



SANDRINGHAM CLUB BY-LAWS

1. RECITALS

1.1 Power to make by-laws

1.1.1 *These by-laws are made by the Committee in accordance with Rule 42(4) of the Sandringham Club Incorporated which states:*

The Committee shall have the power at any time, or from time to time, to make any By-Law or By-Laws for the proper conduct or management of the Club, provided that no such By-Law or By-Laws shall be inconsistent with these Rules or any resolution duly passed at any general meeting or special general meeting. No such By-Law or By-Laws shall come into force or have any effect until the same shall have been posted on the Notice Board on the Club premises for at least 23 consecutive days.

1.2 Membership recognition

1.2.1 *The discounting of fees under By-laws 2.1 to 2.4 is permitted under Rule 12.2 which states:*

The Committee may determine that different annual subscription amounts are payable by different classes of members.

1.2.2 *The reduction or waiving of annual subscription, fees or levies under By-law 2.6 is permitted under Rule 12(11) which states:*

The Committee may, in its absolute discretion, reduce or waive the annual subscription, fees or levies payable by a member suffering from significant illness or genuine hardship. The decision to reduce or waive the annual subscription, fees or levies in this manner is only effective for the then current Club year. A member whose annual subscription, fees or levies are reduced or waived is entitled to the benefits of the relevant class of membership but that member will not have a voting right in that Club year.

1.3 Use of facilities by members

1.3.1 *The categories of membership confer entitlements to use the Club's facilities under Rule 14(1) which states:*

- (a) Life members shall have the membership entitlements of a Full Sporting Member.
- (b) Honorary members shall be temporarily entitled to use all the facilities of the Club. Honorary members shall not take part in the proceedings of Club meetings.
- (c) Full Sporting Members - Ordinary members with sporting entitlements shall be entitled to use all the facilities of the Club.
- (d) Restricted Sporting Members - Ordinary members with restricted sporting entitlements shall be entitled to use all the facilities of the Club and participate in all the Club's sporting activities except tennis and squash. Restricted Sporting Members shall be entitled to use the tennis and squash facilities at the Club on not more than eight (8) occasions in each year

upon payment of a green fee to be determined by the committee from time to time.

(e) Country Sporting members - Ordinary members with Country Sporting entitlements shall be entitled to use all the facilities of the club subject to not using the tennis and squash facilities at the club on a regular basis nor participating in Club tennis and squash tournaments and competitions (except participating in single day competitions, which is permitted). A person shall not be eligible to be a Country Sporting member unless he can demonstrate he predominately resides beyond 64 kilometres from the club premises.

(f) Junior members aged over 18 years and under 26 years shall have the entitlements of a Full Sporting Member.

1.3.2 The Club By-laws in 4 provide the conditions for use of the Club's facilities by Members:

1.4 Use of facilities by Guests, Families and Children of Members

1.4.1 The Club has a Full Club liquor licence covering the whole of the 92 Beach Road Sandringham site and is subject to the provisions of the Liquor Control Reform Act 1998 and the conditions in the licence. Consumption of alcohol on site is permitted as follows:

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| Monday to Saturday, excluding Good Friday & Anzac Day At any time. | At any time. |
| Good Friday Between noon and 11.30p.m. | Between noon and 11.30p.m. |
| Anzac Day (falling on Monday - Saturday) Between noon and midnight. | Between noon and midnight. |
| Anzac Day (falling on a Sunday) Between noon and 11.30p.m. | Between noon and 11.30p.m. |
| Sunday (being Christmas Eve or Day; New Year's Eve or Day) Between midnight and 1a.m.; also 10a.m. and midnight. | Between midnight and 1a.m.; also 10a.m. and midnight. |
| Sunday (not being an Anzac Day) | Between midnight and 1a.m.; also 10a.m. and 11.30p.m. |

1.4.2 The Liquor Control Reform Act 1998 requires all non-members to the Club to be 18 or over and children under 18 to be accompanied by a parent/guardian or in the control of a sporting coach while participating in a sporting activity. All non-members must be signed in by a Member or a designated delegate of the Club.

