



K E L V I N G R O V E

## Background

Western Province Sports Club NPC, a Non-Profit company as defined in the Companies Act, 2008 and established in June 1926, trades as Kelvin Grove Club and its main business is running the sports, recreation and/or social club situated at No 144 Campground Road Newlands, Cape Town for the mutual and collective benefit of members.

The Company is required to have no less than seven (7) and no more than seventy (70) members and whereas Kelvin Grove Club members in good standing are eligible for membership, subscribers to the Memorandum of Incorporation as of 19 April 2013 make up a substantial number of Company members and new nominations are subject to Board approval.

The Company Board has six (6) "A" Directors who are elected members of the Kelvin Grove Committee and *ipso facto* members of the Company for as long as they remain members of the Committee and five (5) "B" Directors elected by Company members. The eight (8) member Kelvin Grove Club Committee has, in terms of Board authority, delegated responsibility regarding:

- All aspects of the Club's management
- Establishing, amending, or repealing By-laws
- Maintaining a regular schedule of recorded meetings
- Delegation of powers to a Sub-Committee
- Appropriate accounting practice
- Member Records and election of new Club members

The by-laws are drafted and amended from time to time to ensure standards and practices are maintained at the Club and although separate to the Constitution & Rules, the two documents are interdependent. In the latter case, Rule changes are subject to member agreement at an Extraordinary General Meeting.

Kelvin Grove Club members are bound by the By-laws and Rules and must be fully aware of the requirements arising and any amendments or changes introduced from time to time.

## By-laws

### 1. Election of Members

- (i) The election of new members and Committee discretion is as described in Rule 9 (i) to (vi) inclusive, and any limitations applied from time to time to member numbers, is at the Committee's discretion.
- (ii) The Committee will, in terms of Rule 9(v) exercise its discretion in reinstating a candidate's name on the membership election waiting list within twelve (12) months of the initial election date, failing which a new application will be required.
- (iii) Short term temporary membership arrangements are, subject to specific Terms & Conditions, available for visitors and family members who are not **domiciled in the Western Cape.**

### 2. Subscription Adjustments

- (i) In the event of a member's residential location change affecting their membership category in terms of Rules 10 -13 inclusive or a reduced subscription rate in terms of Rule 22, amendments only take effect on March 1<sup>st</sup> of the ensuing Financial Year.
- (ii) Notwithstanding Rule 24(iii) should such adjustment involve an ABSENTEE or COUNTRY member becoming an ORDINARY member within three (3) months after March 1<sup>st</sup>, the Committee shall determine a pro rata subscription increase.



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### 3. Absentee/Country and Junior Membership

- (i) Unless otherwise agreed to by the Committee in writing, an ABSENTEE or COUNTRY member may use the Club's facilities for a maximum of sixty (60) **consecutive days** in a given subscription year.
- (ii) Junior membership is not in any manner intended to create ease of access to the Club's facilities for non-member parents who always remain subject to the guest by-law.

### 4. Guests

Kelvin Grove is a private members Club and whilst members may introduce guests in terms of Rule 36, introduction does not imply or allow non-member use frequency that in any manner compromises the use of Club facilities by subscription paying members.

Any attempt to circumvent the spirit of Kelvin Grove's By-laws and Rules regarding guest access and use of Club facilities could result in the member responsible facing disciplinary procedures.

- 4.1 Membership Cards are to be produced on request by a Club official or Committee member and are **not under any circumstance transferable to a family member or third party.**
- 4.2 Members are required to comply with gate admission procedures regarding guests by providing guest details in advance to **RECEPTION** during working hours and **SECURITY** after hours and entering their names in the guest register. Guest **ADMISSION** procedures can also be completed using the "At the Gate" APP.
- 4.3 A member accompanying children is responsible for maintaining behaviour standards implicit in these By-laws. Unruly behaviour that in any manner compromises enjoyment of the Club's facilities by other members is unacceptable.
- 4.4 Members and their guests are at all times expected to conduct themselves in a respectful manner towards others including Club staff.
- 4.5 Non-members may use the sporting facilities (**excluding the gymnasium**) **once** in a calendar month.
  - 4.5.1 Designated workspaces are for member use only. Members may not conduct business meetings in any of the Club's Food & Beverage outlets, lounges or public spaces and a function room must be booked for that purpose.
  - 4.5.2 Members must always accompany their guests **and may not leave them at the Club** after entry.
  - 4.5.3 Guest number limitations excluding functions are as follows:
    - Coffee Shop: Four (4)
    - Pool Bar: Four (4)Bookings are not permitted in the Coffee Shop and Pool Bar and if a member wishes to exceed these limitations, prior arrangements should be confirmed with management. Bookings in the Terrace Restaurant, Sushi Bar and Poolside Café involving more than four in a party are recommended.
  - 4.5.4 An adult Member, non-member spouse, children, immediate family and guests may use the Food & Beverage facilities once a week.
  - 4.5.5 Junior Members, whilst entitled to introduce guests to the Pool Side Café and Terrace (lunchtimes only) are required to be accompanied by an adult member at all times, noting that whilst members are required to pay their Food & Beverage accounts upon receipt, the Club **may not sell alcohol to under age Junior members,** albeit for adult consumption.
- 4.6 Members must establish the number of times their intended guest has previously been introduced to the Club as use frequency by a non-member is not mitigated by different member introductions.
- 4.7 The Gymnasium is **strictly a "Members Only" facility** and is not under any circumstance available for use by non-members, "Junior" member or children.



