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## ASQUITH BOWLING AND RECREATION CLUB MEMBERSHIP RULES

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## MEMBERSHIP RULES - INTERPRETATION

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Unless the context otherwise requires, in these Rules:

BOARD OF DIRECTORS AND BOARD	means the Chairman, Senior Deputy Chairman, Deputy Chairman, Treasurer, and Members of the Board of Directors
CHIEF EXECUTIVE OFFICER	means and includes the Secretary Manager of the Club, or any person appointed by the Board to perform the duties of the Chief Executive Officer temporarily.
BY-LAWS	means the By-Laws of the Club for the time being in force.
CLUB	means the Asquith Bowling and Recreation Club Ltd.
CLUBHOUSE	means the premises which are for the time being occupied by the Club, and which are the premises of the Club in respect of which a certificate of registration is held under part 2 of the Registered Clubs Act.
CONSTITUTION	means the Constitution of the Club for the time being in force
CORPORATIONS LAW	means the Corporations Laws of New South Wales ( as amended )
DIRECTORS	means the duly elected Members of the Board for the time being constituted in accordance with the Constitution
MEMBER	means a person who is an Ordinary Member, Life Member, Social Member, Provisional Member, Honorary Member, or Temporary Member of the Club
MEMBERSHIP IDENTIFICATION	means such form of identifications the Club shall from time to time issue to members of the Club
MEMBERSHIP RULES	means the rules as defined in this document
REGISTERED CLUBS ACT	means the Registered Clubs Act 1976 ( as amended )
SOCIAL PRIVILEGES OF THE CLUB	means the privileges of membership of the Club

Words importing the masculine gender shall include the feminine gender

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## **ASQUITH BOWLING AND RECREATION CLUB MEMBERSHIP RULES**

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1. **INTRODUCTION**

These Rules are in compliance with the following:

- (a) the Constitution and By-Laws of Asquith Bowling & Recreation Club and
- (b) the Registered Clubs Act.

2. These **RULES** take precedence over the By-Laws of all sporting and social bodies of the Club

3. All **MEMBERS** are required to become conversant with these Rules, and to comply with them so as to ensure the efficient conduct of the Club

4. **BOARD OF DIRECTORS**

The Club's Board of Directors shall comprise of Chairman, Senior Deputy Chairman, Deputy Chairman, Treasurer, and three (3) Directors all of whom shall be elected annually in accordance with the Constitution.

5. **NOMINATION OF CANDIDATES FOR ORDINARY MEMBERSHIP**

(a) Every candidate for election as a member ("membership") must be proposed and seconded by a Member or Life Member

(b) The nomination of a candidate may be withdrawn by the proposer at any time before their election.

(c) The application for membership shall be made in writing, signed by the candidate and their proposer

(d) The application for membership shall be in or to the effect of such form, and shall set out such particulars, as the Board from time to time prescribes.

(e) Every candidate shall with their application for membership tender the entrance fee (if any) and the annual subscription payable in respect of their application for the year or for the immediately succeeding period of five (5) years.

(f) On the death of any member who has paid their membership fee for five (5) years in advance, their personal representative shall be entitled, on application, to be repaid an amount equivalent to the membership fee for the remaining full years of membership so paid for.

(g) Unless otherwise determined by the Board, a candidate who has applied for membership, and has paid for the annual subscription for the year or for the immediately succeeding five years, and is awaiting a decision on the application, may be made a Provisional Member of the Club.

(h) If such application for membership is not successful, all monies tendered by way of entrance fee and annual subscription shall be refunded in full.

6. **RIGHTS OF MEMBERS**

(a) The rights of members to use the facilities and amenities of the Club are as the Board of Directors may determine from time to time by By-Law or otherwise.

(b) Without derogating from the general powers of the Board of Directors conferred in the Constitution, all members hereby acknowledge and accept that the Board has the power from time to time to organise and enforce the exclusion from the Club's premises of any member or other person, either with or without that member's or person's agreement, in accordance with:

(i) the Club's responsible service of alcohol policy as adopted and amended by the Board from time to time; or

(ii) the Club's responsible conduct of gaming policy as adopted and amended from

time to time.