1.4.3 The Club strongly encourages Members to invite guests and family members to use the Club's facilities when not been used by Club Members in peak use times. The Club Rules in relation to guests are:

Rule 13(3)

A member has the right to invite a male visitor as a guest provided that:

(a) no member shall be permitted to introduce the same visitor more than eight times in any one year; and

(b) a member, delegated by the Committee for the purpose, can sign in multiple male visitors for a **specified club event**.

Rule 13(4)

A member has the right to invite a female visitor as a guest provided that:

(a) a wife, fiancé or one lady friend of a member may be admitted as frequently as the Committee from time to time determines; and

(b) a member, delegated by the Committee for the purpose, can sign in multiple lady visitors for a **specified club event**.

1.4.4 The Club By-laws in 5 provide the conditions for use of the Club's facilities by the guests, family and children of Members.

2 MEMBERSHIP RECOGNITION

- 2.1 Members of between 25 and less than 30 years continuous membership shall be entitled to a 25% discount on the annual Full Sporting or Restricted Sporting subscription.
- 2.2 Members of between 30 and less than 40 years continuous membership shall be entitled to a 30% discount on the annual Full Sporting or Restricted Sporting subscription.
- 2.3 Members of between 40 and less than 50 years continuous membership shall be entitled to a 40% discount on the annual Full Sporting or Restricted Sporting subscription.
- 2.4 Members of 50 or more years continuous membership shall be entitled to a 100% discount on the annual Full Sporting or Restricted Sporting subscription.
- 2.5 Members can apply to the Committee to take *leave of absence* from the Club without payment of the annual subscription, fees or levies for multiple Club years or a single full Club year or part of a Club year. The Committee, at its discretion, may grant this *leave of absence*. If granted, the member, for the period of his approved *leave of absence*, will not be entitled to use the Club facilities, not have a voting right and not be credited with the *leave of absence* period as part of his Club membership record.
- 2.6 Members can apply to the Committee to reduce or waive the annual subscription, fees or levies payable for any membership year where suffering from significant illness or hardship (including personal difficulties making it difficult to attend the Club's facilities). The Committee, at its discretion, may reduce or waive the annual subscription, fees or levies in this manner but it is only effective for the then current Club year. Also, the Committee may offer this reduction or waiving of annual subscription, fees or levies to a member facing significant illness or hardship. Members who receive this benefit in any Club year will be able to receive it again in subsequent years. Any such member granted a waived or reduced annual subscription, fees or levies is entitled to the benefits of the relevant class of membership but will not have a voting right in that Club year. Members with severe health or physical issues will be encouraged to occasionally attend the Club and use its facilities. Members who have their fees waived in this manner will be recorded in the Club's membership register as continuing their relevant class of membership.

3 GREEN FEES

- 3.1 **Green fees shall be:**
- 3.1.1 \$Nil per occasion that a Restricted Sporting Member uses the tennis, squash or bowls facilities;
- 3.1.2 \$Nil per occasion that a guest of a Member uses the tennis, squash or bowls facilities in the presence of a Member.
- 3.1.3 \$12 per occasion that an unaccompanied guest over the age of 18 years of a Member uses the tennis or squash facilities.
- 3.1.4 \$Nil per occasion that an unaccompanied guest under the age of 18 years of a Member uses the tennis or squash facilities.
- 3.2 Green fees shall not be paid in the following circumstances:
- (1) Visitors from other clubs shall not be required to pay green fees if engaged in official club sporting events

- (2) Intending members upon acceptance of their proposal for Full Sporting Membership nomination.
- 3.3 It is the responsibility of the member to ensure that guests are signed in prior to using the facilities and that the correct green fees are paid to the duty steward.
- 3.4 Restricted Sporting Members shall not be entitled to enter official Club tournaments or championships involving tennis or squash. However, Sporting convenors have the discretion on occasions to include Restricted Sporting Members if a need arises to complete an official tournament draw. Green fees of \$12 per occasion will apply.
- 3.5 The Committee reserves the right to vary the green fees from time to time.