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- 4.8 **“Junior” members referred to under 4.5 and children may not under any circumstance, use the Sauna`s in the changerooms.**
- 4.9 Non-member guest use of Kelvin Grove Club`s recreation and sporting facilities including **Bridge, Billiards, Bowls, Croquet, Squash, Tennis**, and the **Swimming Pool** is subject to;
- 4.9.1 The requirements defined in 4.1 and 4.2.
- 4.9.2 Being introduced to the facilities on a once-off basis to market potential membership opportunities.
- 4.9.3 Thereafter, guest use of any of the Club`s recreation and sporting facilities is restricted to ONCE in any calendar month and may be subject to a guest levy payable by the host member in advance in an amount determined by the sporting section`s sub-committee and agreed by the Club Committee.

### **Bridge**

- 4.10 Whereas Bridge is played at Kelvin Grove, there are no dedicated Bridge facilities and space is accordingly allocated on an availability basis by management.

### **Billiards**

- 4.11 The Billiard Room has limited capacity, booking a table time through **RECEPTION** is essential. It is a strictly **NO SMOKING** area, **NO FOOD** is allowed and children, including Junior Members referred to under 4.5 **are not under any circumstance permitted access to or use of the Billiard Room**

### **Bowls**

- 4.12 Bowling Greens require specialized maintenance and management, and in terms of the By-laws, the Bowls Committee may request members of their section to contribute towards the running of their section while use of the facilities are subject to;
- 4.12.1 Days and times of play determined by the Bowls Committee
- 4.12.2 Club members who are not members of the Bowls sporting sub- Section may not use the greens at any time without the prior approval of a member of the Bowls Committee.
- 4.12.3 No children being allowed on the Bowling greens unless under adult supervision and Bowls Committee approval.
- 4.12.4 Non-members of the Bowls Section may be required to pay a green fee and costs of any equipment required for play.
- 4.12.5 The Bowling Greens may not be used for purposes other than the game of bowls under any circumstance.

### **Croquet**

- 4.13 Croquet lawns require specialized maintenance and management, and in terms of the By-laws, the Croquet Committee may request members of their section to contribute towards the running of their section while use of the facilities are subject to;
- 4.13.1 Days and times of play determined by the Croquet Committee.
- 4.13.2 Club members who are not members of the Croquet sporting sub- Section may not use the lawns at any time without the prior approval of a member of the Croquet Committee.
- 4.13.3 No children being allowed on the Croquet lawns unless under adult supervision and Croquet Committee approval.
- 4.13.4 Non-members of the Croquet Section may be required to pay a lawn fee and costs of any equipment required for play.
- 4.13.5 Croquet lawns may not be used for purposes other than the game of Croquet under any circumstance.



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### **Squash**

- 4.14 Squash bookings may be made online or through the Club's Reception with use of the courts being subject to;
- 4.14.1 Bookings being made two (2) days in advance with requirements for block bookings of any nature including but not limited to school use and league play signed off by a Squash Committee member.
  - 4.14.2 Member bookings for a single court and a maximum of two periods equating to a 60-minute booking, being limited to three (3) non-member guests using the Club facilities once a month and subject to the advance payment of any guest fee determined in terms of Clause 4.9.3.
  - 4.14.3 Bookings not taken up within 10 minutes of the allotted time will be forfeited irrespective of any second period booking.
  - 4.14.4 A dress code based on recognized squash apparel only with **NON-MARKING** squash shoes is an essential requirement. No shirtless play, vests, caps beachwear of any description or, equipment other than squash racquets and balls being allowed.
  - 4.14.5 Children may use the courts under adult supervision.