### **MEMBERSHIP IDENTIFICATION**

7. (a) Members must produce current Asquith Bowling and Recreation Club Ltd membership identification upon request
- (i) to reception staff or security on each entry to Club premises; and
  - (ii) on demand when so requested by any Manager, or Duty Manager, or staff member, or Security
- (b) Safe custody of individual membership identification is the member's responsibility. Illegal use will be treated most seriously by the Board.
- (c) (i) no member shall lend or otherwise part with possession of their membership identification
- (ii) the Chief Executive Officer or person duly appointed by the Board may;
    - (1) confiscate any member's membership identification found in possession of any other person
    - (2) ask the person found to have such identification in their possession to leave the club's premises forthwith
    - (iii) any member whose membership identification has been confiscated in accordance with the provisions hereof may apply to the Board within thirty (30) days of such confiscation for the return of the said membership identification
    - (iv) such application shall be in writing and shall be supported by a duly sworn Statutory Declaration setting out the circumstances which the member parted with possession of the said membership identification.
    - (v) until the Board shall have resolved that the said member's identification should be returned to them, the member shall not be entitled to enter the Club's premises or to exercise any of the privileges of membership of the Club.
- (d) (i) any member who has lost their membership identification may apply to the Club for issue of such further form of membership identification as the Board may from time to time resolve to issue.
- (ii) such application shall be in writing and shall be supported by a duly sworn Statutory Declaration setting out the circumstances in which the member lost the said membership identification.
  - (iii) following the receipt of such Statutory Declaration the said member may be supplied with interim membership identification until such time as a proper form of membership identification is issued.
  - (iv) until the Club shall have issued such interim or further form of identification, the said member shall not be entitled to exercise any of the privileges of membership of the Club.
- (e) PHOTOGRAPHIC MEMBERSHIP IDENTIFICATION: The Board may require all Members of the Club from time to time and every candidate for election as a member of the Club, to attend at the Club or at some other place nominated by the Board for the purpose of having that person's photograph taken. The Board may, in its absolute discretion following a request made in writing, waive this requirement in exceptional circumstances. Any such photograph may be used by the Club for such purpose of reproduction on that person's membership identification. Any such membership identification shall be and shall remain the property of the Club.

### **GUESTS**

8. (a) Ordinary, Life, Social, Provisional and Honorary Members of the Club shall have the privilege of introducing guests in accordance with the Constitution and By-Laws but no person who has been suspended or expelled from the Club shall be so introduced during a period of such suspension or expulsion. The Club reserves the right to refuse entry to any guest, without assigning any reason.
- (b) Unless the guest is a minor, that member shall, upon the guest entering the premises, enter that guest's name and address and sign their own name and enter their membership card number in the register kept for that purpose at each foyer.
- (c) A member signing in a guest shall be responsible for the conduct of any guest introduced to the Club and in particular for the compliance by all guests with the Constitution and these Membership Rules including age regulations and dress regulations.
- (d) Each guest signed in by a member must, at all times, while on the Club premises, remain in the company of that member and when the member leaves, each guest they have introduced to the club must also leave, unless duly "signed in" by another member who is remaining on Club premises.
- (e) No guest shall be supplied with liquor on the premises of the Club except on the invitation of and in the reasonable company of a member.

### **REFUSAL OF ADMISSION TO AND REMOVAL OF PERSONS FROM THE CLUB**

9. (a) The Chief Executive Officer, Security Officer, or the Duty Manager of the Club may at any time

without assigning any reason therefore determine that any person is not to be admitted into the Club's premises.

- (b) The Chief Executive Officer, the Duty Manager or the Security Officer may turn out any person:
- (i) who is violent, quarrelsome, or disorderly; or
  - (ii) who uses or engages any part of the Club's premises for the purpose of prostitution; or
  - (iii) who hawks, peddles or sells goods on the Club's premises without the prior written approval of the Board: or
  - (iv) who uses or has in their possession, while on the Club's premises, any substance which the Security Officer or Duty Manager suspects of being a prohibited plant or prohibited drug within the meaning of the Drug Misuse and Trafficking Act 1985; or
  - (iv) whose presence on the Club's premises renders the Club or the Chief Executive Officer liable a penalty under the Registered Club's Act of Parliament; or
  - (v) who engages in conduct which is unbecoming of a member or prejudicial to the interest of the Club
- (c) The Chief Executive Officer, the Duty Manager or the Security Officer of the Club may also, at any subsequent time or from time to time, refuse to admit a person into the Club's premises who has previously been refused entry to or been turned out of the Club and may turn that person out, or cause that person to be turned out, of the Club.
- (d) The Chief Executive Officer, the Duty Manager or the Security Officer of the Club may use such reasonable degree of force as may be necessary to turn such a person out of the Club and may request a Police Officer to turn out or assist in turning out such a person from the Club. For that purpose the Police Officer may use such reasonable degree of force as may be necessary to turn or assist in turning out that person.

