

THE CONNAUGHT CLUB BYE-LAWS

November 2021

1.	The Club Opening Hours The Club shall be open from 8.00am Monday to Saturday and from 9.00am on Sunday until such time as the Club Management Committee (CMC) may determine from time to time.
2.	Membership When joining the Club and renewing membership, Members agree to abide by the Club's Rules, Bye-Laws, Code of Conduct and all other Club Policies and Reporting Procedures, as may be issued by the CMC and updated from time to time. Please see the Club website or contact the Club Office for the latest versions.
3.	Member Conduct and Behaviour Members and visitors must abide by the Club's Code of Conduct at all times. Members should be courteous and respectful to others at all times and display high standards of conduct and behaviour. Members must treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief. Members should promote and display good sportsmanship at all times. Members and volunteers must disclose any actual or potential conflicts of interest e.g., in relation to Club meeting agenda items, contracts or tenders for goods and services to the Club, when competing for the Club, volunteering for the Club and/or officiating at matches and tournaments. The Connaught Club Code of Conduct forms part of these Bye-Laws.
4.	Club Maintenance Members must notify the Club Manager or a member of staff if they notice any repairs, maintenance, cleanliness and health and safety issues, so that appropriate steps can be taken to rectify the matter.
5.	Temporary Suspension of Facilities The Grounds person or Captain of each sports section shall have authority at any time to close any or all Courts or Rinks if they consider such a course is advisable.
6.	The Bar and Alcoholic Drinks
6.1.	The sale of alcoholic drinks shall be permitted during the following times: Monday to Friday 11.00 am to 11.00 pm Saturday 11.00 am to 9.00 pm Sunday and Good Friday 12 noon to 11.00 pm Christmas Day 12 noon to 3.00 pm and 7.00 pm to 10.30 pm Or such hours as may be allowed by the Licensing Authorities, subject to and following the registration of such hours with the Licensing department of London Borough of Waltham Forest. These may be varied within such registered hours either by a majority decision of the CMC or at the Club Manager's discretion.

6.2.	Members and visitors under 18 years of age shall not be permitted under any circumstances to purchase or consume alcoholic drinks on the premises. No child under 13 years old is allowed in the bar unsupervised by an adult / carer.
6.3.	No person shall be entitled, directly or indirectly, to derive a pecuniary benefit from the supply of alcoholic drink by or on behalf of The Club to members or guests, apart from any benefit accruing to the Club as a whole. Members of visiting Tennis, Bowls or Squash/Racketball Clubs and their guests shall be entitled to admission to the Club and to purchase alcoholic drinks for consumption on the Club's premises.
6.4.	Only food purchased on the premises can be consumed in the Bar. Members are able to consume other food either in the main pavilion or on the terrace.
7.	<p>Junior Members and Children (under 18 years)</p> <p>Junior Members under the age of 13 (thirteen) must be supervised by their parent/carer whilst at the Club and outside of any Club sessions, such as coaching lessons, organised groups or tennis camps.</p> <p>Any Junior Member or child who has finished playing or receiving tuition, who remains on the Club premises unsupervised, does so at their own risk. The Club and its employees accept no responsibility.</p> <p>All debts and damages incurred by Junior Members or children shall be covered by their parent or guardian.</p> <p>Children under the age of 13 must be accompanied at all times by an adult/parent or carer when in the bar.</p>
8.	<p>Visitors</p> <p>Members introducing a visitor must register the visitor's name and contact details with the office or via the Club App, and if playing a sport pay the relevant visitor's fee in force at that time. No visitor shall be introduced to play more than 6 times during a season without permission from the CMC.</p>
9.	<p>Dress Codes</p> <p>The Club colours are Gold, Green and Blue.</p> <p>Each sports section shall set out a clear Dress Code in their respective Rules which shall be agreed by their Sports Committee.</p> <p>Appropriate non-marking footwear must be worn by Members and visitors when using the Club's Courts, Rinks and Gym.</p> <p>Spikes and nailed shoes are not permitted anywhere in the Club's premises.</p>
10.	<p>Sport Bags</p> <p>Sport bags and equipment must not be taken into the bar or left in corridors or where they might cause a trip hazard or impede escape in an emergency.</p>

