KELVIN GROVE CLUB

BYE-LAWS

1. ELECTION OF MEMBERS:

(i) Ballots for the election of new members will be held from time to time at the discretion of the Committee.

(ii) In terms of Rule 9(iv) if the Committee exercises its discretion to reinstate the name of a candidate for election to membership on the waiting list, it shall be within twelve months prior to the candidate's final opportunity to be elected to membership.

2. SUBSCRIPTION ADJUSTMENTS:

(i) When a member changes his place of residence and this affects his membership category in terms of Rules 10 to 13 inclusive or if he qualifies for a reduced subscription rate in terms of Rule 22 his subscription and/or membership category will only be amended with effect 1 March of the next subscription year.

(ii) Where such adjustment results in a debit balance on the member's subscription account, he will be required to settle the outstanding amount within three months.

3. ABSENTEE MEMBERSHIP:

The Committee may agree that the status of an Absentee Member is not affected by occasional visits to Southern Africa of up to a maximum of eight weeks duration during the relevant subscription year.

4. GUESTS:

GUESTS 13 YEARS AND OLDER

(i) (a) Members must inscribe the names of their guests in the visitor's book kept for this purpose immediately upon arrival at the Club, irrespective of the purpose of the visit:

(b) guests must remain in the company of a member who has signed them in;

(c) guests of a member attending a function in an area set aside for that purpose may not visit other areas of the Club apart from the cloakrooms;

(d) to ensure compliance with the provisions of Rule 35(ii) the onus is upon the members to establish whether, and in what circumstances, their intended guests have previously been introduced to the club during the same calendar month.

(e)Guests may not utilise the gymnasium

(ii) Children under the age of twelve may not be introduced as guests, except:

(a) On the occasion of meals in the Barn, or children's parties and family luncheons in the main building when children of any age may be introduced as guests;

(b) on such other occasions as the Committee may decide.

(iii) The following occasions are special guest days in terms of Rule 35:

(a) When guests are introduced for the primary purpose of participating in organised team sports approved by the Committee, but such guests are confined to the area where the team sport takes place, the cloakrooms and such bar facilities as the General Manager may determine.

(b) when guests are introduced to a member's function held in one of the club's function areas.

The aforementioned will not relieve members from the obligation to inscribe the names of their guests in the visitor's book.

(iv) Members' spouses, members' children and members' guests (non- members), may be introduced to all food and beverage facilities once per week, excluding the Pool Bar, in addition to the once permitted visit in that month to the Club.

5. SERVICE CHARGE:

No service charge is payable by Members of the Club in any of the Food and Beverage outlets including cash transactions, except for functions at 7%. A 10% service charge is payable by non-members of the Club.

6. TARIFFS:

Bar and catering tariffs will include value added tax.

7. BARS:

(i) A bar may be closed at any time at the discretion of the Management.
(ii) Liquor may not be served to any member or guest who is under the age of 18 years.
(iii) No member or guest who is under the age of 18 years is permitted in any bar.
(iv) Liquor may not, under any circumstances, be removed from the Club premises, nor may liquor be brought onto the Club premises, except with the permission of the General Manager.

8. CATERING:

(i) Members may not bring food or beverage onto the Club premises nor may food or beverage be removed there from, except as provided for by the General Manager.

(ii) When a table is reserved by a member for a special function and such reservation is not taken up or is subsequently cancelled with the Reception Office, but the cancellation is not notified by 16:00 the previous day, then the member will be required to pay 50% of the set or minimum charge, whichever is applicable, except in special circumstances.

9. FUNCTIONS:

(i) All anticipated costs of a function held by a **non-member** of the Club, which can only be negotiated with the General Manager, must be paid in full at least 4 weeks prior to the function. The bar may, however be operated on a cash or account basis, but must be settled in full directly after the function. Once the conditions form has been signed, a deposit of R2000 is required, which is non-refundable.
The Club reserves the right to cancel the reservation, if the deposit is not received on the due date.