#### **UNWELCOME LIST**

10. The Chief Executive Officer shall maintain a list of persons to whom the Board has resolved to deny entry to the Club and who until the Board resolves otherwise shall not be entitled to enter the Club.

#### **UNDERAGE PERSONS ON CLUB PREMISES**

11. Under section 22A of the Registered Clubs Act
- (a) Person's under 18 years of age are not permitted to be on Club premises except if attending the Restaurant, Coffee Shop, Bistro or a dedicated function in the Auditorium, and then only in the care and control of a responsible adult member.
- (b) The Licensing Court may grant approval to a registered Club to allow members of the Club who are under the age of 18 years access to areas of the Club premises that would otherwise be restricted, but only if the approval is for the purpose of taking part in sporting activities or a prize giving ceremony associated with sporting activities.
- (c) Persons under 18 years of age:
- (i) shall not be served liquor in any area of the Club
  - (ii) shall not consume liquor in any area of the Club
  - (iii) shall not use or operate gaming machines or take part in any other form of gambling including but not limited to poker machines, Keno, Tab betting, raffles and other games of chance in the Club excepting bingo.

#### **LIQUOR HOUSE POLICY- RESPONSIBLE SERVICE OF ALCOHOL**

12. By law it is an offence to sell or supply any liquor to any person who is at the time in a state of intoxication. The state of intoxication can be described as a state in which through intoxicating liquor a person has severely lost the normal control of their bodily and mental faculties.
- The Chief Executive Officer, employees, and Security Officer
- (a) have a statutory responsibility to ensure that patrons do not become intoxicated on the Club's premises and to prevent such patrons from entering or remaining on the Club's premises;
  - (b) have the right to ask an intoxicated person to leave the Club's premises and to contact a Police Officer for assistance in removing that person from the Club's premises if necessary;
  - (c) have the right to refuse to serve alcohol to any person suspected of being intoxicated or becoming intoxicated; and
  - (d) have the right to deny entry into the Club's premises to a person who is intoxicated.
- Asquith Bowling and Recreation Club Ltd promotes the framework for Responsible Service of Alcohol, it is vital for legal, health and community reasons.
- This policy is adopted by all management and staff in the best interests of all members, guests and the community.

This policy includes among other things:

House Policy - This provides the framework for Responsible Service of Alcohol- see notices at each bar.

Training of Staff - So that staff can implement and promote house policy.

Education of Patrons - So that patrons understand the implications and abide by house policy of Responsible Service of Alcohol.

Prevention of Under-age Drinking - Require passport, R.T.A. driver's license or R.T.A. Proof of Age card.

Promoting Safe Transportation - Use Club Shuttle Bus or use Taxi Service

13. **DRESS REGULATIONS**

(a) Members and their guests must be properly attired at all times and in particular shall comply with Dress Code in the Schedule to these By-Laws. Dress codes are displayed in the foyer (graphically).

(b) if any dispute arises in relation to dress, the Chief Executive Officer or Duty Manager or Security Officer's decision shall be final

14. **BEHAVIOUR AND LANGUAGE**

(a) Objectionable and obscene behaviour or language will not be tolerated at any time in the Club's premises or the Club's car parks; and

(b) No person shall while in the Club's premises, behave in a manner dangerous to the public and to other patrons of the Club.

(c) Smoking is not permitted in the Club. Smoking terraces are provided for smoking.

15. **CLUB PROPERTY**

Every member shall be responsible to care for and protect Club property at all times, including in particular, such items as carpets, chairs, tables, toilet facilities etc. and sporting equipment. No person may remove Club property from the premises without prior written authority.

