



FAIR OAK SQUASH CLUB

Club By-Laws (as amended May 2011)

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FOSC MEMBERSHIP

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Amendment history

Date	Issue	Status	Author
May-2002		Endorsed Version	Committee
24 th June 2009	1.0	Endorsed Version	Committee
18 th May 2011	1.1	Updated to reflect SGM agreed changes to court times	Committee

References

Id.	Title	Date	Issue	Reference (if known)
A	FOSC Guide to System Administration		2.0	FOSC/Mgt Guides/001
B	FOSC Guide to Membership Administration		1.1	FOSC/Mgt Guides/002
C	FOSC Guide to Financial Administration		1.0	FOSC/Mgt Guides/003
D	FOSC Guide to Regulatory Compliance		1.1	FOSC/Mgt Guides/004
E	FOSC Guide to Junior Section Administration		1.1	FOSC/Mgt Guides/005
F	FOSC Guide to Adult Team Administration		1.0	FOSC/Mgt Guides/006
G	Committee Roles & Responsibilities		1.0	FOSC/Mgt Guides/008
H	FOSC Constitution		1.1	FOSC/Constitution/001
I	FOSC By-laws		1.1	FOSC/Bylaws/001
J	Court Booking Rules	18 May 2011	2.0	FOSC/Rules/002
K	Internal League Rules		1.0	FOSC/Rules/003
L	FOSC Child Protection Policy		1.1	FOSC/Mgt Guides/007
M	FOSC Guide to Coaching Administration		1.0	FOSC/Mgt Guides/010

Abbreviations

Abbreviation	Definition
FOSC	Fair Oak Squash Club

Terminology

Term	Definition

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1 INTRODUCTION

1.1 Purpose

The By-Laws are the mandatory behavioural and conduct rules to which all members of the club agree to abide when they apply for membership of the club.

The By-laws are established by the committee to enact the principles laid out in the club's constitution (Reference H). The By-laws underpin the clubs constitution but at no time can they override the principles of the constitution; (if necessary, an amendment to the constitution must come first).

By-law changes may be proposed by any voting member of the club at any time. Proposals for By-law changes are submitted to the elected committee for discussion at the next scheduled committee meeting. The document may then be amended following a majority vote, agreeing to the proposed change, by the elected committee.

This document presents the latest configuration controlled version of the Club By-Laws. A handy quick reference version of this document is also provided; the content of which is extracted from this master document.

The By-Laws are the primary conduct rules for the club. The By-Laws are supplemented by other specific conduct rule documents, which are maintained separately. The separately managed by-Laws are subject to influence from the systems used to enact or operate them; they currently comprise:

- Court Booking Rules (Reference J)
- Internal Squash League Rules (reference K)

The above rules are subject to change at any time by those designated as the custodian by the committee.

1.2 Background & Amendment History

In 2009 the elected committee carried out a review of the existing By-Laws (as amended May 2002). The committee determined that this version of the By-Laws was no longer fit for purpose due to the extent of information which was incorrect or outdated.

An update of the By-Laws was completed so to reflect the current operation of the club, specifically addressing the following issues:

- References to members no longer in post
- Readability and layout
- Installation of the electronic booking system

Version 1.0 of the By-Laws was approved by the committee on the on the 24th June 2009.

The minutes of this committee meeting are available from club records for member inspection.

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At an SGM in April 2011 the membership agreed changes to court times; these are reflected in version 1.1 of this document.

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2 THE BY-LAWS

2.1 Objects

- 1) To promote a friendly social atmosphere where all members act with curtesy and are responsible for the well being of the club and its fabric whilst providing clear boundaries of acceptable behaviour and conduct.

2.2 Guests and Safety

- 2) Guests are welcome. However, you are reminded that in the Club Constitution:
 - a) Members are responsible for the behaviour of their guests and as such are governed by the rules and by-laws of the club. Guests shall leave the Club premises no later than the member introducing them.
 - b) Guests of members will be admitted to the Club Bar providing both they and the member concerned sign the Visitor's Book.
 - c) Guests include visiting teams who are the responsibility of the host Fair Oak Club team captain.
 - d) No guest shall be admitted to the Club more than 6 times in any one year.
- 3) Note: Guests are welcome as it introduces them to the club. Members should promote their guests to join the club and to share in its development and upkeep.
- 4) Junior members cannot bring any guests unless prior permission has been obtained from the Junior Organiser, Club Captain or Club Secretary. Adult supervision may be required where necessary.