### **Tennis**

- 4.15 Tennis bookings may be made online or through the Club's Reception and use of the courts is subject to;
- 4.15.1 Bookings being accepted fourteen (14) days in advance, but members may only make a single 2-hour reservation on any one day. Requirements for block bookings of any nature including but not limited to agreed Tournaments, Coaching, School use and League play must be signed off by the Tennis Manager and/or a Tennis Committee member.
  - 4.15.2 A Member limit of three (3) non-member guests at a time using the Club's tennis courts once a month and, subject to the advance payment of any guest fee determined in terms of Clause 4.9.3.
  - 4.15.3 Bookings not taken up within 15 minutes of the allotted time including any guest booking fee will be forfeited.
  - 4.15.4 A dress code based on recognized tennis apparel only, with **NON-MARKING** tennis shoes is an essential requirement. No shirtless play is permitted, vests or beachwear of any description may not be worn on the tennis courts and only tennis equipment is allowed on the courts.
  - 4.15.5 Players are required to respect any court booking that follows by timeously vacating the court.
  - 4.15.6 Only lights specific to the court booked are to be used. No adjoining court lights may be used to improve playing conditions and members are responsible for switching lights off.
  - 4.15.7 No court bookings may be made by a member for external coaching lessons.
  - 4.15.8 Children may use the courts under adult supervision.

### **The Swimming Pool**

- 4.16 Space, pool capacity constraints, health and safety and consideration of fellow members require that use of the swimming pool be subject to the following;
- 4.16.1 An adult member, non-member spouse and their young children using the swimming pool and play area under adult supervision, once a week or four (4) times in a calendar month
  - 4.16.2 Where both parents are members, children over the age of four who are not "Junior" members joining the Dolphin Club to ensure unlimited access to the pool during the summer months. (R per child/ R for two and R for three children strictly limited to immediate family)
  - 4.16.3 Members being limited to two (2) swimming pool guests who may be invited once a month only.
  - 4.16.4 Members being liable for a fee of R35 (thirty-five rand) per guest payable in advance.
  - 4.16.5 Members accompanying guests including children, remain responsible for their guests and the safety



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and behaviour of children using the pool area and facilities.

- 4.16.6 Pool Loungers being for ADULT use only.
- 4.16.7 Members ensuring that children not toilet trained are appropriately clothed whether in or out of the swimming pool.
- 4.16.8 The swimming pool not being used by any person wearing bandages, who has an infection, open wounds, or sores.
- 4.16.9 Members and their guests who have been involved in **any** sporting activity showering **before** swimming.
- 4.16.10 Pool users using the changerooms and **children over five not being taken into opposite sex changerooms.**
- 4.16.11 All pool users must dry themselves off before entering the change rooms and toilets.
- 4.16.12 Infant nappy changing being carried out in changerooms only.
- 4.16.13 Games of whatsoever nature including any form of "horseplay" not being acceptable in, or out of the pool.
- 4.16.14 No inflatables other than accepted swimming aids for young children being used in the pool.
- 4.16.15 No **EATING** or **DRINKING** in the pool or on the edge paving.
- 4.16.16 **Cooler boxes, picnic hampers, beach umbrella's and chairs may NOT be brought into Kelvin Grove Club, and neither may any food or beverage item NOT purchased at the Club be consumed in any part of the Club's grounds.**
- 4.16.17 Smoking including Vaping being restricted to designated areas.
- 4.16.18 Consideration of fellow members when using a Cell phone.
- 4.16.19 **CHILDREN NOT BEING PERMITTED TO USE THE SWIMMING POOL BEFORE 9:00 AM or AFTER 6:30 PM**

### 5. Service Charges

Members do not pay service charges in any Food & Beverage outlet with the exception that member function costs include a service charge.

Payment of a staff gratuity in any Food & Beverage outlet is discretionary and may be in the form of cash or included in the billing settlement.

### 6. Bars

The Club has formal Bars at the Pool and off the Terrace lounge and temporary serving points in Function venues.

- 6.1 Alcohol sales from the Pool and Terrace Bars and access to these outlets may, at Management's discretion, be closed at any stage because of behaviour, a lack of or low patronage.
- 6.2 Bars are off limits to all children under 18 and for the avoidance of any doubt, staff will request appropriate ID documentation.
- 6.3 Alcohol may not be brought onto to the Club's premises without Management's prior approval and acknowledgement of corkage fees that may be payable. Alcohol may not under **any** circumstance be removed from Kelvin Grove Club.
- 6.4 Members with prefunded Club Accounts are entitled to any discount applicable to beverage purchases as determined by the Committee from time to time.