16. **CHEQUES**

The Club does not cash cheques for members or their guests.

17. **DEPARTURE FROM THE CLUB**

Members and their guests shall vacate the Club's premises and car park and adjacent streets in a quiet and orderly manner with the absolute minimum of noise and inconvenience to the neighbours in adjoining properties.

18. **SPORTS**

The Club caters for Men's, Ladies, and Junior outdoor sports

19. **CLUB RECORDS**

It is each member's responsibility to advise the Membership Office of any change of information tendered on that member's application for membership form, including change of name, address, phone number, and any other relevant information.

20. **PLAYING OF GAMING MACHINES**

All persons who play gaming machines in the Club do so subject to the following rules which shall be the terms and conditions of play and the decision of the Club, as expressed by the Chief Executive Officer, or the Duty Manager, as to the interpretation of these rules shall be final and binding.

(a) The gaming machines in the Club may only be played by, and any jackpot or prize won will only be paid to, members and their guests who have complied with all legal requirements to be admitted into the Club.

(b) The Club reserves the right to refuse any person, including members and guests, the right to play gaming machines in the Club.

(c) Only notes and coin of Australian legal tender currently in circulation are to be used to play the Club's gaming machines and in any case only as indicated on the machine to be played.

(d) A machine may only be reserved for a maximum of seven (7) minutes using.

(e) No jackpot, prize or winning combination will be paid:

(i) which is won before the opening time of the Club or after closing time has been announced and

(ii) unless the winning combination is authorised by the Club's gaming staff and verified to be paid pursuant to the Club's procedures for paying jackpots;

(f) For any pay-out in excess of \$2000-00, the Club may only in its absolute discretion pay up to \$2000-00 in cash and shall pay the balance by crossed cheque payable to the player to be posted, at or

after 4-00pm on the next banking day after verification of the player's status, to the address shown for that player in the Club's records, or by direct deposit to a nominated bank account.

(g) The Club reserves the right to ensure that every jackpot, short pay or machine refill is played off.

(h) The Club may refuse payment if in the opinion of an authorised employee, Duty Manager or Duty Director the machine has malfunctioned or if a winning combination showing has not registered as a win on the machine.

(i) Each player of the Club's gaming machines acknowledges by choosing to play the Club's gaming machines, that the Club's decision as to whether a gaming machine has malfunctioned or not, or if a winning combination showing has not been registered on the machine is final.

(j) If a gaming machine is able to operate without using legal tender or if playing a machine does not reduce the credit meter by the appropriate amount, it is the player's responsibility to report the malfunction to an employee of the Club.

(k) If a gaming machine overpays, or pays on a non-winning combination, it is the player's responsibility to immediately report the malfunction to an employee of the Club.

(l) Failure to report any malfunction of a gaming machine in the Club may result in legal proceedings being instituted against that player.

(m) Tilting, rocking, or in any way moving or damaging a gaming machine in the Club is strictly prohibited.

(n) It is also an offence under section 83(1) of the Registered Club's Act for a person:

(i) to have possession of a device made or adapted, or intended by the person to be used, for interfering with the normal operation of a gaming machine in the Club; or

(ii) to do anything calculated, or likely to interfere with the normal operation of a gaming machine in the Club; or

(iii) to do anything calculated to render a gaming machine in the Club incapable, even temporarily, of producing a winning combination.

The maximum penalty for an offence is currently \$10,000-00

The Club will report to the police any person that it believes may be committing any such offence.

(o) It is also an offence under Section 83(3) of the Act for a person to, with intent to dishonestly obtain money or a financial advantage for himself or herself or another person, insert in a gaming machine in the Club anything other than;

(i) a coin or token of the denomination or type displayed on the machine as that to be used to operate the machine; or

(ii) a banknote of a denomination approved by the Board for use in order to operate the machine; or

(iii) a card of the type approved by the Board for use in order to operate the machine.

The maximum penalty for such an offence is currently in excess of \$10,000-00 or imprisonment for one (1) year or both.

(p) Any person violating these gaming machine rules may be asked to leave the Club and any member so doing may also be liable to suspension.

(q) The Club reserves the right to refuse payment to any person who in the opinion of the Club has breached any of the above mentioned rules.

## 21. CLUB STAFF

(a) All Club staff are the direct responsibility of the Chief Executive Officer.