(ii) If a function is cancelled less than four weeks before the scheduled date, a cancellation fee may be raised which would normally be the equivalent of 50% of the anticipated amount or the appropriate room hire fee.

(iii) The Club does not accept responsibility for the loss or damage to any property of members, non-members, their guests or agents brought onto the premises. The Club shall not be held responsible for the death or bodily harm to any persons visiting the Club. The Member shall be held responsible for all damages to allocated rooms and equipment, either by themselves, their guests or agents.

(iv) Floral arrangements may be prepared by the Club's in-house florist at a negotiated rate as agreed by the florist and the client.

(v)The Committee retains the right to close any room in or any part of the Club premises to members in general for the purpose of holding special Club or member's private functions therein.

10. DRESS:

Members' dress anywhere on the Club premises must conform to standards of good taste in accordance with the standing of the Club. Management is vested with discretion in the interpretation of the standards of dress required in the Club and members and their guests are required to comply with any request made by management in the exercise of discretion.

Pool Bar / Waterside Dress Code:

After 19:00, as a courtesy to others, Members and their guests who have just finished playing a sport, are requested to please shower and change before using the Pool Bar. Drinks may however still be ordered after 19:00 from the Pool Bar by Members in sports gear for consumption outside or in the Waterside.

No barefoot members or costumes to be worn in the Pool Bar or Waterside Restaurant. This dress code also applies to children under the age of 16 years.

11. MOTOR VEHICLES:

(i) Members and their guests must comply with the Club's parking arrangements and not park their cars in areas demarcated by yellow or red lines or where "NO PARKING" signs are erected. They must also comply with the directions of the Club's parking attendants. It is the responsibility of each member to draw his or her guests' attention to this Bye-Law.

(ii) Members or guests vehicles carrying blatant advertisements which may give offence to members, may not enter the Club grounds except on Club business.

(iii) The speed limit for vehicles within the grounds is 15 kilometres per hour.

(iv) No overnight parking is permitted on the Club's premises (including the field) unless specific permission has been granted by the General Manager, Duty Manager or the Club's Security.

(v) Members guests, non-members and Reciprocity members are not permitted to park on Kelvin's premises on big sporting days at Newlands i.e. Cricket and Rugby, or at any other time at the discretion of the Club's Committee or Management.

12. GENERAL:

(i) Members of the press may not be invited to the Club in their official capacity and photographs may not be taken for publications unless specific permission has been obtained from the General Manager.

(ii) MUSIC: Members may not play radios, recorded music or musical instruments in the Club grounds.

(iii) TOWELS: Towels can be collected daily from the main security entrance to the Club and need to be returned to the same point of issue after use.

(iv) PIPES, CIGARS, CIGARETTES: The lighting up and smoking of pipes /cigars and / or cigarettes anywhere in the Club's enclosed buildings is strictly prohibited.

(v) MEMBERSHIP CARDS: Members must produce their membership cards upon request by a member of the Committee or authorised official of the Club or when they wish to charge meals, drinks, etc., to their club account.

A charge as from time to time laid down by the Committee will be made for the replacement of a lost membership card or providing members with a temporary card valid for one day only.

(vi) The Club is closed on **Good Friday and Christmas Day.**

(vii) ANIMALS: Members and their guests are prohibited from bringing any animals / reptiles onto the Club's premises.

(vii) BICYCLES: Bicycles are not allowed in the Club building and must be parked in the stands provided.

(ix) BOARD AND CARD GAMES: The playing of board and card games is not permitted in any of the bars or the entrance hall. Such games may only be played in the Cream, La Rochelle and Pink lounges.

13. SPORTING ACTIVITIES:

It is recorded that in terms of Rule 5 (ii) of the Kelvin Grove Club Constitution, the Main Committee may from time to time make, vary and repeal bye-laws for the exercise of its powers and that accordingly the Constitution of all Sports Sections must be compatible with the provisions of the Club's bye-laws.

