



ABERDEEN SQUASH AND RACKETBALL CLUB – BYELAWS

INTRODUCTION

To help you get the best out of Aberdeen Squash & Racketball Club, and to understand our responsibilities to you and your responsibilities to us, please read these terms and conditions, referred to as 'byelaws'. The language we use should make these byelaws as clear as possible. If you have any questions, a member of club staff or committee will be happy to help you. To help make these byelaws easy to read, we have split them into two parts.

Part A – Terms and Conditions of Membership

- All members must keep to the same terms and conditions.

Part B – Rules and Regulations for using our Facilities

- These terms and conditions apply to all our members and their guests. They are necessary to make sure we can offer an enjoyable and safe environment for you, your guests and our other members to share during every visit to the club.
- These terms and conditions apply at all times and take priority over anything a member of our team has told you.
- These terms and conditions replace any previous versions.

(Approved August 2018)

The Committee
Aberdeen Squash & Racketball Club

PART A – TERMS AND CONDITIONS OF MEMBERSHIP

1 DEFINITIONS THAT APPLY TO PART A

- You – the member or lead member in the case of corporate membership.
 - Linked member – anyone who is linked to your corporate membership
 - Your entire membership – your membership and the membership of your linked members
 - We, us and 'the Club' – Aberdeen Squash & Racketball Club
- 1.1 Every person who signs the membership application will be jointly and individually responsible under this agreement.
- 1.2 This means that:
- if one of those people tells us to do anything in relation to

- the membership (including ending it) we will take that as authority from all of them;
 - each of those people will be responsible for paying all the appropriate membership fees for themselves, for any other people who have signed the form and for all linked members; and
 - each of those people will be responsible for paying any extra charges and fees which they, any other people who have signed the form, a linked member or a guest has to pay for using facilities and services not covered by the membership category.
- 1.3 All of these terms and conditions of membership apply to you and all linked members unless we tell you otherwise.
- 1.4 You and all linked members must keep to the rules and regulations for using facilities set out in the club byelaws.

2 MEMBERSHIP CATEGORIES

- 2.1 Membership categories are defined in the Club Constitution and associated rules and regulations for each category are specified in Part B of this document

3 MEMBERSHIP CONDITIONS

- 3.1 Membership Upgrades & Termination
- 3.1.1 You can upgrade your membership at any time during the period (see appendix on membership types). The changes to your upgraded membership will take effect immediately, and you will have to pay any difference in membership fees between your new category and your old category. These will be calculated from the first day of the calendar month within which you upgraded until the end of the period. You may not downgrade your membership at any point during the period, only at the end.
- 3.1.2 If you want to terminate your membership from the end of the period, you can give us one calendar months' notice in writing or via email as long as we receive your notice any time up to and including the first day of the final calendar month of the period. If you give us notice but we do not receive it by the first day of the final calendar month, your membership will automatically continue for the following period.
- 3.1.3 We will contact you via email to remind you that, should you wish to alter or terminate your membership, we need to be notified at least one month before the period is due to renew.
- 3.1.4 You can change your mind about joining. To do this you will need to give notice in writing or via email. If you change your mind, we will refund any fees you have already paid and your entire membership will end. You can do this at any time up to seven working days after making your membership application or up to the first time you or any of your linked members enters the club to use the facilities, whichever is the earlier.
- 3.1.5 If your membership has no linked members, only you can give notice to end it.
- 3.1.6 If your membership has linked members, the following rules apply for ending membership.
- 3.1.6.1 If you give notice to end the membership, we will treat it as applying to you and to all linked members unless you tell us otherwise.
- 3.1.6.2 If a linked member who has signed the membership application form gives notice to end the membership, we will treat it as

