private Tables

- (a) Members' private tables may be formed at any time, (subject to byelaw 9), except Mondays when Duplicate is being played and Tuesdays and Thursdays when Rubber Bridge is being played. Guests must pay the usual fees. Any Club stakes may be played.
- (b) Winter Knock-out matches may be played at any time, (subject to byelaw 9).
- (c) Players forming Private Tables must display the appropriate notice before starting play.

6. Except in the case of Partnership play:

- (a) When one or more players cut into a table the cut shall be restricted to prevent the incumbent players from becoming a consecutive partnership.
- (b) When the same four players continue, the cut will be restricted so that the same pairs do not play consecutive rubbers as partners, and for the third rubber the pivot system will apply.

- 7. No one may sit or stand at a table to overlook the game without the permission of the players. Members

looking on at a game must not, under any circumstances, make any remark on the game, under penalty of paying the stakes, unless after the termination of the hand they are invited to do so by any of the players.

8. Junior Members may only use the Bridge Room at a Private Table, (subject to byelaws 5 and 9). Juniors and the adults playing with them may not play for any stakes.
9. Use of Bridge Room. Members may not use the Bridge Room during inter-club matches or official Club lessons.

CROQUET

BYELAWS

1. The laws of the game shall be the current Croquet Association rules.
2. A list of booking regulations will be published annually and posted on the croquet noticeboard in the Clubhouse.
3. Juniors may not book lawns Croquet on Saturdays, Sundays and Bank Holidays unless they have special permission from the Croquet Chair. They may play under the supervision of an adult on other days if the lawn is not required by adult Members. Beginners are asked to seek advice from the Operations Manager - Golf, Games and Club.
4. Members are required to be suitably dressed while playing Croquet having regard to the occasion. Flat shoes must always be worn while playing. White clothes must be worn on Club Days and all matches played during the summer season.
5. The Course and Grounds Manager, or his deputy, or in their absence the Operations Manager - Golf, Games and Club or Duty Manager will be the arbiter as to the fitness of lawns for play.
6. A family Croquet lawn is situated in the gardens. Equipment is available from reception on request.

GOLF

BYELAWS

Laws

1. The laws of the game shall be the current Royal and Ancient rules of golf.

New Members

2. In order to receive a golf bag tag entitling them to play on the golf course, new Members must fulfil one of the following criteria:
 - (i) submit a handicap certificate
 - (ii) be approved by the Golf Professional
 - (iii) be played in by a Golf Committee Member

Children

3. Children under five years old are not permitted on the course or practice facilities as players or spectators at any time, unless specifically authorised by the Junior Golf Committee, but may use the indoor practice facility under the supervision of an adult Member.
 - Junior Members who are five years old and over must play with an adult Member who has golf privileges until they have acquired a golf handicap.
 - Children who are five years old and over but who are *not* Junior Members may only play on weekdays as guests accompanied by an adult Member with a golf handicap.

Fitness of golf course

4. The Course and Grounds Manager, or his deputy, or in their absence the Chief Executive, Operations Manager - Golf, Games and Club or Duty Manager will be the arbiter as to the fitness of the course for play.

Buggies

5. Members who are either registered disabled or have a general condition of health which means they need to use a buggy to play golf, on a permanent or temporary basis, may hire a buggy from the Sports Shop or seek permission from the Operations Manager to use their own single seat buggy on the golf course. For details of the application rules please refer to the Sports Shop.
6. Only trolleys equipped with wide wheels will be allowed on the course. In certain inclement weather conditions, trolleys may be banned. Members requiring a trolley hook or battery charging bay should apply to the Membership Team. These will be allocated as and when they become available.
7. The Club does not accept responsibility for trolleys, batteries or the personal belongings of Members, guests and visitors, which are left in the trolley sheds. No trolley without a hook may be left on the Club premises overnight and under no circumstances may a trolley be taken into the Clubhouse.

Practice on the Course

8. Practice off the fairways or on to the greens is not permitted. All divots must be replaced and pitch marks repaired during normal play.

Golf Clubs

9. All players must carry their clubs in a golf bag. Bags of clubs may not be shared, except in competitions where the rules of golf allow.

Dress

10. All golfers must be appropriately and suitably dressed in golfing attire while playing on the golf course or on the practice areas. Members need to ensure that these requirements are made known to their guests. The Club wishes to foster a smart yet congenial atmosphere for playing golf.