Marketing of Sports Sections to New Members:
The Sports sections shall assist the Main Committee with its marketing of Kelvin Grove Club by promoting their Sports sections to prospective new Members of the Club.

(i) BILLIARDS: The billiard room will be open from 10:00 to 22:00, but on Sundays and Mondays to 21:00, unless closed earlier at the discretion of the Management.

(ii) BOWLS:

(a) All games shall be played as defined and regulated by the laws of the game of the South African Bowling Association.
(b) Members wishing to play bowls may do so on the greens allocated, but only members of the Bowls Section may take part in organised games.
(c) The Green keeper, or, in his absence, a member of the Bowls Section Committee, or, in their absence, the General Manager of the Club, shall decide when the greens are not in a condition for play.
(d) Except where otherwise determined in paragraph (c) above, the greens shall be available for play as follows:

DAYS OF PLAY – Will be determined by the Bowls Section Committee from time to time including bounce games, tabs-in or roll-ups.

Monday:	Closed
Tuesday	Open all day
Wednesday a.m.	Closed
Wednesday p.m.	Mixed – Tabs in
Thursday:	Open all day
Friday a.m.	Closed
Friday p.m.	Mixed – Tabs in
Saturday:	Open all day
Sundays a.m.	Mixed – Tabs in
Public Holiday a.m.	Mixed – Tabs in
Twilight Bowls:	Mixed – Tabs in (by 16:15 for play at 16:30) First Thursday of every month from October to March

(e) Dress shall be Whites at all times, except from 1st May to the declared end of the season when grey or navy may be worn.

(f) Members wishing to play on any specific day must have their tabs in by the following times:

Summer	Morning games	09:00
	Afternoon games	13:45
Winter	Morning games	09:15
	Afternoon games	13:45

(g) The Bowls Committees may request members of their section to make a contribution towards the running of their section.

(iii) <u>SQUASH:</u>

(a) Bookings for squash courts may be made two days in advance from 08:00 except for Mondays which can be booked from 14:00 on Fridays. Requests for block bookings must be directed to the General Manager.

(b) Between 16:40 and 18:40 on weekdays the squash courts are for the use of members only, subject to the provision in bye-law (iii) (a) in respect of block bookings. Members booking courts during this period must give the names and membership numbers of themselves and their partners.

(c) The list of bookings will be posted each day in each of the squash court lobbies before 16:00.

(d) Members may only book a court for their own use, and may not book a court unless it is their firm intention to take up the booking. The Club must be informed should a member need to cancel a booking.

(e) If a court is not taken up within 10 minutes of the time for which it is booked, it is automatically forfeited and is available to any member on hand.

(f) No member may book a court for more than one period.

(g) The squash courts will be open from 06:00 to 22:30 each day.

(h) The names of guests introduced into the Club only to play squash must still be entered in the Visitor's Book and this constitutes a visit in terms of Rule 33.

(i) Members are required to wear recognised squash apparel whilst playing squash i.e. apparel to World Squash Federation standards. Clothing which will not be permitted includes jogging and running gear, vests and singlets, long shorts or “baggies” and beachwear. Clothing must be of a standard commensurate with the Club’s standing.

(j) Only recognised non-marking squash shoes may be used on the courts. (NO running shoes will be allowed).

(iv) TENNIS:

(a) Reservations may be made for tennis courts for any day of the week.

(b) Reservations for any day of the week, may only be made by personal or telephone application at the Reception Office not more than 14 days before the reservation is required.

(c) Only one tennis court may be reserved on any one member's name on any one day for a maximum of 1 hour.

(d) Tennis players may wear coloured attire – inclusive of track suits – as long as it is recognised as regulation tennis dress.
Should the Duty Manager feel a player is inappropriately dressed, he/she must approach the player and remind him/her of this rule and ask that in future the player complies with this rule. Players improperly dressed must leave the court.