- applying to you and to all linked members unless the person giving notice tells us otherwise.
- 3.1.6.3 If your membership is ended, it automatically ends the membership of all linked members.
- 3.1.6.4 Individual linked members can end their own membership by giving us notice.
- 3.1.7 You must continue to pay your membership fees until the end of the period. This means that your minimum commitment is to pay for every full calendar month of the membership period, even if you pay by monthly direct debit and cancel the direct debit before then.
- 3.1.8 The membership subcommittee may offer some discretion on whether a member must pay the balance due to the end of the membership period should they decide to cancel their membership. Their decision is final.
- 3.1.9 You must not enter the club to use the facilities once your membership has ended. Linked members must not enter the club to use the facilities once their membership has ended.
- 3.2 Membership Cancellation
- 3.2.1 We will not tolerate our staff or other members being verbally abused or intimidated or being physically threatened. If we find this to be the case, we have the right to report you to the police, to ban you immediately and permanently from the club and to cancel your entire membership.
- 3.2.2 We may also cancel your entire membership in the following circumstances.
- If you or a linked member breaks or repeatedly breaks this membership agreement or the club rules and you do not or cannot put it right within seven days of us writing to you about it.
 - If, with your knowledge or permission, another person uses your membership card at the club.
 - If, with a linked member's knowledge or permission, another person uses that linked member's membership card at the club.
 - If you, your linked member or your (or a linked member's) guest uses rude or abusive language or behaves or threatens to behave in a violent or aggressive way at the squash club.
- 3.2.3 If, for a period of longer than 12 calendar months, neither you nor any linked member uses any club facilities.
- 3.2.4 If we receive any complaint about your behaviour or that of a linked member at the club itself, or at any squash club while representing the club in a competition or in any other capacity or if you or a linked member persistently behave inappropriately, or if we believe that your continued membership (or that of a linked member) is not in the interests of other members of the club, the committee has the right to suspend your entire membership. You have the right to appeal against the decision to the membership subcommittee (unless your behaviour is covered by 3.2.1 or 3.2.2) who will invite you to a hearing before making their final decision. If we are not able to sort out the issue following your appeal, we have the right to cancel your entire membership.
- 3.2.5 If we cancel your membership for any of the reasons in clauses 3.2.1, 3.2.2, 3.2.3, or 3.2.4, you will still be liable for your membership fees
- 3.3 Membership Fees & Payment