Gentlemen must wear a collared or roll necked shirt that is golf specific. Rugby style shirts and football shirts are not permitted. Denim jeans, cargo style, combat style, lycra or tracksuit trousers are prohibited. Shorts must be tailored and finish above the knee. When shorts are worn, either knee high socks (one plain colour) or predominantly white socks must be worn.

Ladies' sleeveless shirts must have collars and collarless shirts must have sleeves. Shirts must be long enough to avoid showing the midriff. All denim jeans or tracksuit trousers are prohibited. Leggings may only be worn with a skirt or shorts. Socks must be worn on the course.

Jumpers should be golf appropriate and hoodies must only have one discreet logo. Only shoes designed specifically for golf are permitted on the golf course, except for clinics and Juniors without handicap indexes. All caps must be removed when entering the Clubhouse and Health Club.

Full Playing Membership

11. Restricted Full and Five Day Members who have achieved a playing handicap of 27 and below (men) and 35 and below (ladies) may apply for Full Playing membership. Members with a handicap of 24-27 (men) and 33-35 (ladies) may only play at weekends after 2pm in the summer and 1pm in the winter. Applications should be in writing to the Membership Manager. Prior to being offered Full Playing Membership applicants will be required to have a Golf Induction with one of the Golf Professionals.

Handicaps

12. A Member having a handicap at a recognised Golf Club should inform the Operations Manager (Golf, Games and Club) of their handicap and New handicaps may be obtained by reference to either of the above.

Starting regulations

13. A list of starting regulations will be published annually and posted on the Golf noticeboard in the Clubhouse. All Members must report to the Sports Shop before commencing play, or when shut, the Club Reception.

Junior Golf Weekend Playing Privileges

14. On completion of the Junior Golf Passport or recommendation by the Golf Professional, Juniors are eligible for weekend playing privileges, upon payment of the relevant fee. An additional annual subscription will be payable. Juniors must be accompanied at the weekends by a Full Playing Member. There are four groups of Weekend Juniors:
- (i) Juniors under 18 years of age on 1 January with weekend playing privileges and handicaps of 23 and below for boys and 30 and below for girls may play at any time at weekends but must be accompanied by an adult Full Playing Member if they wish to play before 1pm in the winter and 2pm in the summer.
 - (ii) Juniors under 18 years of age on 1 January with weekend playing privileges and handicaps of 28 and below for boys and 36 and below for girls may play with an adult Full Playing Member after 1pm in the winter and after 2pm in the summer.
 - (iii) Juniors under 18 years of age on 1 January with weekend playing privileges and yet to be awarded a CONGU handicap, but holding a Club handicap of a maximum of 45 from the Ladies tees and a maximum of 40 from the Junior tees (to be gained through weekday play only) may play at weekends after 1.30pm in the winter and 3.30pm in the summer in the company of an adult Full Playing Member.
 - (iv) Girls with a handicap of 36 and below may play in ladies' competitions and win prizes and trophies. Boys with a handicap of 18 and below can, regardless of age, play in all but the major men's competitions and win any prize and trophy. Boys with a handicap of 12 and below can, regardless of age, play in all men's competitions and win any prize and trophy.

- (v) Juniors playing in adult competitions will be allowed to have a caddie, as per the adult criteria. Caddies are allowed to assist their player and go onto the greens, but they must not delay the pace of play or get involved in any decisions concerning the Rules of Golf. If a player is under 12 years old and wishes to take part in an adult competition, the organiser will arrange for them to have a person to assist with their trolley. The trolley assistant must ideally not be a relative or guardian of the child. Only players who are 12 years of age and older may compete in 36 hole competitions.