11.	<p>Smoking</p> <p>Smoking, including e-cigarettes and vaping, is not permitted on Club premises.</p>
12.	<p>Drug Use</p> <p>The use of illegal non-medical drugs or substances is not permitted anywhere on the Club's premises.</p>
13.	<p>Animals and pets</p> <p>Members and visitors may bring their dogs onto the Club terrace. Only Special Assistance Dogs are permitted in other areas of the Club's premises. Owners are responsible for keeping their dogs on a short leash and for cleaning up any dog mess. No other animals or pets may be brought onto the Club's premises.</p>
14.	<p>Escape Routes and Doors</p> <p>Escape routes must be kept clear at all times and clearly marked Fire Doors must be kept shut and not be propped open. Exceptions are where there is a specifically installed device that automatically closes the door in the case of an emergency.</p>
15.	<p>Car Park</p> <p>Members and visitors using the adjacent Warren Pond Car Park must abide by the currently published Rules and Charges issued by the Corporation of the City of London. The Inner Car Park of the Club is reserved for staff, coaches, Club deliveries and tradesmen only. Members and visitors may use the bike racks in the Inner Car Park to store their push bikes.</p> <p>Members, visitors, coaches and staff using the Warren Pond and the Club Inner Car Park do so at their own risk, the Club will take no responsibility.</p>
16.	<p>Accidents and Injuries</p> <p>Any accidents or injuries must be reported to a coach, member of staff or the Club Manager so that the Club's first aiders can provide support, call an ambulance if needed, and update the Club's accident logbook.</p>

17.	<p>Function Hire</p> <p>The CMC shall have the power to allow the Club’s premises to be used at such times and at such charges as they shall determine for private functions of a social nature. At such a function, alcoholic drinks may be supplied during the Club’s permitted hours to all persons attending such a function, whether or not they are members. All private functions must complete the Club’s Pavilion Hire Form and comply with all applicable terms and conditions.</p>
18.	<p>Expenses</p> <p>The Hon. Treasurer may authorise reimbursement of legitimately incurred Club expenses, of £500.00 or more, to a Member or Officer, upon submission of an appropriate receipt for goods or services to the Club. The reimbursement must be authorised by two Senior Officers. A Senior Officer may not authorise reimbursement to themselves or a family member. Legitimately incurred expenses under £500.00 can be pre-approved by and reimbursement arranged by the Club Manager.</p>
19.	<p>Club Policies</p> <p>The Club’s Policies shall be reviewed periodically, and updates approved by the CMC. Copies shall be provided to all Members upon joining and be displayed on the Club Noticeboard and on the Club Website. Key Club Policies include the following:</p>
19.1.	<p>Members Complaints and Disciplinary Policy</p> <p>The Members Complaints and Disciplinary Policy sets out how any member disputes, complaints, allegations of misconduct or rule breaches are to be reported and managed.</p> <p>All complaints to be submitted to the CMC under the Members’ Complaints and Disciplinary Policy shall be made in writing to the Honorary Secretary who shall submit them to the CMC hearing and appeals process, and their decision shall be final.</p> <p>In no circumstances shall a Member, visitor or guest be reprimanded directly by any Member.</p> <p>The Connaught Club Members Complaints and Disciplinary Policy forms part of these Bye-Laws.</p>
19.2.	<p>Data Protection Act and Privacy</p> <p>Members should refer to the Member and Visitor Privacy Policy and the Club’s Policy for Photography, Filming and Social Media. Any personal data requests, concerns or breaches should be notified to the Club Manager who also acts as the Club Data Protection Contact.</p>

<p>19.3.</p>	<p>Safeguarding and Whistleblowing</p> <p>Members should refer to the Club’s Safeguarding Policy and Whistleblowing Policy and Procedure and report any concerns or incidents concerning the safeguarding of children or vulnerable adults to the Club Welfare Officer, whose photo and contact details shall be displayed on the Club Noticeboard. Members who may not feel comfortable contacting the Club Welfare Officer may contact the Club President.</p> <p>If a child or adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.</p>
<p>19.4.</p>	<p>Equality and Diversity</p> <p>Equality and Diversity is everyone’s responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.</p> <p>Members should refer to the Club’s Equality and Diversity Policy and promptly report any incidents, or concerns about whether the Club is adequately maintaining a safe, fair and inclusive environment, to the Club Welfare Officer or in their absence the Club Manager.</p>
<p>20.</p>	<p>Disclaimer</p> <p>The Club shall not be held responsible or liable for any loss or damage to any Member’s or visitor’s property whilst visiting or left in the Club premises.</p>

These Bye-Laws take immediate effect and replace all prior versions.

These Bye-laws are made under Club Rule 8.3 Bye-laws: “The Management Committee shall be empowered to make and rescind Bye-laws (not inconsistent with the Rules of the Club) such Bye-laws to be printed and placed on the notice board in the Pavilion.”

Failure to abide by the Club’s Rules, Bye-Laws, Code of Conduct and Policies may result in the Club taking disciplinary action.

**Connaught Management Committee
November 2021**