

# Wandgas Sports & Social Club Ltd

## Club Bylaws:



### 1. General:

1.1 These Bylaws are issued by the club management committee under the provisions of the Articles of Association and can be amended at any time.

1.2 Coronavirus Pandemic: The club will operate all activities in line with guidelines from HM Government and relevant sporting bodies. The most up to date procedures will be shown on the Club Notice Board and any member or guest failing to observe such provisions will be asked to leave the premises and be subject to the Club Disciplinary provisions.

### 2. Membership:

2.1 There is a single class of membership which is open to all persons over the age of 18 by completion of the current membership application form. All members have the right to renew their membership upon payment of the subscription within the renewal period.

2.2 The Club will ensure that there will be open access to all those who wish to participate in all aspects of local community sport and social activities and that they are treated fairly. The Club aims to ensure that no individual receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

2.3 Participating members of the Wandgas Sports for All initiative shall be entitled to membership without charge if 18 or over. A parent or guardian of any Sports for All participant will also be entitled to free club membership. Details of those involved will be kept by the Club Secretary.

2.4 The child of any member recorded under family membership will be entitled to apply for membership in their own right on their 18<sup>th</sup> birthday. Such membership shall be free until the next annual renewal. From 18 to the next renewal after their 21<sup>st</sup> birthday they will pay a discounted rate at the discretion of the committee.

2.5 Bar staff will have access to the current membership database and their decision about valid membership will be final. Any objection may be made in writing in the Club daybook kept at all times behind the bar.

2.6 Members are bound by the Articles of Association these Bylaws and the Codes of Conduct shown on the club notice board.

2.7 The membership year shall run from 1<sup>st</sup> May to 30<sup>th</sup> April. *(This is already stated in the Articles so can be removed from bylaws)*

2.8 The period in which an existing membership can be renewed will end 30 days after the start of the membership year or the date of the AGM, whichever is later.

2.9 A pro-rata membership rate may be offered at the discretion of the committee. However, this will only be offered to new members who have not been a member of WSSCL in the last 5 years.

2.10 The committee have the discretion to allow a renewal discount.

2.11 The domestic partner of any member may be issued with an additional bar discount card without charge.

2.12 Any member may propose a person for membership. If the membership application is accepted pending approval, the prospective member may use the club facilities during this period and should follow the regulations for members including any requirements for signing in to the bar.

2.13 Any member may apply for a special event using the form available behind the bar. The conditions contained on the form must be fully met.

### **3. Members:**

3.1 Members may be asked to show a valid membership card by bar staff or club directors.

3.2 The drinks discount for members is only available for purchases made on production of the card personal to the member presenting the card or their domestic partner.

3.3 Use of the discount card by any person other than the card holding member or their domestic partner is not permitted and may result in loss of the discount facility to any members concerned.

3.4 Discount cards may not be held in store behind the bar.

3.5 It is a criminal act for staff to serve any person in the bar who is drunk. Staff have absolute discretion to refuse service and any member or guest refused service must leave the premises without delay.

3.6 Smoking or Vaping is not permitted in any part of the club house, changing rooms or other club buildings.

3.7 Consumption or the sale or provision of illegal substances in any part of the club, car park or grounds is strictly forbidden. Any member found to be involved in such activity or signing in guests so involved will have their membership cancelled indefinitely.

3.8 Playing cards or other games for sums of money is not permitted on the club premises.

### **4. Guests:**

#### **Members Guests**

4.1 All guests must be signed in at the bar by the admitting member.

4.2 Members are permitted to sign in up to 3 guests per visit to the club. This is a temporary update to the Articles of Association and supersedes the previous limit of 2 guests until further notice.

4.3 Guests must be accompanied for the duration of their visit by the admitting member.

4.4 The admitting member is responsible for the accuracy of the information entered.

4.5 The admitting member is required to ensure guests adhere to the club articles, bylaws and the Code of Conduct.

#### **Guests of the Club:**

4.6 Any non member attending a committee approved club special event, a local community hire, sports training session, approved sports fixture or a company hiring club facilities will be considered a guest of the club for the duration of their stay.

4.7 Any player or official from a visiting sports club for the purposes of fulfilling a committee approved fixture against a Wandgas team will also be considered a Guest Of The Club.

