

By-Laws

For

Nadi Sports & Social Club



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ADMINISTRATION

1) PANDEMIC PROTOCOLS

- 1a All patrons entering the Club must be FULLY vaccinated and have proof of their vaccination status.
- 1b Have their temperature taken (must be 37.8 degrees Celsius or less).
- 1c Wear a mask at all times, except when playing sports or when in the Bar / Restaurant.
- 1d Practice social distancing (maintain at least 2 meters distance from another person).
- 1e Sanitize, wash hands with soap and water frequently.
- 1f Follow all other mandated protocols that may be brought in by MOH, MCTTT and The Ministry of Youth & Sports and the Club Management.

2) OFFICE AND BAR HOURS

- 2a The office shall be open:
Monday to Friday 8am to 5pm
- 2b Subject to the laws, of Fiji, the Bar shall be open
Monday to Thursday 10am to 9pm
Friday 10am to 11pm
Saturday/ Sunday/ Public Holidays 10am to 9pm
- 2c If there are member's present after closing hours, the Club may remain open until the last six people chooses to leave provided the Steward (under the managers instructions) feels there are enough members to justify the operation of the bar it shall remain open until the Steward deems it time to close.
- 2d The Club will be closed during Tropical Cyclone, Floods & Tsunami warnings, pandemics, or any other time necessary for the safety of its staff and members.

3) DRESS

- 3a. Members shall be dressed appropriately at all times. The Measure of such appropriateness is the opinion of other Members as judged by the Council. At all times therefore members should be dressed in a fashion that other members would not find offensive or derogatory to the high standard of the Club.
- 3b. Bare feet or bare upper body are not allowed in the Upper Half of Club- house at any time.
- 3c. Sports attire will be as directed by the respective Sports Committee and is to be strictly followed.

- 3d. Regulation footwear is to be worn for all sports as directed by the Sports Committee.
- 3e. All members or guests shall change any sweaty sports attire before entering the bar area.

4) CREDIT/ BAR TABS

- 4a Bar Tabs are permitted to Club members who frequently patronize the bar, this tab is for use during that visit but paid before leaving Club house the same day.
- 4b If member(s) leave without paying their Bar tab they can expect an additional 10% surcharge the following day.
- 4c If still unpaid after 14 days, disciplinary action will be taken against the member.

5) STEWARDS

- 5a While the Club stewards are on duty, members shall not send them off the premises for personal requirements.
- 5b Members and guests are responsible for payment of any wages for stewards called on duty to any private functions.

6) PETS

No animals or pets are allowed inside the Club premises except as needed by the Club for security purposes.

7) ADVERTISING

- 7a No free advertising material of any nature shall be displayed in the Club premises, except in relation to the promotion of a sponsored event and with the Council or managers approval.
- 7b All advertisers shall pay fees as prescribed by the Council for any advertising material displayed in the Club premises.

8) NOTICES

No notice shall be placed on the Club notice board except with the prior permission of the President or Secretary/ Manager. But members of Sub-committees may display notices pertaining to their functions or activities. Any such notice shall only deal with affairs of the Club or the welfare of the members generally.

9) STUDENT MEMBERS AND CHILDREN

- 9a Student members are associate members of the Club as per 9-01 & 9-09 of the Nadi Sports & Social Club Constitution.
- 9b The student must be below the age of 18 years and under the care of the nominated sports coach while on the premises.
- 9c As such on joining the Club as an associate student member they should be nominated by that sports coach or two financial members.
- 9d In accordance with clause 19 in the constitution relating to children the following conditions are prescribed for use of Club amenities by those under 18 years.
- i. All children under the age of 18yrs must at all-time be attended to by an adult. At no time should they be a hindrance to Club activities.
 - ii. **MAIN BAR** - Children under the age of 18yrs are not allowed in the bar area at any time.
 - iii. **DINNING ROOM** - Children of any age may use the dining room at any time provided a member or associate member is present and they are specifically under the care of such member who shall be responsible for their behavior.
 - iv. **SNOOKER TABLE** – No children under the age of 18yrs is allowed to use the billiard table.
 - v. **SWIMMING POOL** - Children under the age of 12yrs may not use the pool and precincts unless accompanied by an adult member, who is specifically responsible for their behavior and well-being. Even accompanied by an adult member, children using the swimming pool do so at their own risk and the Club is not responsible for any incidents or accidents.
- 9e All student members are required to obtain parental or guardian consent by completing the membership application form. Additionally, a background check must be conducted for each applicant through their respective school or institute.
- 9f Upon completion of the background checks, the club will inform the student applicant to proceed with payment of the membership subscription fee.
- 9g All applications must include a birth certificate and a passport-sized photograph enclosed with the form.