3.3.1	You must pay for your membership either by making one payment each year or by making monthly payments by direct debit.	3.4.1.5	Payment to upgrade a linked member category will be based on the difference in cost between membership category and pro-rated to the remaining membership term	3.6.3	member. The committee may offer members additional credit for voluntary services and / or promotion of the club. Any additional credit is entirely at the discretion of the management committee.
3.3.2	Full payment is due on or before the final day of the calendar month in which you submitted your application for membership. If you are renewing your membership, full payment is due before the period renews on 1st October.	3.4.2	If you want to link another member to your corporate membership, we will need their signature to make the change.	3.6.4	If you join part-way through the period, the amount of pre-loaded welcome bar credit you will receive on your membership card will be pro-rated in full calendar months from the month within which you join until the end of the period.
3.3.3	If you choose to pay by monthly direct debit, monthly payments are due on the 15th of each month and cover that month. We will ask your bank for your monthly payment around the 15th of each month. There is a 5% increase in annual fee if you pay by monthly direct debit.	3.4.3	If you are linked to another member, either you or the other member can ask to remove that link.	3.6.5	If you have not spent any of your welcome bar credit in the club after the first 6 months of the period, we will remove it. If you have not spent any remaining welcome bar credit in the club before the end of the membership period, we will remove it.
3.3.4	If you choose to pay by monthly direct debit, the first payment will be due at the time of joining by cash, card or cheque and will cover that calendar month. The monthly direct debits will commence the following calendar month.	3.4.4	The number of linked member changes is limited one per quarter (the first quarter of the year is defined as 1st October – 31st December).	3.6.6	Bar credit, whether received as part of your membership or after topping up credit subsequently, is non-refundable and cannot be exchanged for cash.
3.3.5	If you do not pay your membership fee when it is due, we will contact you in writing or via email to you to let you know. If you are paying by direct debit, we will try to take this payment from your account again later in the month. If that is unsuccessful, the membership subcommittee will review your membership status, and have the right to terminate as defined in the Club Constitution. Appeals may be heard by the full committee.	3.4.5	If we remove someone from a linked membership, the membership itself will continue regardless of the number of people linked to it.	3.6.7	You are not permitted to accrue debt on your membership charge account. If you accrue any debt on this account your charge card will be frozen and you will be unable to purchase goods and services from the club, until the debt has been wiped.
3.3.6	The management subcommittee may allow you some flexibility in making payments. Such measures will be available at the discretion of the subcommittee, and will only be available in very exceptional circumstances.	3.4.6	The direct debit option is not available to corporate memberships.	3.7	Membership Card Loyalty
3.3.7	We may refer any missed payments, including any future payments that are due as part of your contract (for example, payments you owe for the rest of the period), to a debt-collection agency, or pursue the appropriate legal remedy ourselves.	3.4.7	If a linked member changes employer mid-way through their membership period, they may continue as part of the Corporate Membership until the end of the Corporate Membership period. After this they must resign their membership and be removed from the Corporate Membership.	3.7.1	When purchasing goods and services at the club you can earn loyalty Credit (at a percentage rate of the specific goods or services purchased. This loyalty can be used to further purchase goods or services from the club, and can be used in conjunction with other payment methods.
3.3.8	If you fall behind with your membership payments for more than one calendar month, we will charge you an administration fee of £10. We will also charge an administration fee of £10 for each missed payment.	3.5	Membership Cards – Facility Access	3.7.2	Different loyalty rates may be applied to different goods and services available at the club (e.g. a loyalty rate of 5% may be applied to beer, 10% to wine etc). These rates are discretionary and can be changed by the management committee without notice.
3.3.9	If you do not pay for your membership, we may prevent you and any linked members from entering the club. This does not mean we will end your membership.	3.5.1	As soon as possible after you make your membership application, we will send or give you (and any linked members) a membership card for facility access that you (or they) must use each time you (or they) enter the club. We may refuse to allow you (or them) to enter the club if you (or they) do not have your (or their) membership card. Social Restricted Members will not be provided with a Facility Access Card, but will be allowed to purchase one for the replacement fee detailed in section 3.5.4.	3.7.3	Any loyalty that is earned by a member will be retained for the duration of the membership period, and will be transferred into the next membership period, provided the next membership period is continuous.
3.3.10	Cancelling your direct debit does not mean you have given us notice to end your membership. You must end your membership in line with 3.1.	3.5.2	If your card is lost or stolen you must inform us immediately so that your card can be deactivated.	3.7.4	Loyalty is non-refundable and cannot be exchanged for cash. Upon membership cancellation or termination any loyalty that has been earned will no longer be available. If the individual subsequently re-joins, they will need to begin building loyalty from scratch
3.4	Corporate (Linked) Members	3.5.3	The initial facility access card is free, but if your card is lost, stolen or damaged such that it cannot be used, there is a replacement fee of £5.	3.8	Membership Category & Facility Use
3.4.1	Mix and Match Options	3.5.4	After you have received your initial door access card, the replacement card fee of £5 will apply, regardless of whether you have renewed their membership subsequent to receiving your first card.	3.8.1	You are entitled to use the facilities available under your category of membership. Each category of membership may have certain restrictions which only apply to that category of membership. We will tell you about these restrictions when you join or when you change your category of membership, whichever applies.
3.4.1.1	Corporate Members can be added on a mix and match basis. This means that you can choose a different Corporate Membership category for each linked member within a Corporate Membership	3.5.5	Your membership is personal to you and you cannot transfer it to another person. You must not lend your membership card to another person. To protect all of our members, we may ask to see another form of identification (besides your membership card) before we allow you into the club.	3.8.2	If you have a disability which means you need someone to help you use the facilities at the club, you can sign your assistant in as a guest. You will not have to pay a fee. However, the assistant can only use the facilities to help you.
3.4.1.2	A minimum of 5 mix and match payments is required for a Corporate Membership to be valid	3.5.6	If another person uses your membership card, we have the right to end your membership.	3.9	Temporary Membership
3.4.1.3	Thereafter the cost of each additional linked member above the minimum of 5 is additive and changed on a per person basis	3.5.7	If you cancel your membership you must return your Facility Access card	3.9.1	Temporary memberships may be granted from time to time for “special cases” (such as individuals only in the area for a short duration for work etc).
3.4.1.4	Mix and match linked members can have their membership category upgraded throughout the duration of their membership period, but are not permitted to downgrade membership category.	3.6	Membership Card Account	3.9.2	Temporary Memberships are discretionary and we refuse the right to offer this membership type without justification.
		3.6.1	You can use your membership card as a charge card for certain things you buy and for certain services you use at the club as determined from time to time by the Management Subcommittee. You can only do this by pre-loading money onto the card before spending.	3.9.3	Temporary Memberships may also be used by the Committee to trial different Membership Categories that we are planning to
		3.6.2	Depending on your chosen type of membership when your membership commences at the beginning of the period, we will pre-load your membership card with ‘welcome bar credit’ to be spent at the club. This credit cannot be transferred to any other		