(e) Management may allocate any of the courts for general play. General play courts are to be vacated at the end of each set should others be waiting. In all cases, however, "doubles" will have priority over "singles" on Saturdays and Public Holidays.

(f) Only non-marking tennis shoes may be worn on the courts.

(g) If a court is not taken up within 15 minutes of the time for which it was booked, it will automatically be forfeited and available to any member on hand.

(h) A member shall only be entitled to introduce a non-member to the Club for the purpose of playing tennis once a month. The member shall ensure that the non-member's name is entered in the visitor's book and signed by the member

(i) Members (who have booked a court) should cancel the booking as soon as they become aware that they will not be able to utilise the court.

(j) The General Manager and / or the Management Committee have the right to ban Members from playing tennis for up to 30 days should they not utilise their booking and not advise the Club as per (h) above

(k) Members should “slacken” the nets after play.

(l) Lights are only to be switched on, on the court that is being used at any specific time. No lights on adjoining courts are to be left on when members playing there have finished their game.

(v) CROQUET:

(a) All games shall be played as defined and regulated by the laws of the game as laid down by the South African Croquet Association.

(b) Members wishing to play croquet may do so on the courts allocated, but only members of the croquet section may take part in organised games.

(c) The head Groundsman, or in his absence, a member of the Croquet Section Committee, or in his absence, the General Manager of the Club shall decide when the courts are not in a condition for play.

(d) Except when decided in paragraph (c) above, play on the courts shall be as follows:

Monday	:	Morning closed; afternoon open
Tuesday	:	Morning open, afternoon -Organised Club play
Wednesday	:	Open
Thursday	:	Open – large courts
Friday	:	Morning closed; afternoon open / Twilight
Saturday	:	Morning open; afternoon - Organised Club play
Sunday & P/Holidays	:	Open except when competitions are organised

(e) Only flat shoes may be worn on the courts.
(f) The Croquet Section Committee shall determine the dress code for organised club events including competitions and matches.
(g) The Croquet Section Committee may request members of their section to make a contribution towards the running costs.

14. CHILDREN AT THE CLUB:

Children under the age of 16 years are only allowed to use the Club's pool and surrounding area, the Waterside restaurant, the squash and tennis courts on the mountain side of the property, the rugby/ cricket fields and The Barn restaurant on **Saturdays, Sundays, RSA Public Holidays and "School Holidays"** provided that they are at all times accompanied by an Adult Member, who are solely responsible for ensuring children's safety and well-being, and consideration must be given to other Members using the facilities of the Club.

For clarity it is recorded that children may not visit the gym, Terrace and Coffee Shop.

Dates of "School Holidays" will be set by the General Manager and published on the Club's website.

The Club does not accept responsibility for any injury or other harm which a visiting child may suffer at the Club howsoever the same may be caused.

The following Rules apply to the pool and surrounding lawn area:

- No ball games permitted of any kind on the lawn area or in the pool at any time
- No children are permitted on the wooden benches outside of the Pool bar sliding doors after 19:00
- No children under the age of 18 years allowed access to the Pool bar under any circumstances (as per the Liquor Law)

15. CELLULAR TELEPHONES:

As a courtesy to other members, calls on a cellular telephone may only be made or answered from an area close to a public telephone or the parking area of the Club. Such calls may not be made in any of the restaurants, bars, lounges, sporting facilities or the Reception area of the Club.

16. VOTES:

Only members of good standing may cast their votes at an Extraordinary or an Annual General Meeting held in June of each year.

17. BUSINESS MEETINGS:

No one-on-one business meetings are permitted to be conducted in any of the Club's bars, restaurants or lounges. Should a member wish to hold a business meeting including a one-on-one meeting, a function room must be booked through the Banqueting Department.

18. REMUNERATION POLICY:

No member of any Committee or sub – Committee of Kelvin Grove Club including sporting sub section committees, shall be entitled to receive ex gratia payments.