10) GUESTS AND VISITORS

- 10a Full members can sign up to 6 guests in to use the bar or kitchen the same people can only be signed in three times in one year. The member is fully responsible for his/her guests. Guests wishing to use any of the other facilities must pay the daily visitors fee as stipulated in Schedule A.
- 10b Daily visitors / Guests must be signed in by a full member. Visitors from overseas may be signed in at the discretion of the Manager or duty Steward on payment of the stipulated fees.

11) STAFF

- 11a All staff of the Club shall be appointed by the Club Manager and either of President or VP Admin.
- 11b As a privilege for Nadi Sports Club Staff they may become Associate members of the Club on payment of half the Single or family Town fee as stipulated in Schedule A. This membership will be terminated immediately if the staff leave the employment of the Club.
- 11c Staff are not entitled to win any prizes that may be offered from time to time by the Club to attract members.

12) COUNCIL MEETINGS

- 12a The meetings can either be in-person or via digital platforms.
- 12b The quorum shall be as stated in the Constitution.
- 12c The meeting Agenda must be circulated at least 24 hours prior to the meeting.

13) FLYER APPROVALS

THAT with the approval of the council, approvals can be obtained by flyer emails or viber messages.

AMENITIES

14) BAR

- 14a There shall be a price list on display in the bar showing the price of all items on sale at the bar set from time to time by the Council.
- 14b Prices may change without notice provided any price increase is approved by the Council.
- 14c. All purchases shall be in cash. Members must ensure they get a receipt for all monies from the steward on duty.
- 14d. Empty bottle sales shall be recorded in the book kept for that purpose and shall be the responsibility of the secretary manager. The secretary shall keep a record of all bottles sold.
- 14e Provisions, wines and liquor shall only be sold for consumption in the Club Premises and only to bona fide members of the Club and their guests. There shall be no sale of any items to the outside public or to non- financial members.
- 14f The Secretary/ Manager or the Council reserves the right to expel any member or guests from the Club premises if in their opinion the members or guests is abusive or disorderly and a nuisance to other members.
- 14g Only drinks purchased from the bar may be consumed in the Club House or grounds unless the Club premises is hired for a private function and an appropriate fee for the function has been paid.
- 14h Non-financial members shall be allowed into the Club premises only during special functions or activities as organized by the Council or sports committee. A notice for such a function or activity has been displayed on the notice board.
- 14i The bar shall remain closed during the duration of any Annual General Meeting, Special General Meeting or General Meeting.

15) TV AND SOUND SYSTEM

- 15a Any member or associate member may request the steward on duty to operate the TV or sound system.
- 15b In case of a dispute in choice of channel the majority shall decide what program will be viewed.
- 15c The use and control of the TV and sound system shall be as directed by the Council Steward or Manager.

16) OUTSIDE FOOD

- 16a Any member or associate member may by requesting the steward on duty to use the BBQ and lovo facilities without payment of any charge. There may be

a charge as stipulated under Schedule B for the use of the gas if the member has not brought their own gas.

- 16b Members or associate members are allowed to bring their own food for consumption. Member(s) are not allowed to sell food anywhere in the Club premises.
- 16c When hiring out the Venue for private events, members or associates are permitted to bring their own food.

17) HIRING OF CLUB HOUSE

- 17a The Club house, the Club premises and facilities may be hired out for private functions or sporting competition on payment of prescribed fees at the time of booking. Fees are not refundable in the event of cancellation through no fault of the Club but will be refunded if the Club is closed for reasons as stated in 2d or if agreed by the Manager and Council.
- 17b The hiring party is required to complete a form of request prescribed by the Council for hire of any facility and provide such additional information required for the employment of Club staff.
- 17c The Hiring party will also pay a prescribed deposit which is refundable less the cost of any breakages or damages.
- 17d Any person attending such function is bound by all Club Rules & Regulation's and may be removed from the Club premises if in breach of the rules.
- 17e The Council or manager reserves the right to accept or reject any request for the use of the Club premises.

RECREATION FACILITIES

18) GYMNASIUM

- 18a The gymnasium shall be open from 6am to 9pm or at other times by booking with the Secretary/ Manager.
- 18b Children aged 11 yrs and below are not permitted in the gym, however children aged 12 yrs - 16 yrs are allowed with an adult supervision.
- 18c. All rules as set by the Council for use of the gym as displayed shall be observed by the members and guests using the gym.