- propose for permanent introduction.
- 3.9.4 An individual who is granted Temporary Membership, and will be permitted to use the facilities in line with the type of temporary membership obtained.
- 3.9.5 All temporary members must keep to the terms and conditions set out in Part A the rules and regulations set out in Part B for using facilities or those developed separately for the purposes of trialling a membership category.
- 3.10 Pay Per Use Members
- 3.10.1 All members that use the facilities on a Pay per Use Membership are required to pay a low annual subscription and thereafter a “per session fee” at the time of booking or when using the facility. Any booking fee is non-refundable.
- 3.10.2 A session fee is payable for club activities where no booking fee is payable (e.g. Walk On Fridays). Any Pay Per Use member participating in club activities must pay a session fee each discrete activity they participate in.
- 3.10.3 Two Pay Per Use members playing each other on the same court need only pay one booking fee.
- 3.10.4 Booking or session fees are made by purchasing credit (see section 3.6) to add to their membership card account, and then drawing down on this credit at the time of booking.
- 3.10.5 Any credit that is purchased and added to a member’s account can also be used to purchase other goods and services the club offers.
- 3.10.6 Pay per Use membership must purchase club credit in pre-defined amounts based on the category of Pay per Use member that they hold.
- 3.10.7 All Pay per Use members must keep to the terms and conditions set out in Part A the rules and regulations set out in Part B for using the facilities.
- 3.10.8 Pay Per Use Categories
- 3.10.8.1 Pay Per Use members have restrictions on what club activities they can participate in. Information about these restrictions are available from reception and may be changed from time to time.
- 3.11 Pay and Play Members
- 3.11.1 All persons that hire the use the club facilities on a one-off basis will be granted the status of Pay and Play member and will be permitted to use the facilities in line with the type of Pay and Play membership obtained.
- 3.11.2 All Pay and Play members must keep to the terms and conditions set out in Part A the rules and regulations set out in Part B for using facilities.
- 3.11.3 A full list of Pay and Play membership types and applicable fees is available at reception. We reserve the right to amend the terms and conditions of temporary membership at our discretion. We will give you at least one month’s notice if we make changes to these terms and conditions.
- 3.12 General Membership Conditions
- 3.12.1 We may make reasonable changes to this agreement, to these terms and conditions in Part A and to the rules and regulations in Part B at any time. We will give you at least one month’s notice prior to the changes taking effect.
- 3.12.2 We have the right to increase, reduce or withdraw certain facilities, services or activities in the club either permanently or temporarily (for example, to carry out cleaning, repairs,

- 3.12.3 maintenance or security work).
- 3.12.3 We will display details of the opening and closing times for the club at reception. Opening times may vary at the Committee’s discretion. We will let you know about these temporary changes on the club’s noticeboard. We will give you at least one month’s notice if we reduce the opening hours of the club.
- 4 GUESTS**
- 4.1 Playing Guests
- 4.1.1 Playing guests are only entitled to use the facilities that you (or the linked member who introduces them) can use under your membership. If you, your linked member or your guest breaks any of the rules relating to guests set out in these terms and conditions, or any other rules we have told you about, you (or your guest) must pay the full guest fee and we may withdraw the right for you or any linked member to invite guests to the club. Members are responsible for the behaviour of their guests both within and in the vicinity of the club.
- 4.1.2 On entering the club, a member playing with a guest must inform Reception of this fact
- 4.1.3 The guest’s name will then be entered into the Playing Guest Book and the member asked to sign their name against the entry. You or the linked member introducing the guest must:
- sign in any guests at reception;
 - stay with the guests at all times; and
 - make sure the guests are aware of, and keep to, our rules and regulations set out in the Club Constitution and Byelaws.
- 4.1.4 A guest fee is payable by the member in respect of them introducing the guest to the club. This fee should be paid to the Receptionist or the Bar Staff. You can get details of the guest fees which apply at the club from the club reception.
- 4.1.5 You and any other linked member may bring up to three playing guests at any one time. The same person CANNOT be introduced as a playing guest more than twice in any calendar month or more than 6 times per year.
- 4.2 Social Guests
- 4.2.1 Social guests are only entitled to visit the bar, function area, and viewing galleries. If you, your linked member or your guest breaks any of the rules relating to guests set out in these terms and conditions, or any other rules we have told you about, you (or your guest) must pay the full guest fee and we may withdraw the right for you or any linked member to invite guests to the club. Members are responsible for the behaviour of their guests both within and in the vicinity of the club.
- 4.2.2 On entering the club, a member playing with a guest must inform the Receptionist or Member of Bar Staff of this fact. The guest’s name will then be entered into the Playing Guest Book and the member asked to sign their name against the entry.
- 4.2.3 There is no guest fee for a social guest.
- 4.2.4 There is no restriction on the number of social guests you can bring to the club.
- 4.2.5 Unacceptable behaviour by guests is subject to review by the Committee, which retains the right to admonish and, if appropriate, to suspend or not renew the membership of the Member whose guest’s behaviour is found to have been unacceptable.