2.3 Court Dress and Discipline

- 5) All members (& Guests) shall dress in appropriate sports apparel. The apparel should not offend other members; in particular players when on court shall wear **clean** non marking dedicated indoor court shoes.
- 6) Damage to court floors resulting from inappropriate footwear worn by members or their guests may render the member liable for the rectification costs.
- 7) Players should not use courts without the lights on.
- 8) Damage to Club fabric or equipment by inappropriate actions will result in both disciplinary action and liability of rectification costs by the member responsible.
- 9) Typical unacceptable court apparel:
 - Non sports specific apparel
 - Not wearing shirts
 - Cycling shorts(unless worn with shorts/skirt)
 - Logos on clothing that may offend.

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- 10) If you are in any doubt assume that you may be wrong and err on the side of caution.

2.4 Lounge and Bar

- 11) When using the bar at any time, the fire exit gate at the lounge end must be open for safety and to comply with the fire regulations.
- 12) At all times members dress and behaviour should be socially acceptable and not cause offence to other members. Members should act in a manner with good common courtesy to all. Glasses taken to other parts of the club shall be returned to the bar. In the interest of safety no glasses are to be taken into the changing rooms.
- 13) Members should avoid making undue noise in the lounge whilst inter-club matches and club matches are in progress.
- 14) The bar staff are responsible for the volume of the TV or Hi-fi system; these should only be on a quiet setting during club matches and be switched off during competition matches. Sports have a priority when broadcast and the systems are to be switched off at bar closing time.

2.5 Licensing Hours

- 15) The club licensing hours are as stipulated in the licensing act 2003. The Club has a **Club Premises Certificate** and this is displayed behind the bar. The **Permitted** bar opening times are clearly shown as is the lounge opening times. Failure to abide by these times could result in the loss of the Clubs Premises Certificate and the license to consume alcohol on the premises.

2.6 Security and Local Courtesy

- 16) Please remember that the security of the club is in YOUR hands
- 17) The entry/booking key is unique to each member and should be treated as a credit card. If you lose your key please report it immediately To the Membership Secretary to ensure that it can be deactivated, thus ensuring both yours and the Clubs security. Please do not mark the key as your squash club; this avoids the use by others to gain unauthorised access to the club. A replacement key at the current price will be issued and any balance be transferred to your booking account.
- 18) Members shall enter and leave the club in a quiet, orderly fashion, remembering that they are in a residential area.
- 19) When the Club car park is full, members who park in Campbell Way should do so in a manner that does not obstruct resident's driveways.
- 20) The last person to leave the club premises at night should always ensure that lights are switched off and all the windows are closed.
- 21) Members on bar duty shall ensure that the lounge door and fire gate is locked and that the alarm system is correctly activated prior to them leaving the Club.

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2.7 Court Bookings

- 22) Court booking is via an automated system that can be accessed from the Club or online from any Internet linked computer.
- 23) Courts will be released for booking 30 minutes earlier to the Club Console than those booked online. Full payment for the court is taken at the time of booking.
- 24) Half of the fee can be reimbursed by the opponent using their key to activate the court lights.
- 25) The Courts may only be booked 7 days in advance:

Courts 1 and 3: Booked from 7:00am onwards

Court 2: Booked from 7:00pm onwards

- 26) Three price tariffs, based on popularity of court times:
- High: £4.00 (Early Evenings)
 - Medium: £3.00 (Weekend, Late Evening)
 - Low: £2.50 (Weekday)

2.7.1 Court Cancellation

- 27) Courts may be cancelled at any time via club console or via on-line web site.
- 28) Cancellation will make the court available for re-booking.
- 29) Members will received an immediate full refund for a court cancelled with greater than 72 hours notice.
- 30) Members will receive a full refund for a court cancelled with less than 72 hours notice, only if the court is re-booked by another member.

2.7.2 Junior Member Booking

- 31) Members under the age of 16 should not play at Peak Times except for one of the following reasons:
- a) A League or Ladder match
 - b) A Team Match
 - c) Playing a Senior Member
 - d) Coaching or Training
- 32) Note the computer system has not been configured to restrict the booking of courts by junior members; adherence to the above rule is on a voluntary basis.

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- 33) Complete details of the booking operation are displayed adjacent to the Club booking console and also available from the system administrator (see Reference J).

2.8 Fitness Centre

- 34) No person under the age of 16 shall use any fitness centre equipment
- 35) Safety is paramount. Members using this facility do so at their own risk. Even so, the Club recommends that Members should seek suitable advice and if necessary training before using any of the fitness equipment.
- 36) Guests are not permitted use of the fitness centre.

2.8.1 Payment

- 37) Members and their guests are to put their payment in the coin box; the current charges are shown adjacent.
- 38) Members are to ensure that the fitness equipment is physically safe prior to use and to report any defects in the club defect book.

2.8.2 Defects

- 39) Any member discovering a defect or fault with club equipment or fixings should clearly record the defect in the Defect Book situated adjacent to the on line booking console.