4.8 Any prospective new member of the club will be a Guest Of The Club for their first two visits.

4.8 Signing in at the bar is necessary by Guests Of The Club and they may be asked to leave at any time by the bar staff without explanation.

4.9 In place of the requirement to sign in for Guests Of The Club, a full list of attendees can be provided in advance to the bar manager who should note the list in the day book. For visiting sports teams only, it is permitted for one person to sign in on behalf of the rest of their team/club.

4.10 An up to date fixture list of all committee approved sports matches as well as a list of all committee approved special events must be held behind the bar at all times.

#### All Guests

4.11 The Club reserves the right to deny access to any guest who fails to observe our club rules.

4.12 The Club may refuse access to a guest temporarily or permanently without the right of appeal or disciplinary process and the details of any such guest will be kept by the Club Secretary and logged in the bar Day book.

4.13 All guests are permitted to attend the club on 3 separate occasions in a 12 month period. After 3 visits, they will be required to join as a member in order to use the club facilities.

## **5. Families:**

5.1 Family groups are especially welcome at the club but there are safety issues to consider and we do require respect for the club property, club employees, club members, guests and our neighbours.

5.2 It is not necessary to sign in any young people (those under 18) who are the responsibility of a guest but an adult must be in attendance at all times taking full responsibility for the conduct of the young people concerned.

5.3 The bar staff must ensure any unsupervised young people leave the club premises.

5.4 It is not the responsibility of any club employee to monitor or to ensure the good conduct of young people. Where it is clear that young people are inadequately supervised the bar staff are obligated to require the relevant adult(s) to leave.

5.5 Young people under the age of 18 are not allowed to operate gaming machines.

5.6 Adults with young people must ensure the enjoyment of the bar by other people is respected and running or ball games in the bar or patio areas is not permitted.

5.7 Young people under the age of 18 are free to play in the grassed area adjacent to the club until 9.00pm. This may be varied by management committee agreement for approved special events.

5.8 Certain areas are unsafe at anytime for unaccompanied young people. The boundaries of the grounds, the cricket square and the car parking areas are strictly out of bounds.

5.9 We regret dogs are not permitted in any part of the club or grounds. (Accredited assistance dogs excepted)

5.10 Unsanctioned ball games which may cause damage to the clubhouse, fences, outbuildings or any club property are not permitted.

5.11 Climbing on or over fences or club outbuildings is not permitted.

5.12 Cycling within the club grounds is not permitted.

5.13 The house within the grounds (Gadsden Villa) is strictly out of bounds to all club users at all times (Bar staff will arrange contact with the tenants upon request)

## **6. Wandgas Approved Sports Teams:**

6.1 Any sporting team based at the club must use the Wandgas name and all participating players must be members of the club.

6.2 Players joining an approved Wandgas sports team will join the club using a special sports application signed by an official of the team concerned who will assume the duties of a membership proposer with the responsibility that involves.

6.3 Sports members may renew directly or in a manner prescribed by their team.

6.4 The listed management of Wandgas approved teams are responsible for maintaining and updating club membership and must provide lists of registered players to the Club Secretary before the start of their season.

6.5 Wandgas teams must be approved by the committee and details of all such teams will be lodged with the Club Secretary with relevant details recorded in the bar Day Book.

6.6 The management of Wandgas approved teams must ensure that all players become club members at the point of league registration.

6.7 Non members who play for Wandgas approved teams in emergency, attend solely coaching or play on a trial basis must become members after playing 3 matches in a season. Until they become members they are guests who must be signed in at the bar if they wish to use the bar facilities except when attending team events.

6.8 Wandgas teams who fail to ensure league fines are paid or fail to observe sanctions imposed by the league will be subject to an immediate ban from use of the Wandgas facilities.

6.9 Any sanctions imposed on a Wandgas team must be notified immediately to the club.

6.10 Any action by a Wandgas team or players individually which the committee concludes brings the club into disrepute will lead to disciplinary measures at the discretion of the committee.

