

# WANDGAS SPORTS & SOCIAL CLUB LTD

## CLUB BYLAWS



### 1. General

- 1.1 These Bylaws are issued by the Club Management Committee (hereafter referred to as 'the CMC') under the provisions of the Articles of Association and can be amended at any time.

### 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 or an electronic process as dictated by the CMC. 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 under the age of 18, will 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 once they have reached their 18<sup>th</sup> birthday. Such membership shall be free until the next annual renewal. From the age of 18 they may pay a discounted rate at the discretion of the CMC. At the first renewal following their 21<sup>st</sup> birthday, renewal of membership will be at the full rate.
- 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 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 All memberships shall be valid until 31<sup>st</sup> May of the current membership year.
- 2.8 In the absence of an annual subscription payment, membership privileges are withdrawn after 31<sup>st</sup> May each year but members may renew any time within the following 12 months.
- 2.9 A pro-rata membership rate may be offered at the discretion of the CMC. 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 CMC 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.
- 2.14 As an amendment to the Articles of Association (3.1), the number of primary members of the club should not exceed 750. Domestic partners or children are not classed as primary members.

### **3. Members**

- 3.1 Members may be asked to show a valid membership card at any time 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 are not permitted on the club premises unless approved by the CMC.

### **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. If this is not possible, the guest must be signed in for the remainder of their stay by a separate member who will assume responsibility.
- 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.

- 4.6 Members' guests may be asked to leave the premises at any time by the bar staff without explanation.
- 4.7 In the event of a complaint or an incident involving the guest, the member will be held responsible.

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

- 4.8 Any non-member attending a CMC 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.
- 4.9 Any player or official from a visiting sports club for the purposes of fulfilling a CMC approved fixture against a Wandgas team will also be considered a Guest Of The Club for the duration of their stay.
- 4.10 Any prospective new member of the club will be a Guest Of The Club for their first two visits.
- 4.11 Signing in at the bar, or by any other process dictated by the CMC, is necessary by Guests Of The Club by the responsible member. They may be asked to leave at any time by the bar staff without explanation.
- 4.12 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 Bar Daybook. For visiting sports teams only, it is permitted for one person to sign in on behalf of the rest of their team/club.
- 4.13 Guests of the Club may be asked to leave the premises at any time by the bar staff without explanation.
- 4.14 An up-to-date fixture list of all CMC approved sports matches as well as a list of all CMC approved special events must be retained by Bar Management at all times.

#### **All Guests**

- 4.15 The Club reserves the right to deny access to any guest who fails to observe our club rules.
- 4.16 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 Daybook.
- 4.17 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 although 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 obliged 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 the CMC agreement for approved special events.
- 5.8 Certain areas are unsafe at any time 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 or approved 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 the CMC.
- 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 CMC and details of all such teams will be logged with the Club Secretary with relevant details recorded in the Bar Daybook.
- 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 considered members guests who must be signed in at the bar if they wish to use the bar facilities.
- 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 CMC concludes brings the club into disrepute will lead to disciplinary measures at the discretion of the CMC.

## **7. Complaints**

### **Introduction**

- 7.1 This policy outlines the process that will be followed whenever there is a complaint about a club member or team.
- 7.2 This Policy is a framework only and the CMC consists of volunteers with other commitments. Failure to follow the policy strictly shall not render any decision unfair.
- 7.3 Decisions will be made based on the balance of probability.
- 7.4 Non-members have no access to this policy which relates to members only.
- 7.5 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 email to wandgassports@gmail.com or in writing addressed to the Club Secretary at Wandgas Sports & Social Club Grafton Road Worcester Park, KT4 7JW.
- 7.6 All complaints must be recorded in the Bar Daybook and notified by the Bar Manager to the CMC within 24 hours.

### **Child Welfare**

- 7.7 Where the concerns, allegations or reports relate to young people participating in sport, the appropriate Football or Cricket Welfare Officer will deal as required and inform the CMC.

### **Procedure**

- 7.8 All complaints regarding the behaviour of members should be reported to the Club Secretary who must record details in writing.
- 7.9 The Club Secretary shall decide if the complaint may be resolved by informal discussion by him/her or appoint another director or member of longstanding to resolve.
- 7.10 If the matter cannot be resolved by informal discussion with those involved, the Club Secretary will nominate a three-person Panel consisting of directors and/or club members of longstanding who will make the relevant party/parties aware of the complaint against them on a confidential basis.
- 7.11 The Panel or Club Secretary has the power to suspend membership of any individual accused of misconduct at any stage until the disciplinary process is completed.
- 7.12 The person(s) concerned has the right to submit an account of the misconduct to the Club Secretary within 7 days following receipt of the letter detailing the incident and to submit any written witness statements.
- 7.13 The Panel may reach a conclusion based on the investigation they must undertake and have the option of calling a disciplinary hearing with the individual(s) concerned.
- 7.14 The Panel and/or Club Secretary must ensure matters are handled fairly and without delay.
- 7.15 The outcome must be promptly notified in writing to the parties involved and must confirm the right to appeal.

## **8. Disciplinary Hearing**

- 8.1 If the Panel decides to proceed with a disciplinary hearing, then such a hearing must be arranged as quickly as possible. The member or team involved must receive at least 7 days' notice, by text or email, of the hearing along with notification of 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 Panel shall be by majority vote.
- 8.5 The decision of the Panel must be sent by e mail or text within 48 hours of the hearing.

## **9. Penalties**

- 9.1 To conclude an investigation into a complaint by a Panel or by the Club Secretary via informal discussion, it must be decided whether any member or Wandgas team was in breach of the Articles of Association, these Bylaws or any relevant Codes of Conduct. The Club Secretary and/or Panel, representing the CMC, has the power 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 Ban 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 To endorse and record the action taken by a club approved sports team.
- 9.2 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 CMC.
- 9.3 Details of any penalties and or sanctions imposed will be kept on record by the Club Secretary and recorded in the Bar Daybook. 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 has a right to appeal to the CMC.
- 10.2 Temporary membership suspensions whilst incidents or complaints are looked into are not open to appeal.
- 10.3 Notice of appeal setting out the grounds must be sent to by email to wandgassports@gmail.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.
- 10.4 Simply repeating the original complaint or response are insufficient grounds for an appeal.

- 10.5 The grounds for appeal are:
  - 10.5.1 The decision was based on an error of fact.
  - 10.5.2 There was a serious procedural irregularity.
  - 10.5.3 Significant relevant new evidence has become available which was not available at the time of the decision and may have affected the result.
  - 10.5.4 The sanction imposed was too harsh.
- 10.6 Failure to present sufficient grounds will lead the Club Secretary to dismiss the appeal.
- 10.7 An appeal shall be heard within 14 days and any penalty imposed will stand until the appeal takes place.
- 10.8 The CMC shall have access to all material considered by the Club Secretary or Panel.
- 10.9 The CMC have the option of requesting the presence of the person(s) involved at the meeting to consider the appeal submitted.
- 10.10 Should the member(s) fail to attend the appeal hearing having been requested to do so, the appeal will be dismissed and the decision by the Club Secretary or Panel shall be full and binding.
- 10.11 The CMC may confirm, vary or reverse the decision of the Club Secretary or Panel and it shall have the power to increase the penalty imposed.
- 10.12 The decision of the CMC shall be by majority vote.
- 10.13 The decision of the CMC or in the absence of an appeal the Club Secretary or Panel shall be final and binding.