4 USE OF FACILITIES

4.1 Tennis

- 4.1.1 The Club has five artificial grass tennis courts – three in front of the Clubhouse and two at the rear of the Clubhouse. All courts can be lighted by competition rated lights.
- 4.1.2 Courts are provided for play between the following hours:
- Weekdays – 7:00am to 10:00pm; and
 - Weekends and Public Holidays – 8:00am to 10:00pm.

The courts are not available for use outside these hours unless approved by the Committee. For play commencing at 7am, the courts at the front of the Clubhouse must be used as a courtesy to neighbours.

- 4.1.3 Organised tennis includes:
- Day and evening club tournaments, which are scheduled throughout the year as advised by the convenor;
 - Casual tennis, which is arranged on regular occasions each week throughout the year as advised by the convenor; and
 - Day and evening events as advised by the Club from time to time.
- 4.1.4 Organised tennis has priority over members' other use of the courts, and the Verandah court is reserved exclusively for organised tennis unless approved by the convenor.
- 4.1.5 When not required for organised tennis as set out in 4.1.4, and when not hired under the Club's tennis court hire and coaching agreements, Full Sporting Members, Life Members and Junior Members may book tennis courts in accordance with the following conditions:
- Bookings must be made on the online booking system, access to which is provided by the convenor;
 - Bookings must include the names of the players including any guest name or coach name if applicable;
 - Bookings requiring two or more courts, for a duration of four or more hours, or for the Verandah court, must be made with the prior consent of the convenor; and
 - Courts must not be double booked and bookings made by another person must not be deleted. Any disputes between bookings must be escalated to the Manager for resolution.
- 4.1.6 Restricted Sporting Members must book tennis courts via the convenor. Green fees are payable in accordance with by-law 3.
- 4.1.7 Country Sporting Members must book tennis courts via the convenor.
- 4.1.8 Full Sporting Members wishing to play at times of organised casual tennis should record their names once they are changed and ready to play on the tennis black board

located in front of the Clubhouse. This determines the order of play.

- 4.1.9 Doubles play takes precedence over singles play unless the court is being used for a scheduled club singles tournament or has been booked for casual tennis. Play on a booked court will revert to doubles at the end of the current set.
- 4.1.10 Artificial grass courts are required to be swept prior to use and to be swept at the end of the day's play for redistribution of sand. Collected matter must be deposited off the artificial grass area.
- 4.1.11 Visitors, unless nominated for Full Sporting membership, should not be invited to play during official organised tournament times.
- 4.1.12 The supply of tennis balls is a cost to the player. New balls can be purchased from the duty Steward at the price set by Club management. Old balls, if available in the container beside the courts, are available for member use.
- 4.1.13 Smoking is not permitted on the artificial grass areas on or around the courts.