## **7. Complaints:**

7.1 Any member, guest, employee or club official wishing to record a breach of club regulations or raise a complaint may do this to any bar employee or director in person, by e mail to [wandgasssc@btconnect.com](mailto:wandgasssc@btconnect.com) or in writing addressed to the Club Secretary at Wandgas Sports & Social Club Grafton Road Worcester Park, KT4 7JW.

7.2 All complaints must be recorded in the club daybook behind the bar and notified by the bar manager to the directors within 24 hours.

7.3 The management committee will convene to decide if the complaint should be considered by a disciplinary panel or rejected. The minimum quorum for a vote is 5 members of the management committee and it shall be a majority decision with the chairman holding the deciding vote.

7.4 At least three Directors will be appointed at the discretion of the full committee to consider complaints.

7.5 The directors appointed shall consider the complaint and resolve either:

- 7.5.1 To take no action except to record the complaint.
- 7.5.2 To take action against any member, employee

To endorse and record the action taken by a club approved sports team

- 7.5.3 To resolve the complaint by informal discussion and agreement with the member.
- 7.5.4 To resolve the complaint by informal discussion and agreement with the club approved team.
- 7.5.5 To proceed with a disciplinary hearing attended by no fewer than 3 committee members or members of longstanding.

## **8. Disciplinary Hearing:**

8.1 Such a hearing must be arranged as quickly as possible but the member or team involved must receive 7 days notice by text or e mail notifying the offences alleged.

8.2 The member or representatives of the team concerned shall be entitled to state their case at the hearing and call witnesses.

8.3 A member may be supported by a friend in the capacity of observer.

8.4 The decision of the disciplinary committee shall be by majority vote.

8.5 The decision of the disciplinary panel must be sent by e mail or text within 48 hours of the hearing.

## **9. Penalties:**

9.1 Any member or Wandgas team in breach of the articles these bylaws or relevant codes of conduct are advised that the committee or appointed disciplinary panel has the powers to:

- 9.1.1 Require a member or team management to issue an appropriate letter of apology
- 9.1.2 Record a reprimand and to give a warning as to future conduct against a member or team.
- 9.1.3 Require a member or team to pay the cost of any damage to club property.
- 9.1.4 Bar a team from playing home matches at the club and/or grounds for a specified period.
- 9.1.5 Expel a team indefinitely from use of the club and/or grounds.
- 9.1.6 Temporarily suspend a member from the club house and or grounds.
- 9.1.7 Terminate a membership for a specified or indefinite period.
- 9.1.8 Suspend or terminate the right of a member to hold a special event at the club.
- 9.1.9 Suspend or terminate the right of a member to sign in guests
- 9.1.10 Suspend or terminate the right of a member to a drinks discount.
- 9.1.11 Refuse any guest future access.
- 9.1.12 In the event of membership suspension or termination access to the club by the domestic partner or family members under 18 will be at the discretion of the committee.
- 9.1.13 Details of any penalties and or sanctions imposed will be kept on record by the Club Secretary and recorded in the Bar Day Book. These details will be taken into account should there be further complaints about the member or team involved but will be deleted from all records after five years.

## **10. Appeals Procedure**

10.1 Any team or member subject to disciplinary action may appeal to an appeals committee.

10.2 Notice of appeal setting out the grounds must be sent to by e mail to [wandgasssc@btconnect.com](mailto:wandgasssc@btconnect.com) within 7 days of the decision and before the appeal is heard a non refundable deposit of £25 for a member or £50 for a team must be paid to the club.

10.3 An appeal shall be heard within 14 days and any penalty imposed will stand until the appeal takes place.

10.4 The appeal shall be by way of a re hearing by a three person panel appointed by the committee and consisting of directors not involved on the original panel and or members of longstanding

10.5 The appeals committee shall have access to all material considered by the disciplinary panel.

10.6 The player and or team involved shall have full right of attendance and may call witnesses and have an observer present.

10.7 If the member or team should fail to attend the appeal hearing the appeal will be dismissed and the decision by the disciplinary committee shall be full and binding.

10.8 The appeal committee may confirm, vary or reverse the decision of the disciplinary committee and it shall have the power to increase the penalty imposed.

10.9 The decision of the appeals committee shall be by majority vote.

10.10 The decision of the appeals committee or in the absence of an appeal the disciplinary committee shall be final and binding.