HEALTH CLUB**BYELAWS**

1. Visitor passes are available for those adults not entitled to use the facility but who are supervising children taking part in swimming lessons only. Nanny/Guardian Passes are available for a fee, details on request.
2. Use of the swimming pools is included in the Junior Membership and those aged 16-17 may use the gym.
3. Only Members aged 16 years old or over may use the gym, except where children specific sessions are running, supervised by a Fitness Instructor. Children aged 14 and 15 who are representing their school at County or National level may, following prior approval from the Gym and Studio Manager or Health Club Manager, follow an authorised fitness programme in the gym under adult supervision.
4. Members using the gym are required to fill in a pre-exercise screening form and follow any advice given. An initial consultation must be booked and attended prior to exercise within the gym.
5. Members of this area will be required to pose for a photograph that will be kept electronically for entry check procedures and will comply with all the Data Protection requirements. In January of every year, Junior Members will be asked to pose for a new photograph.
6. Children under the age of 16 may not use the sauna or steam room at any time. Only Juniors aged 12yrs and over may use the Spa Pool. Children aged 7 and over must use the appropriate changing room.
7. Children under eight years old must be accompanied in the swimming pool water at all times by a person aged over 16*. Exceptions may be granted to children who have passed their Pool Swimming Standard Award.
- * Please contact the Health Club Reception for accepted adult to child ratios.
8. Staff are not permitted to accept responsibility for, or custody of, children. Parents will at all times be responsible for the safety and behaviour of their children within the Health Club.
9. Rowdy or dangerous behaviour, including horseplay, running around the pool, bombing, splashing fights and noisy activities are not allowed. Staff are authorised to remove anyone who refuses to comply.
10. Lockers are provided and as such all personal possessions are to be stored there while using the gym or pools. Lockers may not be used for overnight storage.

11. No glass or sharp objects are to be brought into the pool areas.
12. Payments for personal training, swimming lessons and specialist classes will be made in advance at the Health Club Reception with a cancellation fee charged where appropriate.
13. Staff on duty have explicit authority to:
 - Limit admission to the facility in the event of overcrowding
 - Require users who fail to observe the rules to leave the facility
 - Clear the facility at any time
 - Take steps necessary for the correct operation of the facility to maintain safety for Members, guests and staff
 - Ensure overshoes are worn in the appropriate areas
14. Children aged under 4 years old must wear a swim nappy at all times when using the swimming pools. The Club reserves the right to charge for any disruption caused to Members use of the pool by a breach of this Byelaw.
15. Appropriate swimwear must be worn at all times when using the indoor, outdoor swimming pools, spa pool, sauna and steam room.
16. All Junior Members and Junior guests are required to fill out a Junior Health Form before taking part in any lessons, sessions, camps or sporting events run by the Health Club.

NB: The accessible and Family Changing Room allows one family at a time to change separately if desired.

SQUASH RACQUETS

BYELAWS

Laws

1. The laws of the game shall be those adopted for the time being by the Squash Racquets Association.

Dress

2. Correct and traditional clothing designed for squash (or tennis) should be worn. Only non-marking squash shoes may be worn. Outdoor shoes should be worn from the Clubhouse to the court entrance where they should be removed. The Club reserves the right to charge for any maintenance needed as a result of a breach of this byelaw.

Balls and Racquets

3. Only non-marking approved balls may be used in the squash courts. These are for sale at the Clubhouse Reception. Racquets for both adults and juniors can be hired from the Clubhouse Reception.

Matches

4. Matches will be arranged with other clubs and on the dates fixed. Courts will be reserved for that purpose.

Bookings

5. Booking procedures will be published annually on the squash noticeboard.

The Club Knock-out Competition

6. Only those Juniors nominated by the Squash Committee may enter.

Professionals

7. Lessons may be booked at the Clubhouse Reception at the rates displayed. Court 3 will be reserved for the use of the squash professionals.

8. The Heffler Court (court 6) will be programmed for use for squash, table tennis or martial arts as determined by the Racquets Manager. The programme will be displayed on the notice board within the court area.

SNOOKER

BYELAWS

1. Bookings

- (a) Play can be booked (up to two weeks in advance) online or at Clubhouse Reception.
- (b) Playing time is limited to one hour per Member up to a limit of two hours for a group of two or more players. Play may continue if the table is not booked. A booking is deemed lost if a Member is more than ten minutes late for their booked time.
- (c) Snooker and billiards may be played during the normal opening hours of the Club.
- (d) A Member's Club Card is taken as a deposit. This will be returned once the key to the room has been returned.
- (e) Solo players are asked, even if booked, to defer to others wanting to play.
- (f) Any category of playing Member, other than Juniors, may play or introduce a guest or guests to play snooker provided the Member accompanies them.

2. Junior Members

- (a) Junior Members (aged 17 and under) may play only when approved by the Operations Manager or the Duty Manager.
- (b) Junior Members and beginners wishing to play should seek advice from the Operations Manager – Golf, Games and Club. Height and proper cue action are important factors in avoiding damage to the table baize. The Operations Manager will liaise with the Committee to assist such Members to achieve basic competence and may, exceptionally, authorise Junior Members to play without an adult.