19) SNOOKER

- 19a There may be a charge as stipulated under schedule B.
- 19b Any member or guest responsible for damage to billiard cloth or equipment shall pay the cost of such damage as assessed by the Council.
- 19c The use of billiard tables is normally restricted to members, who may invite bona fide guests to play subject to the fee as stated in Schedule A & B.
- 19d No player should play more than one game if other players are waiting to play.
- 19e The booking of billiard tables except for Club competition game is not permitted
- 19f No Players under 18 years.
- 19g No Smoking at the Pool Table area

20) SQUASH

- 20a There may be a charge as stipulated under schedule.
- 20b Players shall wear white sole canvas shoes with non-marking soles and shall wear proper attire on the court. Clothing or equipment which may cause marking on the walls, floor or other damage to the court shall not be worn.
- 20c The squash courts are open to members from 6am to 9pm Monday to Saturday and 6am to 8pm on Sunday & Public Holidays
- 20d The Council may close the courts for a prescribed period in case of any private function or booking in the lower hall.
- 20e During certain times one court can be booked by members on payment of the fee as stipulated in schedule B.
- 20f Squash Squad training may take place in one court with the times put up on the notice board.
- 20g Social squash nights are held on Friday evenings.

21) SWIMMING POOL

- 21a There may be a charge as stipulated under schedule B
- 21b Any members or associate member may use the swimming pool during Club hours from 6am - 7pm. Daylight saving close at 8pm without any charge.
- 21c Only proper swimwear is allowed
- 21d All bathers must shower before entering the pool
- 21e Foods and drinks are strictly prohibited in the pool area.
- 21f Pool rules are for the benefit of all members and are displayed beside the pool, non-compliance will lead to eviction and repeated offenders will face possible suspension from the Club.
- 21g Swimming squad training can use up to a maximum of four lanes at certain times. These times are to be decided by the Club Manager/ Secretary and displayed on the noticeboard.
- 21h Swimmers under the age of 12 are not allowed to use the pool unless supervised by an adult.
- 21i All users of the pool do so at their own risk and the Club is not responsible for any incidents or accidents.
- 21j To have only 2 swim Clubs i.e. Barracuda Swim Club, and Mako Swim Club
- 21k No other Clubs apart from listed above will be entertained.
- 22l Refer to the Pool rules notice board by the swimming pool and Swimming Pool By-Laws for more details.

22) TENNIS

- 22a Tennis court rules shall be as formulated by the sports committee and displayed near the courts.
- 22b Proper attire and regulation tennis shoes must be worn.
- 22c There may be a charge as stipulated under schedule B.
- 22d The designated Club Tennis coaches may take lessons on a maximum of two courts with the times displayed on the notice board.
- 22e Social Tennis will be held on Saturdays from 3.30 pm.

23) LAWN BOWLS

- 23a Bowls rules shall be as formulated by the sports committee and displayed near the green.
- 23b There may be a charge as stipulated under Schedule B
- 23c Proper bowling shoes shall be always worn by players using the bowling green.

24) DARTS/TABLE TENNIS

Any member or associate member may request the Club steward for the use of darts or table tennis.

25) FUTSAL

- 25a Members' playing times from Monday till Saturday will be from 6pm – 8pm Mon and 6am – 8am on Sundays.
- 25b Only members are allowed to use the Futsal Court.
- 25c Non-members to pay the stipulated fees under Schedule B.
- 25d Proper Futsal shoes to be worn when playing.
- 25e No Swearing or unappropriated language to be used.
- 25f There are two futsal groups, and they share days on mutual understanding keeping the club manager aware.
- 25g The Club takes no liability/ responsibility for any loss/ incidents/ accidents whilst on club facility.

GENERAL

26) DAMAGES

Any member, associate member or guest shall be liable to pay for any damages/ breakages to any Club property as determined by the Council.

27) COMPLAINT INVESTIGATION PROCEDURE

- 27a All complaints shall be made in writing & be signed by the members concerned and shall be submitted to the Council for its consideration.
- 27b Complaints should include details such as the nature of the complaint, the date and time of the incident, and any relevant names or witnesses.
- 27c The complainant will receive an acknowledgment of their complaint within 24 hours, either via email or phone call.
- 27d Upon receiving a complaint, the Council shall assign a Disciplinary Committee to conduct an initial assessment to understand the nature and severity of the issue.
- 27e All parties involved will be interviewed, and any necessary evidence or documentation will be gathered.
- 27f Once the investigation is complete, the Council or the Disciplinary Committee will propose a resolution to the complaint.
- 27g The resolution may include actions such as an apology, warning, suspension or termination depending on the specifics and severity of the complaint.
- 27h The proposed resolution will be communicated to the complainant in writing.
- 27i The decision of the Council or the Disciplinary Committee will be final.
- 27j The accused may have the right to appeal at the Special General Meeting within 14 days of the receipt of notification from the Council or the Disciplinary Committee. (NSSC Constitution 17-03 – 17-06)
- 27k All complaints and their resolutions will be documented and kept on file for future reference.