### 7. Food & Beverage Outlets

Food of any description whether commercially prepared or home cooked and beverages may not be brought onto or consumed on the Club's premises by members using the Club as a "work from home" location, the swimming pool or any other Kelvin Grove facility and are required to purchase all food and beverage items from the Club.

- 7.1 **Members are required to produce their membership cards when ordering in any Food & Beverage outlet**



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irrespective of using a credit card to settle costs.

7.2 Table bookings not taken up within 20 minutes lapse automatically.

7.3 Members are required to respect last orders and closing times in Food & Beverage outlets and not place unreasonable time demands on staff members who rely on late night transport.

### 8. Workspace Use

8.1 Member use of laptops and cell phones is limited to areas of the Club specifically designated for workspace.

8.2 These areas are for member use only.

8.3 Cell phone discussions and "Zoom Meetings" must be conducted in a controlled manner that does not inconvenience other members

8.4 Personal effects and equipment must not under any circumstance be left unattended and Kelvin Grove Club will not under any circumstance accept responsibility for any loss or damage.

8.5 Workspace users are required to always consider their fellow members by not monopolising tables or space unfairly.

### 9. Club Functions

9.1 Various Club functions for members requiring advance bookings are held during a calendar year. A member who fails to utilize a booking and does not advise of cancellation by noon on the preceding day, will be liable for a cancellation fee equivalent to multiple of 50% of the booking price and number of seats reserved.

9.2 Private member functions are subject to the Club's Terms and Conditions.

### 10. Dress Code Standards

Maintaining a modern-day standard of casual elegance without offending fellow members or compromising the dignity And traditions of the Club require that members and their guests be appropriately dressed when using the Club's Food & Beverage outlets.

10.1 Members involved in sporting activities are requested to shower and change.

10.2 No item of clothing displaying an offensive message or inappropriate lettering is allowed at Kelvin Grove.

10.3 Casual elegance standards in all Food & Beverage outlets including the Terrace Lounge and other internal locations expressly exclude hats or caps, any form of tattered clothing, long pants worn noticeably below waist height, vests, barefoot, swimming costumes and beachwear, sports apparel including jogging and cycling wear.

10.4 Hats, caps, swimming costumes, beachwear, jogging and cycling apparel are limited to outdoor areas including the Pool Deck.

10.5 Neat casual attire including sportswear and shorts can be worn in the Pool Bar, Pool Side Café and Coffee Shop but not in the Terrace Restaurant and Sushi Bar in the evenings after 18:30 when jacket and ties are optional and dress jeans worn with a sleeved collared shirt and closed shoes acceptable.

### 11. General

11.1 Motor vehicles, motor bikes, scooters and bicycle's must be properly parked in demarcated parking areas. Driveway areas are to be kept clear and slow speeds not exceeding 15 kilometres per hour maintained once inside the Club grounds.

11.1.1 Other than unforeseen circumstances including beverage consumption, overnight parking is not permitted. Kelvin Grove Club will not however be responsible for the safety and security of any vehicle left on the premises.

11.1.2 Non-members, albeit that they may be guests or reciprocal members may not park at the Club for offsite events in the Newlands precinct including but not limited to cricket.



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- 11.2 The Club will not be responsible for any injury, loss or damage suffered by a member or guest but reserves the right to recover remedial costs arising from damage caused to Club property by a member, a member's family or guest.
- 11.3 The Club is closed on Good Friday and Christmas Day.
- 11.4 Members are not permitted to play the pianos in the public areas, radios, recorded music or personal musical instruments in the Club grounds without management's prior permission.
- 11.5 Commercial photography including video and film shoots may not take place on Club premises without management's prior written approval.
- 11.6 Gambling related games are not permitted in the Club premises.
- 11.7 Unless authorized otherwise, members are not allowed into any bar or kitchen service area.
- 11.8 Replacement of a lost membership card will be subject to an administration fee in an amount authorized by the Committee.
- 11.9 Members or guests may not bring animals of any nature including reptiles onto the Club's premises.
- 11.10 No member of any Club Committee is entitled to ex gratia payments.

Member complaints and suggestions should be addressed to [membership@kelvingrove.co.za](mailto:membership@kelvingrove.co.za).

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