5 COMPLAINTS

- 5.1 We are committed to making sure our members are satisfied with the service we provide, but we are realistic enough to know that things don’t go according to plan all the time. If you or your guests have a complaint, we want to know about it as soon as possible so that we may fully investigate it and sort the matter out.
- 5.2 If you have a complaint, you should first tell a member of staff at your club. If you are not satisfied with their response, you should contact the club manager. If you are still not satisfied, you should contact the club management committee.

6 LIABILITY

- 6.1 We do not accept liability for damage or loss to your property or a guest’s property that may happen on the premises or within the grounds of the club other than the liability which arises from our negligence or our failure to take reasonable care.
- 6.2 We do not accept liability for the injury or death of any member, child or guest that may happen on the premises or within the grounds of the club, other than the liability which arises from our negligence or our failure to take reasonable care.
- 6.3 Nothing in these terms and conditions is meant to limit any rights you might have as a consumer.
- 6.4 You bring all personal belongings to the club at your own risk. We do not accept legal responsibility for any loss or damage to these items.
- 6.5 If you find lost property, you must hand it into the club reception immediately. We will hold items for three weeks only before giving them to charity.
- 6.6 You park in the car park at your own risk. We do not accept liability for any loss or damage to your car, or personal belongings in it, while you are parked in our car park.

7 DATA PROTECTION

- 7.1 General Information
- 7.1.1 We keep to the Data Protection Act 1998.
- 7.1.2 We comply with GDPR Regulations.
- 7.1.3 We will complete regular (annual) data purges to remove any data that we no longer require, however we may keep your contact details so that we can keep in touch with you once you have left us. You have the right to have this data removed once your membership has expired.
- 7.1.4 If you want to know what information we hold about you, or you want us to correct any information we hold about you, please contact the club manager.
- 7.1.5 If leave the club and you want the “right to be forgotten” you need to contact and inform the club via email.
- 7.2 Privacy Notice
- 7.2.1 What We Need

- 7.2.1.1 ASRC is a Sports Facility managed by a Committee and supported by a small number of staff. It is affiliated to Grampian Squash and Racketball, and Scottish Squash Ltd
- 7.2.1.2 ASRC will be a “controller” of personal information that you provide to us as part of your membership (i.e. via your membership form) and / or any other data that you may provide to us from time to time as part of the services we (or affiliated organisations) provide to you [unless otherwise stated]
- 7.2.1.3 When you register as a member of ASRC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18, we will ask you or the following personal information:
- Contact Details: Name, Address, Postcode, Date of Birth, Email Address, Phone Numbers, Gender
 - Membership Details: Category, Participation Details, Usage, Membership Restrictions
 - Vend Account Details: Club Credit, Loyalty, and Store Credit Balances
 - Competition Details: scores / results associated with various competitions and activities
 - Bank Account Details: used for processing direct debit payments
 - Other Details: that we may collect from time to time with your permission
- 7.2.1.4 We will collect all or part of this information if you are a volunteer, employee, or partner of ASRC
- 7.2.2 Why We Need Your Personal Information – Contractual Purposes
- 7.2.2.1 We need to collect your personal information so that we can manage your membership, and this data is critical to our internal systems. We will use your personal information to:
- Keep a membership register which must allow you to be identified as an individual for the purposes of voting eligibility at club AGMs and EGMs
 - Provide access to the club IT infrastructure such as accessing our website / booking site; accessing your bar charge account; accessing the club through the door entry system; communicating with you; giving you access to leagues and club competitions; as well as other activities of facilities that we may introduce from time to time.
 - Send you membership communications by email that are critical to your membership services, including (but not limited to) General Meeting Notices, information about your membership fees and services and various club activities that are available from time to time
- 7.2.2.2 Certain data is critical for your membership and as such we cannot accept your membership application if you are unwilling to provide us with this data.
- 7.2.3 Why We Need Your Personal Information – Legitimate Purposes
- 7.2.3.1 We also process your data in pursuit of legitimate interests to:
- Promote and encourage participation in our sports and club or partner activities by sending you communications about these activities
 - Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our or partner events, which