(b) All complaints in respect of staff shall be submitted in writing to the Chief Executive Officer.

(c) No member, or Director, will directly reprimand a Club staff member

## 22. GENERAL OFFICE

(a) The general office is under the direct control of the Chief Executive Officer

(b) The general office is out of bounds to all members.

## 23. OFFENCES

If any member should fail to comply with the Constitution or the By-Laws or these Membership Rules or should cause offence to any member or members of the Club or behave in a manner prejudicial to the good order or the Club or the comfort or welfare of any member or members, they may be requested in writing to appear before a discipline meeting of the Board of Directors.

## 24. BY-LAWS - NOTICE TO MEMBERS

(a) The Board shall adopt such means as it deems sufficient to bring to the notice of the member's of the Club all By-Laws and any alterations, amendments or rescissions which the Board may make to them

(b) Unless otherwise determined by the Board, no such By-Laws, alterations, amendments or rescissions shall take effect until notice thereof shall have been posted on an official Notice Board in the

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## **ASQUITH BOWLING AND RECREATION CLUB SCHEDULES**

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Club for a period of not less than seven (7) days

(c) All such By-Laws so long as they shall be in force shall be binding upon all members of the Club. (available upon request).

### **SCHEDULE I - DRESS CODE**

#### **THE FOLLOWING APPAREL IS NOT ACCEPTABLE IN ANY AREA OF THE CLUB**

- \* Sleeveless Shirts \* singlets \* T-Shirts with offending print
- \* Bare feet \* Rubber or plastic thongs \*Swimwear or short shorts
- \* Frayed or faded clothing \* General untidiness \* Collarless shirts with offending print
- \* Clothing tied around the waist

### **SCHEDULE II - PRIVACY POLICY**

Asquith Bowling and Recreation Club ("the Club") acknowledges and respects the privacy of individuals, including members, visitors and employees of the Club. The Club is subject to the provisions of the Privacy Act 1988 (Cth) which contains the National Privacy Principles that set standards for the handling of personal information. The Club will adhere to the National Privacy Principles in collecting information from you and in storing and maintaining that information. The Club will only collect information necessary for one or more of the Clubs purpose.

Any personal information provided by you to the Club, including information collected by:

- (a) completion of a Club membership Application Form; or
- (b) security surveillance cameras placed in the Club; or
- (c) any other method which the Club may from time to time adopt

will be protected by the Club, using all reasonable means necessary to protect such information from misuse and loss. Your personal information may be used by the Club for its own purposes, including ensuring the safety of members and guests, to protect the property of the Club, to improve the Club's services, to provide member and guests with the latest information about those services and for marketing purposes.

The Club will not disclose your personal information to any other organisation or person unless it is required by law to do so. The Club may disclose personal information to relevant authorities if it reasonably believes that there is a threat either to an individual's life, health or safety, or to public health or safety in addition, if the Club has reason to suspect that unlawful activity has been, is being or may be engaged in, the Club may disclose personal information to the relevant authorities as a necessary part of any investigation or report.

The Club may disclose your personal information to third parties that provide services under contract to the Club. all such contracts require the third party to keep any personal information provided by the Club secure and



confidential. You have a right on reasonable notice to give the Club to access any personal information that the Club may hold about you.

If you require any further information, please contact Club Administration on (02) 94771364

### **SCHEDULE III - SECURITY SURVEILLANCE**

#### **CAMERA PRIVACY POLICY**

- 1 Asquith Bowling and Recreation Club (“the Club”) is subject to the provisions of the Privacy Act 1988 (Cth) and the Registered Club’s Act 1976 (NSF)
- 2 The Club has installed a series of security surveillance cameras at various locations in the Club’s premises for the primary purpose of enabling the Club to provide its services to members, protecting the property of the Club ensuring the safety of members and guests.
- 3 Unless permitted by the Privacy Act or otherwise required by law, the Club will not, without the prior written consent of any person concerned, use the information recorded by those cameras for any other purpose.
- 4 The Club will take all steps reasonably necessary to protect the personal information it collects from these cameras from misuse and loss and from unauthorised access, modification or disclosure.
- 5 Any member requiring further information should contact Club Administration on (02) 9477 1364