**Surbiton Town Sports Club Ltd.**

Riverhill Estate, Worcester Park, Surrey, KT4 7QB - 0208 3373866

 Bylaws:

1. General:

1.1 These Bylaws are issued by the club manager 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 The child of any member recorded under family membership will be entitled to apply for membership in their own right on their 18th birthday. Such membership shall be free until the next annual renewal. From 18 to the next renewal after their 21st birthday they will pay a discounted rate at the discretion of the committee.

2.4 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.

2.5 The membership year shall run from 1st June to 31st May.

2.6 The period in which an existing membership can be renewed will end 30 days after the start of the membership year.

2.7 A pro-rata membership rate may be offered at the discretion of the manager however, this will only be offered to new members who have not been a member of Surbiton Town Sports Club in the last 5 years.

2.8 The manager has the discretion to allow a renewal discount.

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

2.10 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.

2.11 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 manager.

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 is 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 Members are permitted to sign in up to 3 guests per visit to the club.

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

4.3 The admitting member is required to ensure guests adhere to the club rules.

4.4 Any non member attending a 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.

4.5 Any player or official from a visiting sports club for the purposes will also be considered a Guest Of The Club.

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

4.7 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 manage and logged in the computer system.

4.7 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 of the club until 9.00pm. This may be varied by management by agreement for approved special events.

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

5.9 Dogs are permitted in the club and grounds. They will remain the owners full responsibility at all times whilst on any of the premises. Owners must clean up after their dogs.

5.10 Unsanctioned ball games which may cause damage to the clubhouse, planted areas, 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.

6. Complaints:

6.1 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 contact.riverhill@gmail.com or in writing addressed to the Club Manager at Surbiton Town Sports Club, Worcester Park Road, Worcester Park, Surrey, KT4 7QB

6.2 All complaints must be recorded in the club’s computer system and notified to the bar manager within 24 hours.

6.3 The management team will convene to decide if the complaint should be considered by a disciplinary panel or rejected..

6.4 The manage appointed shall consider the complaint and resolve either: -

6.41 To take no action except to record the complaint. –

6.4.2 To take action against any member, employee to endorse and record the action taken by a club manager –

6.4.3 To resolve the complaint by informal discussion and agreement with the member. –

6.4.4 To resolve the complaint by informal discussion and agreement with the club approved management team. –

6.4.5 To proceed with a disciplinary hearing attended by no fewer than 2nstaff members.

7. Disciplinary Hearing:

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

7.2 The member concerned shall be entitled to state their case at the hearing and call witnesses.

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

7.4 The decision of the disciplinary panel must be sent be e mail or text within 48 hours of thehearing.

8. Penalties:

8.1 Any member 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: -

8.1.1 Require a member or team management to issue an appropriate letter of apology –

8.1.2 Record a reprimand and to give a warning as to future conduct against a member. –

8.1.3 Require a member to pay the cost of any damage to club property. –

8.1.4 Temporarily suspend a member from the club house and or grounds. –

8.1.5 Terminate a membership for a specified or indefinite period. –

8.1.6 Suspend or terminate the right of a member to hold a special event at the club. –

8.1.7 Suspend or terminate the right of a member to sign in guests –

8.1.8 Suspend or terminate the right of a member to a drinks discount. –

8.1.9 Refuse any guest future access. –

8.1.10 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. –

8.1.11 Details of any penalties and or sanctions imposed will be kept on record by the Club manager. These details will be taken into account should there be further complaints about the member involved but will be deleted from all records after five years.

9. Appeals Procedure

9.1 Any member subject to disciplinary action may appeal to the club manager.

9.2 Notice of appeal setting out the grounds must be sent to by e mail to contact.riverhill@gmail.com within 7 days of the decision and before the appeal is heard a non refundable deposit of £25 for a member must be paid to the club.

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

9.4 The appeal shall be by way of a re hearing by a two person panel appointed by the manager.

9.5 The manager shall have access to all material considered by the disciplinary panel.

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

9.7 The manager may confirm, vary or reverse the decision of the disciplinary committee and they shall have the power to increase the penalty imposed.

10.10 The decision of the manager shall be final and binding