4.2 Squash

- 4.2.1 The Club has one squash court. Club Circuit Pennant Squash, Club Championships and Club Squash Events have priority over the use of the squash court. No bookings will be permitted between 6pm and 10pm when home pennant matches are scheduled.
- 4.2.2 When not in use for competition as set out in 4.2.1, the squash court may be booked by Full Sporting Members, Life Members and Junior Members during the Club opening hours from Monday to Sunday. Squash can be played outside Club opening hours by making prior arrangements with the Club Management. The following conditions apply for Full Sporting Members, Life Members and Junior Members playing squash:
 - Bookings are to be made in 30-minute intervals (up to one hour per player booking) and may not be made more than seven days in advance;
 - Players/teams can only have ONE active booking within the seven-day advance period during peak booking squash times of: Monday to Wednesday 4pm to 8pm; Thursday and Friday 3pm to 8pm; and Saturday 9am and 11am;
 - Bookings must include the two surnames of the players listed on the booking including any guest name or coach name if applicable;
 - Team training events can be up to two hours and bookings must be made only by the captain of the squash team; and
 - Bookings must be made on Teamup app remotely over mobile network or via web browser. Please contact the squash convenor for the password//invitation link.
- 4.2.3 For Restricted Sporting Members and Country Sporting Members, the following hours may be available, subject to the approval of the convenor (with the convenor to enter the booking on *Teamup*) and payment of the green fees in accordance with by-law 3:
 - Monday to Wednesday 7am to 4pm;
 - Thursday and Friday 7am to 3pm;
 - Saturday 7am to 9am and 11 am to 2pm;
 - Sunday 7am to 6pm; and
 - Additional timeslots available from time to time upon request to convenor.

4.3 Bowls

- 4.3.1 The Club has two artificial grass bowling greens with two rinks on each green. One green can be floodlit for night bowls.
- 4.3.2 Casual bowling is arranged on regular occasions each week throughout the year as advised by the convenor.
- 4.3.3 Novice bowlers are invited to try their hand and to receive tuition on the skills and etiquette of the game by prior arrangement with the convenor.

4.4 Billiards and Snooker

- 4.4.1 The Club has two full length competition standard billiards and snooker tables in the Newman Room.
- 4.4.2 Evening inter and intra club events are scheduled throughout the year by the convenor.
- 4.4.3 Members are required to observe the following:
 - (1) Glasses to be placed on shelves provided and not on tables
 - (2) No tossing of coins over tables
- 4.4.4 If the bar has closed and no staff are present the last member to leave the snooker room must ensure that the tables are covered, all lights are turned off and all external doors throughout the Club are locked before leaving the club.
- 4.4.5 Novice billiards and snooker players are invited to try their hand and to receive tuition on the skills and etiquette of the game by prior arrangement with the Convenor.
- 4.4.6 The snooker room is for members only. Guests must be accompanied by a member at all times.

5. USE OF FACILITIES BY GUESTS, FAMILIES AND CHILDREN OF MEMBERS

- 5.1.1 The Committee reserves the right to restrict the use of Club facilities by visitors from time to time. Adequate notice of these occasions will be given by display on the notice board.
- 5.1.2 Subject to the use of facilities set out in by-law 4, any member, by prior arrangement with Club management, may introduce a guest or group of family and friends to use the Rear Tennis Courts, Houston Pavilion, and BBQ facilities.
 - Any drinks consumed during their time on Club premises must be pre-purchased from the Club. Pre-ordered drinks will be placed in the fridge in the Houston Pavilion.
 - The introducing member is responsible for the supervision and good conduct of their guests, for the payment of all drink monies and green fees and for clean-up of all facilities after their use by his guests. Green fees will apply in accordance with by-law 3.

5.1.3 Subject to the use of facilities set out in by-law 4, the partner, children, or guest of any member when accompanied by that member may use the tennis, squash, bowling or billiards and snooker facilities after booking and signing arrangements have been completed by the member and subject to the following conditions:

- Tennis and Squash – conditions as set out in by-law 4;
- Bowling – guests must be supervised by a member who is a bowler;
- Billiards and Snooker – guests must be 18 years of age or over.
- The guest of the member must comply with the dress code set out in by-law 6.

Accompanied guests are permitted to enter the club premises for the purposes of changing/showering, use the Centenary Room when not required by the Club, and use the Members' Bar on Sundays or otherwise at the Committee's discretion.

The introducing member is responsible for the supervision and good conduct of their guests and for the payment of green fees which will apply in accordance with by-law 3.