- we may use for promotional, education and development purposes
- Monitor and develop participation in our sports and activities by monitoring your engagement and participation
 - Deliver club activity programmes
 - Ensure that we can comply with the ASRC Constitution and Byelaws, and carry out processes and requirements contained within these documents
- 7.2.4 Why We Need Your Personal Information – Legal Obligations
- 7.2.4.1 To comply with the Protection of Vulnerable Groups (Scotland) Act 2007
- 7.2.4.2 To comply with the Equality Act 2010
- 7.2.4.3 To comply with other legal requirements that may be applicable from time to time
- 7.2.5 Who We Share Personal Information With
- 7.2.5.1 Any images or videos taken at our competitions may be shared with Scottish Squash, Grampian Squash or other media groups for journalistic purposes
- 7.2.5.2 We may be required to share personal information to comply with statutory or regulatory requirements
- 7.2.5.3 We may share information with professional or legal advisors for the purposes of taking advice
- 7.2.5.4 ASRC employs third party suppliers to provide services (including IT, and payroll etc). These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.
- 7.2.5.5 In the event that we do share personal information with external third parties, we will only share such personal information strictly required for specific purposes
- 7.2.5.6 As a member of ASRC affiliated to Scottish Squash and we are required to register all of our members with Scottish Squash. This is a condition of our membership. Scottish Squash will become a “controller” of your personal information.

8 GENERAL HEALTH AND SAFETY

- 8.1 As your safety is our main priority, we do not allow crockery or glasses outside the club bar and function suite area unless we have organised this.
- 8.2 To protect the safety of all members and guests, you must pay particular attention to all signs relating to health and safety in the club. If you do not understand a notice or sign please ask one of our team members at the club.
- 8.3 Fire exits are clearly marked throughout the club. If there is a fire or if you hear the fire alarm, you should make your way out of the club through the nearest possible exit to the advertised assembly point in the car park.
- 8.4 If you suffer an accident or injury on our premises, you must report it and the circumstances under which it happened to the senior member of staff on duty immediately. For legal and health reasons, you must not smoke while using any of the club facilities.
- 8.5 While you are at the club, we expect you to behave appropriately, respectfully and politely, and dress appropriately (for example, by not wearing sweaty kit in the club bar), at all times.
- 8.6 We can prevent you from entering the club or ask you to leave if we think that your behaviour or appearance is not suitable.

- 8.7 For your safety, when using the racquet facilities, you must wear appropriate non-marking footwear.
- 8.8 The Scottish Squash code of conduct applies at all times during play. A copy of this is available at reception. Please note provisions that all players (under the age of 19) MUST wear eye protection during play.
- 8.9 Children aged 11 or under must be supervised at all times by a member over the age of 18. However, this does not apply if they are at an activity we organise at the club which parents and guardians do not need to go to.
- 8.10 If you or your children have an infectious illness or condition you must not come into the club.

9 USE OF SQUASH AND GYM FACILITIES

- 9.1 Our aim is to make you feel better, and we try to make this as much fun as possible. We know that everyone has different aims, levels of skill, tolerance and fitness. Every moment you spend with one of our coaches is designed to focus on your needs.
- 9.2 Only appropriately qualified coaches will set you a training programme.
- 9.3 Only ASRC approved coaches are allowed to deliver coaching session at the club
- 9.4 If you have concerns about your physical condition, you must not do strenuous physical activities without first getting medical advice.
- 9.5 To make sure you get the most from every activity that you do at the club in the safest possible way, you should always make sure that you warm up properly and take time to cool down after your activity.
- 9.6 You should not take part in any physical activity that you may not be fit for. You are responsible for monitoring your own condition during physical activity. If you suffer any unusual symptoms, you must immediately stop the activity and tell a member of staff at the club.
- 9.7 You should tell the club manager, a qualified coach or a member of the membership team when you join about anything that is relevant to your physical condition. You should continue to keep this information up to date throughout your membership.

PART B – RULES AND REGULATIONS FOR USING THE FACILITIES

1 DEFINITIONS THAT APPLY TO PART B

- You – the member or lead member case of corporate membership.
 - Linked member – anyone who is linked to your corporate membership
 - Your entire membership – your membership and the membership of your linked members
 - We, us and ‘the Club’ – Aberdeen Squash & Racketball Club
- 1.1 All of the rules and regulations of membership apply to you and all linked members unless we tell you otherwise.
- 1.2 You and all linked members must keep to the rules and regulations for using facilities set out in the club byelaws.