3. Equipment use and care

- (a) Equipment should never be removed from the Snooker Room without permission from the Snooker Committee.
- (b) All players are asked to cover the table after they complete their game and turn off the lights.

4. Food and Drink

Drinks may be taken into the room. Food may *never* be taken into the room.

TENNIS

BYELAWS

Laws

1. The laws of the game shall be those adopted for the time being by the Lawn Tennis Association.

Footwear

2. Only shoes designed for tennis are permitted. Shoes or boots with heels must not be worn, nor are track shoes, marking shoes, training shoes or squash shoes allowed on any outdoor or indoor courts. For their own safety and to protect the surface, all players must change into clean, smooth-soled shoes before playing on the indoor courts.

Dress

- Smart, tailored tennis wear only is allowed. Shirts, t-shirts and dresses must be predominantly white with a maximum 10% coloured trim. T-shirts must be sports branded only. Shirts for men and boys must have sleeves.

Skirts, shorts, tracksuits and sweatshirts may be coloured. Leggings for women may only be worn underneath skirts or dresses. Socks must be white. Bicycle shorts or shorts below the knee line are not permitted for either adults or Juniors. Members need to ensure that these requirements are made known to their families and to their guests.

Note: Players not conforming to the above are liable to be asked to leave the court.

All visiting team players must adhere to the Clubs dress code. Players not doing so will be offered a top to wear from Reception or they may use a team-mate's, otherwise permission to play on the court and in the match will not be granted.

All caps should be removed when entering the Clubhouse or Health Club.

Grass Courts

- Each season, play on the grass courts will begin and end when condition of the courts permit.

Courts Playability

- The Course and Grounds Manager, or his deputy, or in their absence the Chief Executive, Operations Manager, Racquets Director or Duty Manager will be the arbiter as to the fitness of the courts for play.

Matches

- Matches will be arranged with other Clubs, and on the dates fixed courts, will be reserved for the purpose.

Junior Tennis Rights

- Where adults play tennis with Juniors, adult Member rights apply.

Bookings and Playing Privileges

- Booking procedures and playing privileges will be displayed annually on the tennis noticeboard.
- A court becomes vacant if it has been booked but remains unoccupied ten minutes after the start of the period.

Fees/Court Timings

- The fees and court timings of play for outdoor, floodlit and indoor courts are published at the Clubhouse Reception.

Professional Lessons

- Lessons may be booked directly with the Club professionals, whose telephone numbers are available in the Club Diary and from the Clubhouse Reception. All lessons booked must be paid for unless cancelled 48 hours before the time booked for play or unless the weather prevents the lesson taking place.

Racquet Hire

- Adult and Junior Racquets may be hired from the Club Reception.

PADEL TENNIS**BYELAWS****Laws**

- The laws of the game shall be those adopted for the time being by the Lawn Tennis Association.

Dress

- Correct and traditional clothing designed for squash or tennis should be worn. Only shoes designed for tennis/squash are permitted. Shoes or boots with heels must not be worn.

Matches

- Matches will be arranged with other Clubs, and on the dates fixed. Courts will be reserved for that purpose.

Bookings

- Booking procedures will be published annually on the Padel notice board/web page.
- A court becomes vacant if it has been booked but remains unoccupied ten minutes after the start of the period.

Professionals

- Lessons may be booked at Clubhouse Reception at the rates displayed.

Court etiquette

- To respect our neighbours at Fairacres excessive noise while playing is not permitted. Swearing or foul language is not permitted at anytime.

Playing Hours

- Members must not play outside the stated playing hours and must leave the courts promptly after finishing their game in the evening so as not to disturb local residents.

SPORTS HALL**BYELAWS**

- The Sports Hall can be used by Members and their guests for squash, table tennis or martial arts as per the designated programme.
- The table tennis table is housed in the Heffler Court and can be used whenever the room is set up for table tennis. Table tennis bats and balls are available from the Clubhouse Reception.
- The Clubhouse Reception can only hire out the balls if they are satisfied that there is a supervising adult Member present.
- The Heffler Court itself (court 6) must only be used for squash with non-marking shoes worn unless re-designated for another activity with the Racquets Manager's permission.
- CCTVs monitor the area and any unsupervised or inappropriate behaviour will be treated as a serious matter.