28) GENERAL BEHAVIOUR

Loud singing, abusive and obscene language or any undue noise or behavior causing annoyance to other Club members is prohibited in the Club.

29) DISHONoured CHEQUES

Any member writing a cheque which is not honored by the bank because of insufficient funds will be required to immediately pay the amount involved in cash and will be required to pay an additional \$20 to cover bank charges and other expenses.

30) CLUB AFFILIATION

The Nadi Sports & Social Club presently has full reciprocal rights with the Fiji Club and Social reciprocal rights with Northern Club.

31) PRESIDENTS ALLOWANCE

The presidential allowance for bar tabs shall be \$1000.00 a year during the term of his or her office.

32) LIABILITY

The Nadi Sport's Club and its Management will accept **NO** liability for any injury/ loss or damage to self or property while on the Nadi Sports & Social Club property.

33) HONOURS BOARD AND NADI OPEN EVENTS

- 33a For the purpose of the sports Honour's board the yearly championships must be played in the year of membership.
- 33b Every sport can host a Nadi Sports Club open event once a year for a maximum of two days or as agreed by the Council without the charges as stipulated in Schedule B for outside users.

SCHEDULE A

The Subscriptions (NSSC Constitution clause 5-9) shall be as follows:

NOMINATION FEE

Residents	\$100.00 (NSSC Constitution clause 8-01)
Non-Residents	\$150.00

SUBSCRIPTIONS (YEARLY)

Town	Family	-	\$330.00
	Single	-	\$220.00

Country	Family	-	\$220.00
	Single	-	\$195.00

Senior Citizens - Half of the town fee (NSSC Constitution clause 7-04)

Council Members pay 10% of the Town Family or Single rate whichever is applicable after completing 12 months of continuous service in the Council and serving again for the second year. This membership gets activated when a Council Member is present at 75% of or 8 out of 12 meetings a year and will be terminated immediately if the Council member resigns his/ her post from the Club.

ASSOCIATE MEMBERS

STUDENT NOMINATION FEE

Residents	\$50.00 (NSSC Constitution clause 8-01)
Non-Residents	\$75.00

STUDENT YEARLY SUBSCRIPTION

Student (17 years and under) \$100.00 (yearly)

Temporary Monthly Members	Family -	\$120.00
	Single -	\$85.00

Adult Daily visitors fee \$30.00

Daily visitors (under 18 years) \$10.00

Staff (half of the town fee)

Supernumerary members - \$30-00

Club Closure: - If the Club has to be closed for an extended period of time the Club may give a discount for the renewal members to the same value on the following year. Discount allowed will be determined by the Council.

Members Private Function

A financial member wishing to hire the facilities for a private function (i.e., Members Birthday/ Members Wedding/ Members Anniversary only) is entitled to a 50% discount on the below Schedule B charges. The discounts are allowed on venue hire charges only.

SCHEDULE B

Schedule of Charges

The following fees may change without Notice. Any changes must be approved by the Council or Manager. Fees can be paid at the office or bar and a receipt must be given. Club events will be at no charge if these are for outside events or other Clubs hire our venues.

Areas	Amount (VEP)	Comments
Extra hours for set up	\$300.00	four hours minimum
Lower Deck (Clubhouse)	\$360.00	
Upper Deck Balcony (Clubhouse)	\$500.00	
Bar Area and upper deck excluding Tennis Deck	\$2500.00	
Pool Bar and Garden Area	\$360.00	
Main Bure	\$500.00	
Security Bond (All Hiring's, Refundable if no Damage)	\$250.00	
Clean Up Fee (if required)	\$200.00	
Corkage per drink type (E.g., Spirits, Beers, Wines, RTD's, or Soft drinks)	\$250.00	
Flood lighting surcharge	\$20.00	per evening
Swimming Pool Hire	\$30.00	per lane per hour
Bowling Green (Other bowling Clubs)	\$100.00	8 hours Use
Bowling Green (Commercial hire)	\$50.00	per rink
Squash Courts (both courts)	\$100.00	8 hours Use
Tennis Courts (per Court)	\$20.00 \$200.00	per hour 8 hours
Billiard / Snooker Table (Only one table to be hired at time)	\$10.00	Per hour
Multi-purpose Court	\$30.00 \$40.00	per hour day per hour night
Usage of Clubs LPG for BBQ	\$15.00	per 3 hours
Bar Maid/Steward	\$8.00	per hour
Security Guard	\$10.00	Per hour
Coaching Levy	\$150.00	per month (due on or before 10 th of following month)