2 COURT TIMES, BOOKINGS AND CANCELLATIONS

2.1 Times of play

Ordinary Student	Monday to Sunday	Can play at any time
Intermediate Founder	Monday to Sunday	Can play at any time
Loan Honorary Corporate Unlimited	Monday to Sunday	Can play at any time
Corporate Off Peak & Lunchtimes	Monday to Friday	9am-5pm
	Saturday and Sunday	all day
Corporate Off Peak	Monday to Thursday	10am-12noon, 2-5pm;
	Friday	10am-12noon and 2pm onwards
	Saturday and Sunday	all day
Off Peak	Monday to Thursday	10am-12noon, 2-5pm;
	Friday	10am-12noon and 2pm onwards
	Saturday and Sunday	all day
Junior	Monday to Friday	until 5pm*(last booking 4.20pm)
	Saturday and Sunday	all day
Pay Per Use Bronze	Monday to Sunday	Can play at any time
Pay Per Use Silver	Monday to Sunday	Can play at any time
Pay Per Use Gold	Monday to Sunday	Can play at any time
Pay Per Use Student	Monday to Sunday	Can play at any time

2.1.1 Off peak members are allowed to play out with these times as a Guest of an Ordinary, Student, Intermediate, Founder, Loan, Honorary or Corporate Member on payment of an upgrade fee.

2.1.2 Pay per Use members are allowed to play at any time, either on their own or with another member. When playing a member who does not pay "per use" fees they must pay a single court fee. If two Pay per Use members play each other they only need to pay one court fee between them.

2.1.3 A list of fees / rates is available at reception.

2.1.4 Junior members playing with an Ordinary, Student, Intermediate, Founder, Loan, Honorary or Corporate Member are permitted to play at any time

2.1.5 Members CANNOT evict Junior members from a court if normal booking procedures, and the 5 minute rule, have been complied with

2.2 Booking of Courts

2.2.1 Courts can be booked 'online' via www.asrc.co.uk

2.2.2 Courts can also be booked by telephone (01224 316122) or at the club during Reception hours

2.2.3 Courts can be booked one week in advance, but a member CANNOT book more than one court each day during PEAK TIMES of 12noon-2pm and 5-8pm.

2.3 Confirmation of Court Usage, Cancellation of Courts and Fines

2.3.1 During Reception hours, members confirm their court usage by signing the Booking-In sheet at Reception on arrival to the club.

2.3.2 Outwith Reception hours, members MUST confirm their court usage by completing the Booking-In sheet at the Reception desk. Members failing to do this will be deemed to have not used the court and failed to notify their cancellation. A fine will be applied to that member.

2.3.3 Members who do not take up their booking MUST cancel their court 4 hours before the time booked. The cancellations MUST be notified to the Receptionist or via the online booking site.

2.3.4 Where a member books a court and fails to use it without proper cancellation, a fine may be incurred.

2.3.5 Members who have outstanding fines may be unable to book courts until the fine has been paid in full.

2.3.6 A list of fine rates is available at reception

2.4 Courts Not Taken Up

2.4.1 Any court not claimed at Reception by either the Member who booked it or their opponent, at the time the court is booked for, is forfeited.

2.4.2 Any other member can then use and / or book this court, given that the restrictions of membership category are satisfied and after a 10 minute time lapse. Members taking up courts in this manner cannot be evicted until the court session time ends.

2.5 Footwear

2.5.1 Only footwear with non-marking soles are permitted on any court.

2.6 Equipment

2.6.1 A non-marking ball MUST be used at all times (including those used for Racketball

2.6.2 Rackets with non-marking grommet strips MUST be used at all times.

2.7 Court Change Overs

2.7.1 Members are asked to extend to others the courtesy they would like to receive themselves.

2.7.2 Oncoming players should go to the gallery above the court and indicate their presence to the players on court.

2.7.3 If it is past change-over time, they can mention this fact to the players whilst the ball is out of play. Members are expected to vacate the court they are using on time if other members have booked and are waiting to use the follow on court.

2.7.4 If oncoming players are ready to commence play at the time of play, members using the courts must relinquish the court immediately, and are not permitted to continue playing.

2.7.5 Oncoming players must not enter the court whilst play is in progress.

2.8 Behaviour and Safety on Court

2.8.1 Members are reminded of their responsibility for the safety of their opponents while on court

2.8.2 The full Code of Conduct and Fair Play Statement, is available at Reception for inspection.

2.8.3 Breaches of the Code, and bad behaviour on court, are both subject to review by the Committee, who reserve the right to admonish members and ultimately suspend, or not renew, any

membership if they feel such action is appropriate.