5.1.4 Subject to the use of facilities set out in by-law 4, the unaccompanied partner, children and guest of any member, with up to a maximum of four guests in total at any one time, may use the tennis or squash facilities with the prior approval of the Manager, after signing and booking arrangements have been completed by the member with the Manager, and subject to the following conditions:

- One guest must be 18 years of age or over and must be the parent/guardian of any guests under the age of 18;
- Tennis - bookings are restricted to Weekdays 7am-4pm unless a public holiday in which case 8am-4pm;
- Squash – bookings are restricted to Mondays to Wednesdays 7am-4pm and Thursdays to Fridays 7am-3pm;
- The guests of the member must comply with the dress code set out in by-law 6 and are permitted to enter the club premises for the purposes of changing/showering.

Unaccompanied guests are not permitted to use the Bowling, Billiards and Snooker facilities, or any other Club facilities not expressly provided for in this by-law 5.1.4.

The introducing member is responsible for the good conduct of their guests and for the payment of green fees which will apply in accordance with by-law 3.

6 DRESS CODE

6.1 Bar Dress

6.1.1 Members may use the Member's Bar facilities while wearing approved tennis, squash or bowls clothing for a round of drinks during or after completion of their sporting activity. Consideration for fellow members also using the bar and for any guests arriving for functions is required by use of the shower, wash or changing facilities that are available.

6.2 Club House Dress

- 6.2.1 Members and their guests may adopt a relaxed and smart dress code in the bar or in the dining room, however the following rules apply:

For Men: Except for approved clothing allowed in the Member's Bar under by-law 6.1.1, a collared shirt is required. No T-shirts, singlets, bathers, tracksuits or no ripped, torn, frayed, dirty or offensive clothing. No bare feet, thongs, scuffs or dirty footwear.

For Women: Neat casual clothing and footwear.

- 6.2.2 Members or their male guests who do not have a collared shirt may purchase a Club Polo Shirt from Club Management.

6.3 Tennis Dress

- 6.3.1 All players and their guests are required to wear clothing specifically manufactured as tennis attire or track-suits on courts at all times. Other types of sporting attire or casual clothing (i.e. football jerseys, football shorts, walk shorts, T-shirts, cargo pants or running shorts) are not permitted.

- 6.3.2 Sporting attire which includes large text or graphics is not allowed. Discrete tennis branding and logos are allowed.

- 6.3.3 All players are required to wear shoes which are designed specifically for tennis or other racquet sports i.e. they have smooth (typically herringbone pattern) soles. Cross trainers and running shoes are not permitted on the synthetic grass surface.

6.4 Squash Dress

- 6.4.1 All players and their guests are required to wear clothing specifically manufactured as squash attire or track-suits on the squash court at all times. Other types of sporting attire or casual clothing (i.e. football jerseys, football shorts, walk shorts, T-shirts, cargo pants or running shorts) are not permitted.

- 6.4.2 Approved squash shoes must be worn at all times.

6.5 Bowls Dress

- 6.5.1 Saturday and club competition days: Creams or Whites. Shorts of reasonable length together with white socks are permissible.

- 6.5.2 Other Days: Casual Dress. Shorts are permitted.

- 6.5.3 Approved shoes without heels must be worn at all times.

7 CONVENORS

- 7.1 The committee reserves the right to appoint a new convenor for each sporting activity from time to time.

- 7.2 The committee may withdraw a convenorship at any time.

8 PRIVACY AND USE OF MEMBERSHIP INFORMATION

- 8.1 Personal information provided by members will be held securely in electronic or hardcopy records. Access to it will be restricted only to those authorised by the Committee. The information will be used only for provision of club services to members.
- 8.2 Communication with members in electronic or hardcopy format, other than within club workgroups of up to ten members, will not disclose the personal contact details of other members.
- 8.3 Communication with members using club databases will only be for club business including to inform members on voting matters and will only be done with the authority of the committee.

9 SMOKING

- 9.1 Smoking is prohibited in the clubhouse and on external artificial grassed areas. Members are permitted to smoke on the verandah adjacent to the bar.

Adopted by Sandringham Club Committee

24 November 2023