3 USE OF BAR, LOUNGE AND FUNCTION SUITE

3.1 Bar / Lounge

3.1.1 Junior members under 16 years old are not permitted in the bar area (defined as the wooden floor area near the bar).

3.1.2 Junior members are permitted in the lounge area at all times.

3.1.3 Members are not permitted to enter the Bar and Lounge areas in sweaty kit.

3.1.4 Members using the Bar facilities either before or after playing are requested to leave their kit outside the main entrance to the Bar. Please ensure that escape routes are NOT obstructed.

3.2 Smoking

3.2.1 No Smoking in all areas of the club.

3.2.2 Please use the ashtray provided outside the main entrance for disposing of cigarette ends.

3.3 Food and Drink

3.3.1 Food and drink purchased from the club bar or kitchen must be consumed within the confines of the bar/lounge areas and is not permitted to be taken into other areas of the club.

3.3.2 Food and drink purchased out with the club may be consumed at the discretion of the club manager or bar staff or committee.

3.3.3 Private Functions / Discos

3.3.4 The promoter/organiser of a private function/disco shall pay a fee (currently £50) on booking the function/disco to cover the cost of cleaning the Bar/Lounge and any breakages incurred.

3.3.5 The Committee reserve the right to make further demands for payment in respect of the excess cost of any further damage incurred on the night.

3.3.6 Members and guests are asked to leave the club premises quietly at all times and especially after a late night function.

4 GENERAL

4.1 Reception Opening Hours

4.1.1 Reception is manned Monday to Friday 9am-7pm, and at weekends during certain events.

4.1.2 Computers located in Reception are for the purposes of booking courts online when Reception is closed.

4.2 Fire Emergency Procedures

4.2.1 Notices of fire emergency procedures are displayed throughout the club. It is the Members' and their guests' obligation to read these and familiarise themselves with the correct actions to take in the event of a fire.

4.3 First Aid

4.3.1 First Aid Kits are located at Reception and the Bar.

4.3.2 A 'Heart Start' machine is located behind the reception desk.

4.3.3 Rubber gloves are available from Reception and the Bar.

4.4 Saunas

4.4.1 The sauna in the Gents changing room may be operated on demand by using the control panel on the sauna wall.

4.4.2 The sauna in the Ladies changing room will be switched on by phoning reception 1 hour in advance.

4.4.3 Shaving in the saunas is strictly prohibited.

4.4.4 Other rules apply. Refer to notices on the sauna wall.

4.5 Car Parking

4.5.1 Members are asked to use the club car park when at all possible.

4.5.2 On occasions where the car park is full, members are asked to

- park on the west side of Cranford Road.
- 4.5.3 No parking should take place in Morningside Lane or on the east side of Cranford Road.
- 4.6 Lost Property
- 4.6.1 Any lost property should be handed in to Reception at the earliest opportunity together with a note of when and where it was found.
- 4.6.2 The Club reserves the right to dispose of any property found in the Club after 3 weeks if it has not been claimed by the owner.
- 4.7 Personal Notices
- 4.7.1 Members are only allowed to display personal notices on the Club's notice board / TV's if they relate to squash, other sporting activities or other facilities provided by the club.
- 4.7.2 Members wishing to display any personal notices must hand them into Reception for approval prior to it being displayed. We reserve the right to refuse to display any notice without justification.
- 4.8 Constitution and Byelaws
- 4.8.1 Copies of the full Constitution and Bye-Laws of the club are kept at Reception (and in the Office) and can be inspected by Members at any time on request.

5 MEMBERSHIP

- 5.1 Staff Membership
- 5.1.1 Staff memberships are provided to those employed by the club as a benefit. Staff Members are granted the same privileges as Ordinary Members, however Staff Members do not have voting rights
- 5.1.2 This membership is only valid whilst an individual is employed by the club.
- 5.1.3 An employee needs to be in contract and Staff Memberships must be agreed with the Club Manager to be valid.
- 5.2 Grampian Squash Teams
- 5.2.1 Only Corporate Members listed on a "Corporate Unlimited Membership" are allowed to play in an ASRC team in the Grampian Squash Leagues. Corporate Members listed on any other Corporate Membership category are not allowed to play in an ASRC League Team in the Grampian Squash Leagues.
- 5.2.2 Off-Peak members are not allowed to play in an ASRC team in the Grampian Squash Leagues
- 5.2.3 Grampian Squash matches must take place on the courts allocated to them by the club. Members may not make additional personal bookings to shorten match durations.

[END]